

Location: Kiev

**REQUEST FOR PROPOSALS****Coordinator of Institutional Support, round 2** on support to administrative service provision, for the EU-financed programme for support to the Ukrainian Decentralisation Reform: **U-LEAD with Europe Programme**

*NIRAS is looking for a Coordinator of Institutional Support for implementation of NIRAS support to Sida for U-LEAD with Europe Programme-Ukraine Local Empowerment, Accountability and Development Programme, Support to improved administrative service delivery, Roll-out phase, round 2.*

*The position shall be a consultancy contract for a period of maximum 10 months.*

**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). 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.

NIRAS is responsible for establishment of up to 574 Administrative Service Centres within the Roll-out phase (rounds 1-4).

**Assignment**

The Coordinator of Institutional Support (IS) is responsible for the planning and execution of activities targeting the three areas for Institutional support (general support to institutional establishment, support to hromada's work with awareness raising/citizen participation and training of staff).

The following is an outline of the areas of responsibility of Coordinator of IS:

- Supervise the work of Regional coordinators and Coordinator of trainings

- Ensure efficient knowledge management in the Project
- Make sure that the budget for institutional support is kept within budget limits and used efficiently
- Oversee integration of the content described in the manuals and materials within the Support Package on how to establish an ASC into the work on institutional establishment of ASC
- Supervise the delivery of in-service training for ASC administrators and other relevant representatives of local authorities
- Supervise the progress of provision of methodological support to local awareness raising campaigns about administrative service delivery
- Supervise the progress of provision of methodological support to citizen participation and oversight in the establishment and operation of the ASC
- Oversee the cross-cutting issues integration in the process of institutional establishment of ASC

### ***Skills and Experience***

- A master's degree in political science, legal affairs, economics or equivalent qualification,
- work experience of at least 8 years with public administration development, of which at least 4 years with international development cooperation, and
- Very good skills in English, Ukrainian and Russian

It will also be considered a merit to have previous experience of establishing Administrative Service Centres or similar structures.

### ***Conditions & Logistics***

A consultancy contract will be signed between NIRAS and the Coordinator of IS 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.

### ***Evaluation of response & selection***

Interested applicants should send their proposal, comprising the following documents, to NIRAS no later than **February 13th, 2019**:

- 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, indicating at least three contact references

The Coordinator of IS will be selected based on the consultant's competence and suitability – based on the expert requirements described above.

Proposals and questions should be sent by email to:

**LAWA@niras.com**