

Request for proposals
Team Leader
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 a Team Leader for implementation of SALAR's 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 extension. The position shall be a consultancy contract for a period of maximum 10 months (01 March – 31 December 2020).

SKL International is looking for an experienced, professional, self-motivated person who can work effectively in a dynamic and changing environment and manage people and processes in order to reach the targeted results with high quality in a timely manner. Applicants should preferably be experienced in managing large scale international cooperation projects in contexts similar to the Ukrainian decentralisation reform. The position requires integrity, innovation, problem-solving skills, professionalism, strong interpersonal skills and the ability to lead others. The Team Leader will manage and coordinate the work of around 12 long-term consultants and several short-term consultants in Ukraine in close cooperation with the management unit in Stockholm. The Team Leader role also involves coordination with other components of the U-LEAD with Europe Programme, Ukrainian stakeholders, donors and other projects.

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 provided a grant to SALAR to work with 26 pilot communities on establishment of different types of ASCs during an Inception Phase (2016-2018). 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 extension SKL's International role will consist of these 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 in service provision
- Support limited amount of hromadas in making their premises for ASCs more energy efficient.
- Establish a Help Desk for hromadas and ASC to enhance better administrative service provision at the local level.

Project has both tangible deliverables such as new constructions for ASCs and energy efficient infrastructure in up to 4 pilot hromadas, and non-tangible results such as policy and methodological recommendations.

SKL International is seeking a Team Leader to manage the team in Ukraine during the continuation of the roll-out phase.

Organisational set up

The team in Ukraine will comprise of approximately 12 long-term consultants covering policy expertise, logistics support, construction works, and methodological support. In addition the Team Leader will oversee and coordinate the contributions of short-term consultants.

SKL International encourages a horizontal and transparent organisation based on trust and independent work of consultants. The experience from the inception and the Roll Out Phase has shown this to be a successful approach that should be applied also for the coming phase of the project.

The Team Leader will work closely with the project management unit in Stockholm.

The role of the Team Leader

The Team Leader is the most senior team member in Ukraine and leads and supports the other team members in Ukraine. She or he shall oversee and coordinate the overall project implementation in Ukraine and ensure it is delivered according to established work plans on time, in accordance with budget and with a high level of quality and effectiveness. The Team Leader shall monitor and manage risks and work collaboratively to solve issues that may arise during implementation. The team leader should work in close cooperation with the project

management unit in Stockholm and share information about all project developments. This is particularly important as the Stockholm management unit will be working mainly from Stockholm and will not have daily insight in all developments in Ukraine.

The Team Leader will also represent the project in dialogue with Ukrainian stakeholders and donors and shall build positive and productive relationships and networks.

The following is a preliminary outline of tasks that will be the responsibility of the Team Leader:

Management

- Lead the project team of long- and short term consultants in Ukraine and ensure a productive work environment
- Represent and communicate the project locally to different stakeholders (relevant ministries, donor community, regional and local authorities, suppliers, partners etc.)
- Ensure that project activities are managed effectively, are delivered on time and within budget, and manage any issues impacting on their delivery
- Oversight and quality assurance of all project activities in Ukraine
- Contribute to development of bi-annual work plans in cooperation with Stockholm office
- Work closely with external suppliers to insure on-time delivery such as construction works, design
- Manage risks in Ukraine on behalf of and in on-going coordination with Stockholm office
- Ensure integration of gender, environmental and other cross-cutting aspects into project planning and activities
- Support to project related procurement processes in Ukraine
- Identify international, regional and local experts in coordination with the SKLI Project Manager
- Oversee the work of experts in Ukraine and manage any issues with their performance, in consultation with SKL International
- Day-to-day coordination with Stockholm office and Sida in Kyiv

Representation and Communication

- Present results and challenges of the project implementation to main stakeholders and partners such as Sida in Kyiv, EU delegation in Kyiv, GiZ, relevant Ukrainian ministries.
- Keep SKL I continuously updated about project progress, challenges and successes
- Ensure efficient and fast communication between all team members in Ukraine

Monitoring, evaluation and reporting

- On-going monitoring, reporting and communication with Stockholm office
- Contribute to bi-annual reporting to Sida and EU delegation in Kyiv.
- Contribute to development of a monitoring and evaluation system

Skills and Experience

- Minimum Bachelor Level Degree in a relevant field of study

- Hands-on experience, minimum 5 years, from implementation of similar projects in Ukraine or in the region
- Extensive experience of leading teams of employees and/or consultants
- In-depth understanding of decentralisation and local governance preferably in Ukraine
- Experience of gathering and analysing data, developing evidence-based recommendations
- Crisis management

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

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 minimum 10 people and proven ability to strategically inspire and energise project teams
- Excellent communication (written and oral), reporting and presentation skills
- Fluent English and Ukrainian required
- Ability to work effectively in an international team and have a pro-active, transparent and collaborative attitude

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Team Leader 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.

The position is meant for a consultant to live in Kyiv. No housing, moving and shipping fees, per diem or medical insurance to be provided if a candidate has to move to Kyiv from other Ukrainian city or from abroad.

Evaluation of response & selection

Interested applicants should send their proposal **as one PDF document**, comprising the following documents, to SKL International no later than **January 31st, 2020**:

- a) Up-to-date CV indicating relevant experience and qualifications (**maximum two A4-pages**);
- b) A brief description of the applicant's motivation and suitability for the assignment (**maximum one A4-page**);
- c) A statement that the applicant will be available to start the position no later than **21st of February 2020**.

The Team Leader will be selected based on their specialist competence and suitability matching the requirements described above.

Only those pre-selected for interviews will be contacted by SKL International.

Proposals and questions should be sent by email to: recruitment@ulead.org.ua

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/personal life.