

Request for proposals
Policy Advice and Support Experts
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 Experts on Administrative Service Provision to form a Policy Advise and Support Unit within its team for supporting Sida in the 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 consultancy contracts for a period of minimum 20 months.

The Policy Advise and Support Experts should be experienced in giving advice to decision makers on national and local levels, professional, self-motivated and highly analytical persons, who can analyse a dynamic and changing environment and identify needs and provide advice on improvements and changes to the legal framework relating to administrative service provision on local level. These positions require 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 Policy Advice and Support Unit will comprise of 2-3 specialists. The specialists of the Unit will be located in Kyiv.

The Policy Advice and Support 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

The Policy Advice and Support Unit will have two main tasks;

1. to support the SKL International project team and other Programme implementers with guidance on policy matters and on strategic decisions (particularly regarding selection and assessment of Programme participants), and
2. to support the Programme's Ukrainian stakeholder, the government of Ukraine, with advice to the on-going reform in the sphere of improving administrative service provision on local level.

The Policy Advice and Support Unit will in addition have a certain mission to support the Ukrainian stakeholder with integration of gender equality as requested by representatives of the Ukrainian government.

The following is a preliminary outline of tasks that will be the responsibility of the Policy Advice and Support Unit:

- Monitoring reforms in Ukraine and continuously identify situations and areas where further work/reforms are required in relation to delivery of administrative services

- on local level, including gaps in existing processes for specific administrative services;
- support to further review and promote policy and legal reforms, including processes to enable digital access to data and institutional set-up, in close cooperation with EU and other actors;
 - consultations in Ukraine on synergies with other national and local initiatives, contextual developments, and cooperation with other projects and programmes (other donors/projects, communities, government officials);
 - provide advisory support to Sida's Programme Coordinator on issues including but not limited to legislation and best practices in the sphere of administrative services in Ukraine;
 - monitor the progress of subcontractors and partners to Sida within the project to identify gaps in the legislative and policy framework and identify areas for improvement, advice subcontractors and partners on progress in the area of policy and legal reform of relevance for the project, advice Sida's Programme Coordinator on progress and results sub-projects;
 - any other responsibilities and tasks as needed.

Communication

- Keep SKL International in Stockholm and Project management unit in Kyiv continuously and regularly updated about challenges and achievements

Monitoring, evaluation and reporting

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

Skills and Experience

- University degree, minimum Master level, in social/political science, economics, business administration, management, economics, law, development studies or similar
- A minimum of ten years working experience in the sphere of public service delivery
- Good understanding of international development cooperation
- Fluency in oral and written Ukrainian
- Knowledge of English is an advantage
- Ability to work in a multicultural environment
- Good administrative skills, including basic computer skills (Microsoft Office)
- Good communication skills, including use of social media
- Knowledge about EU's development cooperation

The Policy Advice and Support Experts shall be self-motivated, open-minded and possess strong interpersonal skills. A genuine interest in development issues is regarded a prerequisite. The work requires ability to work with governmental, non-governmental and private sector actors.

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Policy Advice and Support Expert, 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 **April 12th, 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 Police Advice and Support Experts will be selected based on their specialist competence and suitability matching the requirements described above.

This Request for Proposal is issued on **March 21, 2018**. Interviews with shortlisted applicants are expected to be held in person or via Skype in the period between **10 and 23 April 2018**.

Proposals and questions should be sent latest **April 12th, 2018** 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.