

Location: Kiev

REQUEST FOR PROPOSALS**Regional Specialist of Institutional Support, round 3** for the EU-financed programme for support to the Ukrainian Decentralisation Reform: **U-LEAD with Europe Programme**

NIRAS is looking for a Regional Specialist 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 3.

The position shall be a consultancy contract for a period of maximum 11 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 Regional Specialist of Institutional Support (RS) will carry out the practical work with the participating communities in accordance with the ToR for institutional support and awareness raising, including continuous support in the establishment or modernisation of ASC, including visits and desk support.

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

- General support to institutional establishment of ASC in defined Hromadas,

- Methodological support to local awareness raising campaigns about administrative service delivery, to citizen participation and oversight in the establishment and operation of the ASC,
- Assistance to organisation of trainings in respective ASC in the area of the responsibility of RS,
- Assistance to the physical establishment of the ASC (readiness of renovation, delivery of equipment etc).

Skills and Experience

- a bachelor's degree in political science, legal affairs, economics or equivalent qualification
- work experience of at least 3 years with public administration in Ukraine
- 2 years' working experience related to the decentralisation reform process in Ukraine
- 2 years' work experience with public administration in Ukraine within the field of administrative service provision or the activities of ASC of administrative service provision
- 2 years' work experience within legal frameworks covering areas of establishing and modernizing an ASC in Ukraine
- very good skills in Ukrainian

Conditions & Logistics

A consultancy contract will be signed between NIRAS and the RS 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 **November 9th, 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 RS 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

Only short-listed candidates will be contacted.