

Location: Kiev

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

*NIRAS is looking for a Logistics Specialist 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.*

*The position shall be a consultancy contract for a period of maximum 9 months starting from mid-March 2020.*

**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 Logistics Specialist (LS) will lead the logistical work and support the Project team in Ukraine.

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

- Logistical arrangement: planning trips, accommodations and lodging for the Project team with focus on regional specialists and trainers all over Ukraine,
- Coordination of local providers for logistics, conference management and quality check of their work,
- Work with administrative tasks with a special focus on invoices,
- Make budget forecasts and follow-up the budget for logistics,

- Ensure that all consultants working for the Project follow the same rules for logistics,
- Organise and coordinate different types of events such as study visits, info-sessions, conferences etc.,
- Control invoices sent by providers and experts including fraud check,
- Ensure integration of personal security, gender equality, environmental sustainability into logistics work,
- Assist the Project team in practical project everyday operations.

### ***Skills and Experience***

- bachelor's degree in business administration or equivalent qualification,
- work experience of at least 5 years with logistics and administration, of which at least 2 years with international development cooperation, and
- very good skills in English, Ukrainian and Russian.

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

A consultancy contract will be signed between NIRAS and the LS 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 9th, 2020**:

- 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 LS 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**