

Location: Kiev

REQUEST FOR PROPOSALS

Call-off Manager, 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 Team Leader 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 Call-off Manager (CoM) of round 2 is the most senior core team member and leads and mentors other team members in Ukraine.

The following is an outline of the areas of responsibility of CoM:

- overseeing the overall project implementation and ensuring it is delivered according to established work plans on time, to budget and to a high degree of quality and effectiveness,
- monitoring and managing risks and working collaboratively with Project team and NIRAS in Stockholm to solve issues that may arise during implementation,
- representing the project in dialogue with stakeholders and building positive and productive relationships and networks.

Skills and Experience

- minimum a master's degree in political science, legal affairs, economics or equivalent qualification,
- work experience of at least 10 years with public administration development, of which at least 6 years with international development cooperation,
- at least 7 years of work experience as a responsible manager in charge of the performance of services in the public administration development, and
- Very good skills in English, Ukrainian and Russian

Competencies

- High level representation and negotiation skills,
- Excellent social and networking skills, ability to develop good relationships donors, civil society and state representatives,
- Political nous, good judgement and ability to respond flexibly in a dynamic environment,
- Experience leading teams of consultants and proven ability to strategically inspire and energise project teams,
- Excellent communication (written and oral), reporting and presentation skills,
- Ability to work effectively in an international team and have a pro-active, transparent and collaborative attitude.

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 CoM 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 CoM 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