

Location: Kiev

**REQUEST FOR PROPOSALS**

**Administrative Officer, 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 Finance Manager 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).

**Tasks and Responsibilities:**

The Administrative Officer (AO) will provide administrative support to the implementation of all project activities.

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

**Administration**

- Ensure efficient flow of administrative documents (contracts, invoices), its accessibility and archiving to NIRAS in Stockholm,
- Systematisation of the work flow as a support to a Call-Off manager,
- Assistance with planning and organisation of the Project events,
- Support with development of the internal Project manuals and work-flow planning,
- Manage the cooperation with office business centre,

- Assistance in quality management of the project business processes,
- Provide office support at the Project office in Kiev and make sure that offices' operations run smoothly and efficiently,
- When requested, contribute to Project related procurement processes in Ukraine,
- Perform translation services of Project documents when requested by Call-Off Manager and NIRAS in Stockholm,
- Other tasks as agreed with the Call-Off Manager and Project Manager.

### ***Communication***

- Keep the Call-Off Manager, Finance Manager and NIRAS in Stockholm continuously updated about progress, issues and successes with administrative work,
- Day-to-day coordination with all Project team,
- Contribute to communication and visibility activities of the Project.

### ***Monitoring, evaluation and reporting***

On-going monitoring, reporting and communication with the Call-Off Manager, Finance Manager and NIRAS in Stockholm with a focus on budget follow-up.

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

A consultancy contract will be signed between NIRAS and the FM 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 **March 21th, 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 FM 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:

**anastasiia.yermoshenko@niras.se**