

Terms of Reference (ToR)

for

MD Project Manager

Project title: ECW 13260

Contracting authority: Finn Church Aid (FCA), MriyDiy Educational Foundation

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1. Introduction & Background

FCA BRANCH OF THE FINN CHURCH AID FUND IN UKRAINE is looking for service providers for the position of **Project Manager** under the **Multi-Year Ukraine Recovery Program (MYRP)** during 01.08.2024 – 31.12.2025 in Ukraine.

Finn Church Aid (FCA) is the largest Finnish international aid organization, operating in 13 countries where humanitarian needs are most urgent. FCA supports the most vulnerable populations regardless of their religion, ethnicity, or political background. Our work is grounded in human rights and guided by principles of equality, non-discrimination, and accountability.

The **MriyDiy Educational Foundation** is implementing project components under the ECW 13260 initiative, focused on mitigating educational loss for children in Ukraine by providing mentoring and educational support for teachers and learners.

2. Purpose of the Assignment

The **Project Manager** will oversee the full project lifecycle—from planning through to implementation and closure—ensuring the successful delivery of activities under the ECW 13260 project. The Manager will ensure that goals are met, risks are managed, deliverables are completed on time and within budget, and effective communication is maintained with all stakeholders.

3. Scope of Work and Responsibilities

The MD Project Manager will be responsible for:

- Developing comprehensive project plans with defined scopes, timelines, and budgets.
- Coordinating internal and external stakeholders to ensure alignment and timely execution of project components.
- Leading, supervising, and supporting project teams, including mentors, experts, and coordinators.
- Tracking progress against deliverables, managing project documentation, and overseeing reporting mechanisms.
- Identifying risks and developing appropriate mitigation strategies.
- Ensuring that educational and mentoring services for teachers are effectively delivered.
- Monitoring budget utilization and approving expenditures in alignment with the plan.
- Conducting evaluations and preparing final project reports including success stories and key insights.
- Liaising regularly with FCA representatives and donor contacts to provide updates and receive guidance.

4. Deliverables

The Project Manager is expected to deliver the following:

- Approved detailed project implementation plan.
- Regular progress reports covering status, risks, and financials.
- Documentation of mentoring sessions and capacity-building activities.
- Educational and methodological materials to address learning loss in Ukrainian language and mathematics.
- Final report with achieved indicators and analysis of project outcomes.
- Project handover and post-implementation evaluation documentation.

5. Skills and Competencies Required

- Proven experience in managing educational or development projects.

- Strong leadership and organizational skills with attention to detail.
- Excellent communication skills in Ukrainian; good command of English is a plus.
- Proficiency in project management tools and techniques.
- Experience working with international organizations or donor-funded programs.
- Understanding of the Ukrainian education system and challenges in conflict-affected areas is an asset.
- Ability to manage remote and hybrid teams effectively.

6. Reporting Line

The Project Manager will report directly to the **MriyDiy Foundation Executive Director** and work in close coordination with FCA's Education Advisor and Project Manager.

7. Payment Terms

Payments will be processed within 10 calendar days upon submission and approval of deliverables and invoices. Variations in payment schedule may occur due to donor disbursement cycles or technical issues. All parties will be kept informed in such cases.

8. Duration of Contract

17 months (01.08.2024 – 31.12.2025)

9. Duty Station

The assignment will be carried out remotely, in accordance with the agreed work plans.

10. Technical Proposal Package Must Include

- Service Proposal
- Candidate CV