

Request for proposals
Project assistant
on support to administrative service provision,
for the EU-financed programme for support to
the Ukrainian Decentralisation Reform:
U-LEAD with Europe Programme

Location: Kyiv

SKL International is looking for a Project assistant for implementation of Ukraine Local Empowerment, Accountability and Development Programme - U-LEAD with Europe Support to improved administrative service delivery, Roll-out Phase. The positions shall be consultancies contract for a period of minimum 20 months.

The Project assistant should be experienced, professional, self-motivated persons with high level of English, who can work effectively in a dynamic and changing environment and manage trips, conferences and other logistical arrangements in order to reach the targeted results within a limited timeframe. SKL International is looking for candidates who are experienced in managing logistical work that covers all territory of Ukraine. The position requires integrity, innovation, problem-solving skills, professionalism, strong interpersonal skills and the ability to work as an effective team member.

About SKL International

SKL International is a subsidiary to the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 20 county councils in Sweden. We are a leading consultancy company supporting local democracy and good governance in developing and transition countries. Our expertise covers areas such as capacity building on municipal management and service delivery; local and regional development; decentralisation policies; support to local government associations; and European Integration. Geographically, SKL International's projects covers countries in Central and Eastern Europe as well as Africa and Asia.

Description of the assignment context

U-LEAD with Europe is a multi-donor action of the European Union and its Member States Denmark, Estonia, Germany, Poland and Sweden. The Programme aims at supporting the Decentralisation reform in Ukraine and contributes to the establishment of multilevel governance that is transparent, accountable and responsive to the needs of the population.

The Programme has two main objectives:

1. Enhancement of the capacities of key stakeholders at the national, regional and local levels to implement the regional policy and decentralisation reforms (GIZ). This includes vertical and horizontal coordination and capacity development at all levels of government throughout Ukraine.

2. Empowerment of amalgamated communities to deliver high quality administrative services to their citizens aims at contributing to the ongoing decentralisation reform in Ukraine (Sida). For this purpose, Sida has subcontracted SKL International who worked in 26 pilot communities on establishing different types of ASCs (2017-2018). During the Roll-out phase (2018-2020) Sida is aiming at to support up to 600 Administrative Service Centres to improve the service provision for citizens of Ukraine.

During the Roll-out phase, SKL International's role will consist of the following areas of work

- Ensuring quality and relevance of the Support Package on how to establish an ASC (developed during the inception phase)
- Communicating the role of ASC in the decentralisation process
- Policy advice and support on administrative delivery in Ukraine
- Support to peer exchange between amalgamated communities that have established ASCs
- Selection of Programme participants to establish or modernise ASCs (amalgamated communities and small cities) in four rounds
- Preparing Terms of Reference for up to 600 communities on how to establish or modernise a well-functioning ASC

Organisational set up

The project team in Ukraine will comprise of approximately thirty long-term consultants covering policy expertise, logistics support, methodological support, selection of Programme participants and preparation of terms of reference for establishment and modernisation of ASCs.

The support Unit

Within the project team a project assistant will work closely with 2-3 logistics specialists and will

1. Help in planning and coordination all trips for regional experts (approximately 300 trips per month)
2. Make budget forecasts and follow-up of budget expenditure and expenses in accordance with the project budget for logistics
3. Provide logistical support to conferences and other project related activities.
4. Support and administrate office in Kyiv and regions including work with preparing logistical invoices to be sent to Stockholm
5. Coordinate documentary under the project
6. Coordinate work with the translation agency, control the quality of translations
7. Make official meetings minutes in English

The Project assistant will be located in Kyiv.

The Logistics Unit will work closely with the Team Leader, the Project Coordinator, the Selection and Assessment Team in Ukraine and with the project Management Unit in Stockholm.

The role of the Project assistant

The Project assistant will support the local team in Ukraine within the unit described above. The following is a preliminary outline of tasks that will be the responsibility of the

documentary, assistance in preparing contracts and invoices, close collaboration with Logistics unit, assist to project team in Ukraine

Management and Coordination

- Assistance in logistical arrangement with a focus on planning trips,
- Assist the project team in practical project operations
- Work with administrative tasks with a special focus on contracts and invoices
- Support the management of projects offices in Kyiv, Dnipro, Lviv and other cities
- Organise and coordinate different types of events such as study visits, info-sessions, conferences etc.
- Contribute to project related procurement processes in Ukraine
- Coordinate translation services provided under the project with focus to quality of translation, translate documents under the project or during meetings if needed
- Control documentary
- Make minutes during official meetings in Ukrainian and English

Communication

- Keep SKL International in Stockholm and Kyiv continuously updated about progress, issues and successes
- Day-to-day coordination with all units of the project

Monitoring, evaluation and reporting

- On-going monitoring, reporting and communication with the Stockholm office and with the management unit in Kyiv

Skills and Experience

- Minimum Bachelor Level Degree of education
- Minimum 2 years of progressively responsible professional work experience at the national and international levels in logistics management/project assistant job
- Knowledge of working processes (purchase orders to external providers, preparation of contracts for services and goods, protocol etc)
- Previous experience of work in a Governmental or International Organisations is an advantage
- High social and networking skills, ability to develop good relationships with different stakeholders
- High level of management skills
- Capable of working under pressure in a multitasking position
- Ability to work in a multicultural environment
- Good experience in the usage of computers and office software packages (MS Word, Excel, etc)
- Fluency in Ukrainian (verbal & writing)
- Fluency in English (verbal & writing)

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Project assistant, which will outline the conditions for the position in detail. Please note this position is **not** an employment position, meaning that applicants must be established as consultants and will be liable to pay all relevant taxes and insurances.

A competitive consultancy fee will be offered to the successful candidate.

Evaluation of response & selection

Interested applicants should send their proposal, comprising the following documents, to SKL International no later than **May 30th, 2018**:

- a) A short explanation of the applicant's suitability for the assignment (maximum one A4-page)
- b) Up-to-date CV indicating relevant experience and qualifications
- c) A statement on when the applicant will be available to start the position and confirmation that the applicant will be available to work on the project full time until the end of phase one.

Project assistant will be selected based on specialist competence and suitability matching the requirements described above.

This Request for Proposal is issued on **May 24, 2018**. Interviews with shortlisted applicants are expected to be held in person or via Skype in the period between **29 May and 06 June 2018**.

Proposals and questions should be sent by email to: ulead@sklinternational.se

Diversity and equal opportunities

SKL International embraces diversity and respects human rights in all areas of its work. Discrimination of any kind including on the basis of gender, religion, sexual orientation, ethnicity or culture is not accepted. Personnel shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued.

Persons engaged in SKL International's business activities shall be afforded equal rights and development opportunities. SKL International supports working arrangements that enable personnel to combine work with family commitments.