

Request for proposals
Logistics Coordinator
SALARs support to administrative services development in Ukraine
2021-2023

Location: Kyiv

Duration: 27 months

SKL International is looking for a Logistics Coordinator to the management unit for supporting the implementation of the project SALAR support to administrative services development in Ukraine 2021-2023. The positions shall be consultancy contracts for a period of 27 months.

SKL International is looking for a self-motivated, highly organised and efficient team member who can make sure the project operations run smoothly and efficiently. We are looking for someone who is able to manage many things at once with a good eye for detail and make sure that everything is in place. The person should be an experienced, competent administrator and coordinator, preferably with experience in contracts management and procurement, who can work effectively within a team. The Logistics Coordinator will work with limited supervision so must be able to take initiative, prioritise and ensure that project logistics and administration is 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, Asia and Latin America.

Description of the assignment context

The Swedish International Development Cooperation Agency (Sida) has through SALAR and other organisations, implemented Component 2 of the EU commissioned programme *U-LEAD with Europe: Ukraine Local Empowerment, Accountability and Development Programme 2016-2021*, funded by the EU and its member states Germany, Sweden, Denmark, Poland, Estonia and Slovenia. The implementation of C2 has resulted in 484 Administrative Service Centers (ASCs) established or modernised in newly formed hromadas and a total of 1 300 access points to services supported institutionally and physically.

In addition C2 has also developed methodology manuals for the ASC establishment, supported policy development in the sphere of decentralisation of service provision and supported the development of e-governance infrastructure for service provision.

SALARs support to administrative services development in Ukraine 2021-2023 is based on SALAR's experience in implementing U-LEAD. The project is funded by Sida, and the main

objective is to **improve the capacity of local authorities to deliver administrative services for the benefit of the residents in Ukraine.**

The main activities will be targeting the following expected **outcomes**:

Outcome 1: Political leaders in local communities have the capacity to improve administrative service delivery

Outcome 2: ASC staff have the knowledge and capacity to provide effective services

Outcome 3: Political leaders and officials in local authorities use ASCs to enhance citizens' engagement and information sharing

Outcome 4: National policy actors consider the needs of local communities (and the project experience and expertise) in national administrative service policy development

Activities

1. A Help Desk for hromadas, providing consultation support on ASC development and improving service provision
2. Training for ASC staff, including an automated on-line course
3. Policy advice and support in the sphere of regarding the provision of effective administrative services
4. Citizens' engagement and information sharing (Communication in U-LEAD Component 2)
5. Peer learning exchanges between hromadas
6. Support to Starostas in service provision to residents in remote areas

SKL International is seeking a Logistics Coordinator to the management unit in Ukraine during the implementation July 2021- September 2023.

Organisational set up

The project team in Ukraine will comprise of following units: management, policy advise and support, Help-Desk, Training, Citizen engagement and information sharing. 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 Logistics Coordinator will report to the Team Leader in Kyiv and project management unit in Stockholm focusing on administrative, financial and procurement matters, coordination, working environment and security.

The role of the Logistics Coordinator

Coordination and administration

- Provide logistical and administrative support to the project;
- Ensure efficient flow of financial and administrative documents, their accessibility and archiving to Stockholm office;
- Provide office support at the project office in Kyiv and make sure that offices' operations run smoothly and efficiently;
- Supervise and support the assistant in the management unit;

- Support registration of the project in Ukraine and ensure that the appropriate legal and financial obligations are followed as relates to project administration and logistics;
- Provide administrative support to trainings, team meetings, and experience sharing activities between communities in Ukraine;
- Coordination of local procurement processes under supervision of Stockholm office including work with terms of reference, advertising, receiving and processing bids, communicating with bidders;
- Coordination work with suppliers (checking invoices, quality control, deadline follow up etc);
- Coordinate contracts of long-and short-term consultants in Ukraine;
- Contribute to team discussions about the project and to project planning;
- Leading work on integrating anti-corruption measures in project activities in Ukraine;
- Overview security procedures for consultants in terms of working environment in Kyiv and while travelling around Ukraine.

Reporting

- Ongoing reporting to the team leader and Stockholm office;
- Contribute to biannual narrative reporting to Sida.

Required Knowledge and experience

- Relevant academic degree, minimum Bachelor degree in relevant field;
- Minimum 5 years' experience providing logistical and administrative support, preferably in the context of international cooperation or consulting projects;
- Experience of online communication and coordination
- Experience in setting up and following project planning, management and administrative processes and implementing office routines;
- Experience in working with procurements and managing suppliers;
- Excellent command of the MS Office applications and strong ability to use computers, the internet and social media;
- Experience in procurement procedures;
- Understanding of the relevant legal and financial framework in Ukraine and Sweden for project administration;
- Knowledge of and interest in local self-governance and national reform processes in Ukraine;
- Fluent English and Ukrainian.

Competencies

- Self-motivated and able to work effectively under limited direction and supervision;
- Strong organisational skills, with the ability to manage multiple tasks at once, coordinate a high number of people and activities, oversee details and make priorities independently;
- Sound judgement and ability to respond flexibly in a dynamic environment with limited timeframes;
- Ability to negotiate effectively, coordinate with others and build productive, effective relationships and networks;

- Demonstrated ability to operate professionally and with integrity, and to maintain impartiality and objectivity;
- Ability to work effectively in an international team;
- Risk-management competences;
- Integration of anti-corruption measures
- Excellent communication (written and oral), reporting and presentation skills.

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Coordinator, 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

Interested applicants should send their proposal, comprising the following documents, to SKL International no later than **July 25 2021**:

- 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
- c) A statement on when the applicant will be available to start the position and confirmation that the applicant will be available to work on the project full time until the end of the project.

The Logistics coordinator will be selected based on their professional experience and competences matching the requirements described above.

This Request for Position is issued on **July 5, 2021**. Proposals and questions should be sent latest **July 25, 2021** by email to: opportunity@sklinternational.se

No compensation is paid for proposals and interviews during the recruitment process.

Questions regarding the position can be sent to the same email (opportunity@sklinternational.se) until July 21, 2021. Responses to questions will be shared to applicants by email.

Interviews with shortlisted applicants are expected to be held via Teams/Zoom in the period between **14-29 July 2021**. Only shortlisted applicants will receive a respond by email after final round of interviews.

The personal information provided by the applicant in the procurement process will be handled by SKL International.

Diversity and equal opportunities

SKL International embraces diversity and respects human rights in all areas of its work. SKL international strive to be a gender-equal and diverse working environment. Consultants shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued.

SKL International supports working arrangements that enable personnel to combine work with family commitments.