

Project Coordinator 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 Coordinator 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 minimum 22 months.

SKL International is looking for a self-motivated, highly organised and efficient team member who can make sure the project operations run smoothly and efficiently. We are looking for someone who is able to manage many things at once with a good eye for detail and make sure that everything is in place. The person should be an experienced, competent administrator and coordinator, preferably with experience in contracts management, who can work effectively within a team. The Project Coordinator will work with limited supervision so must be able to take initiative, prioritise and ensure that project logistics and administration is managed effectively.

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 Project Coordinator to provide administrative and coordination support to the implementation of all project activities.

Organisational set up

The 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. In addition, there will be a number of short term experts at a regional and central level. The Project Coordinator will report to the team leader in Kiev and project management unit in Stockholm focusing on administrative and financial matters.

The role of the Project Coordinator

Coordination and administration

- Provide supervision and guideline to logistical and support project units at central, regional and local levels
- Ensure efficient flow of financial and administrative documents, its accessibility and archiving to Stockholm office
- Provide office support at the project office in Kiev and in regional hubs and make sure that offices' operations run smoothly and efficiently

- Support registration of the project in Ukraine and ensure that the appropriate legal and financial obligations are followed as relates to project administration and logistics
- Provide administrative support to trainings, team meetings, and experience sharing activities between communities in Ukraine
- Coordination of local procurement processes under supervision of Stockholm office including work with terms of reference, advertising, receiving and processing bids, communicating with bidders
- Coordination work with suppliers (checking invoices, quality control, deadline follow up etc)
- Contribute to local recruitment processes including advertising, receiving and processing applications, communicating with applicants
- Coordinate contracts of long- and short-term consultants in Ukraine
- Contribute to team discussions about the project and to project planning.

Reporting

- Ongoing reporting to the team leader and Stockholm office
- Contribute to monthly reporting to SKLI particularly on activities in Ukraine;
- Contribute to quarterly narrative reporting to Sida;

Required Skills and Experience

- Relevant academic degree, minimum Bachelor degree in relevant field;
- Minimum 5 years' experience providing logistical and administrative support, preferably in the context of international cooperation or consulting projects;
- Experience in setting up and following project planning, management and administrative processes and implementing office routines;
- Experience with working with procurements and managing suppliers;
- Excellent command of the MS Office applications and strong ability to use computers, the internet and social media;
- Fluent English and Ukrainian.

Other relevant skills and experience

- Understanding of the relevant legal and financial framework in Ukraine for project administration;
- Knowledge of and interest in local self-governance and national reform processes in Ukraine;
- Experience of online communication;

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 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 negotiate effectively, coordinate with others and build productive, effective relationships and networks;
- Demonstrated ability to operate professionally and with integrity, and to maintain impartiality and objectivity;
- Ability to work effectively in an international team
- Risk-management competences
- Excellent communication (written and oral), reporting and presentation skills.

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Project Coordinator 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.

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 (ulead@sklinternational.se) no later than March 26, 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.

The Project Coordinator 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**.

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.