

Request for proposals
Construction Site Coordinator/ Superintendent
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 Construction Site Coordinator/ Superintendent for implementation of 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 10 months (March 01 - December 31, 2020).

SKL International is looking for a self-motivated, highly organised and efficient team member who can make sure that operational objectives, policies and requirements are met. A Construction Site Coordinator/ Superintendent will work with suppliers, vendors and local government authorities who sometimes will act as service providers. A Construction Site Coordinator/ Superintendent will work with limited supervision so must be able to take initiative, prioritise and ensure that project logistics and administration are managed effectively.

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 has subcontracted SKL International who worked in 26 pilot communities on establishing different types of ASCs (2017-2018). 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.

Organisational set up

The team in Ukraine will comprise of approximately twelve long-term consultants covering policy expertise, construction works, logistics support, and methodological support. In addition, there will be a number of short term experts at a regional and central level. The Construction Site Coordinator/ Superintendent will be working in close cooperation with an Engineer with procurement expertise and a vendor providing design documentation and technical specifications.

Scope of work

This position implies work with up to 6 premises simultaneously which will undergo either renovations or new construction interventions. The premises are located in small municipalities all over Ukraine. The premises vary in size from 100 to 350 m². The premises will serve as Administrative Service Centers (ASCs) and should meet all governmental requirements for safety.

This position requires travel to premises, work with suppliers, vendors, hromadas and local government authorities. Construction Site Coordinator/ Superintendent works and manages construction effort from project site, supervising, scheduling, and directing skilled and unskilled labour forces. In cases when the local governmental authorities act as service providers, a Construction Site Coordinator/ Superintendent should coordinate not only the acceptance of the work completed but also their work as a subcontractor.

The Construction Site Coordinator/ Superintendent will perform the following key tasks:

- Supervise subcontractor efforts for construction/renovation works at site in smaller municipalities (up to 6 premises simultaneously);
- Coordinate vendors, materials delivery, identify cost overruns or unnecessary expenses, and effective use of materials;
- Perform technical inspections on site for compliance with respective plans and specifications and prepare written reports of inspections;
- Ensure subcontractor compliance with the construction schedule at site.
- Monitors work sites to ensure adherence to safe work practices and procedures;
- Assist in the preparation of subcontractor bid packages;
- Ensure implementation and application of environmental requirements/ energy efficiency procedures in the project.

Required Skills and Experience

- University Degree in building, architecture or relevant;
- At least 4 years of practical experience of working in the field of building, renovation or other relevant fields;
- Knowledge of Ukrainian legislation in construction;
- Excellent usage of computers and office software packages (MS Office: Word, Excel, PowerPoint, MS Project);
- Experience of working with specialized design-budget applications (AVK-5, etc.);
- Experience of working with solutions for environmental sustainability and energy efficiency;
- Experience of working in international organizations/projects will be considered as an advantage;
- Fluency in Ukrainian/Russian is required, fluency in English is a plus.

Competencies

- High sense of responsibility to ensure that operational objectives, policies and requirements are met;
- Quality of work and timeliness of outputs;
- Accuracy and client orientation;
- Planning and time management skills;
- Ability to work effectively as part of a team.

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Construction Site Coordinator/ Superintendent 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.

A competitive consultancy fee will be offered to the successful candidate.

Evaluation of response & selection for Procurement Expert

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 **1st of March 2020**.

The Construction Site Coordinator/ Superintendent will be selected based on their specialist competence and suitability matching the requirements described above.

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.