

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

Location: Dnipro, Lviv, Kyiv and 1-2 other cities to be defined in South Ukraine

SKL International is looking for a team of Regional Specialists on support to improvement of administrative service provision and establishment and modernisation of Administrative service centres (ASC) for implementation of U-LEAD with Europe Programme -Ukraine Local Empowerment, Accountability and Development Programme, Support to improved administrative service delivery, Roll-out phase. The position shall be a consultancy contract for a period of 18-20 months.

SKL International is looking for a self-motivated, well-organised and efficient team member who can ensure that the compilation of Terms of References on establishing and modernising ASCs runs smoothly and efficiently. We are looking for someone who is experienced in the field of administrative service delivery, has excellent analytical skills and experience in comprehensive reporting work in tight time framework.

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's International role will consist of these 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

SKL International is seeking a team of Regional Specialists that will work with the Programme participants (amalgamated communities and small cities) and prepare individual Terms of Reference each of them on how to establish a well-functioning ASC or modernise an already existing ASC.

Organisational set up

The team of regional specialist will comprise approximately fifteen long-term consultants. The team will be a part SKL International team for support to Sida's implementation of the Roll-out Phase, with specially assigned team manager. The team will be located in different regional offices all over Ukraine including Dnipro, Lviv and Kyiv (other cities to be determined). **Four of the Regional Specialists will have a more senior position and guide and advise the rest of the team.**

The role of the Regional Specialist

Each Regional Specialist will be responsible for a specific geographical area. The candidate for Regional Specialist person should be able to work effectively within a team both regionally and with the main project office in Kyiv.

The following is a preliminary outline of the areas of responsibility of the Regional Specialist:

- To conduct initial analyses of the Programme participants' abilities to establish an ASC covering economic, political and social variables (confirm the initial analyses made when selection Programme participants).
- To ensure that input from different stakeholders is taken into consideration when establishing or modernising an ASC in a particular community (regional centres for local self-governance development (supported by U-LEAD Programme), senior experts on central level, other donors that work in the particular oblast region)
- To propose a model/type for an ASC based on in depth analyses
- To propose the number of services to be provided and the number of working places needed for efficient service delivery in each particular ASC
- To advise the Programme participants on the choice of premises suitable for establishment of ASC
- Negotiating and agreeing the Programme participants a plan of action and financial contributions to be made by a the participants and the Programme respectively
- To ensure that cross-cutting issues such as gender, environmental sustainability and zero-corruption tolerance is taken into consideration in analyses and reporting
- To write reports with comprehensive and accurate information and analyses for each individual Programme participant in the geographical area the regional specialist is responsible for

Selection of participants

The Senior Regional Specialist will form the core team of the Committee for Selection of Programme participants that will assemble four times and prepare the shortlist of candidates.

Reporting

- Ongoing reporting to the regional office and to quality assurance team in Kyiv

Required Skills and Experience

- Understanding of the decentralisation reform process in Ukraine;
- At least 2 years' experience of work in the field of administrative service provision and/or the activities of ASC (**4 years for regional Senior Regional Specialists**);
- Understanding of local self-governments' capacity, especially concerning provision of administrative service;
- Experience of needs analysis and/or analysis of current situation;
- Experience of coordination of activities and negotiations that involve multiple stakeholders;
- Experience in report writing;
- Excellent communication (written and oral), reporting and presentation skills;
- Fluent knowledge of Ukrainian language

- Experience in developing templates (**refers only to Senior Regional Specialists**);
- Experience in management of project or other professional teams (**refers only to Senior Regional Specialists**).

Other competencies

- Self-motivated and able to work effectively under limited direction and supervision;
- Strong organisational skills, with the ability to manage multiple tasks at once, coordinate with a high number of people and activities, oversee details and make priorities independently;
- Sound judgement and ability to respond flexibly in a dynamic environment with limited time frames;
- Ability to work effectively in an international team and have a pro-active and collaborative attitude;

Location and Duration

The Roll-out Phase of U-LEAD Programme is expected start by the middle of April 2018 and will run for 20 months. The actual duration will depend on when the Phase 2 contractor/s (tendered by Sida) are in place. The team of Regional Specialists is expected to work full time for an estimated number of 18-20 working months within this period.

The Regional Specialists will be based in Dnipro, Lviv, Kyiv and possibly other cities of Ukraine (to be determined depending on which specialists that will be recruited). The assignment will involve extensive travelling within Ukraine (up to 3-4 days per week). The consultant is expected to participate in debriefings and other meetings at the SKL International office in Kyiv and other cities of Ukraine when necessary.

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Regional Specialist which will outline the conditions for the position in detail. Please note that this position is **not** an employment, meaning that applicants that are chosen for the assignments will to establish themselves as consultants and will be liable to pay all relevant taxes and insurances.

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

The contracting for this position will depend on final approval of the project by Sida.

Evaluation of response & selection of Project Coordinator

Interested applicants should send their proposal, comprising the following documents, to SKL International no later than **March 26, 2018**:

- a) A short explanation of the applicant's suitability for the assignment (maximum one A4 pages)

- 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.

The Regional Specialist will be selected based on the following criteria:

- a) Specialist competence and suitability – based on the expert requirements described above
- b) A competitive consultancy fee for described position

This Request for Proposal is issued on **March 5, 2018**.

Final date for submission of proposals is **March 26, 2018**. Interviews with shortlisted applicants are expected to be held in person or via Skype in the period between **20 March and 10 April 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.

Men and women 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.