

Request for proposals

Policy Coordinator

SALARs support to administrative services development in Ukraine 2021-2023

Location: Kyiv

Duration: 27 months

SKL International is looking for a Policy Coordinator on Administrative Service Provision for supporting the implementation of support to administrative services development in Ukraine 2021-2023. The positions shall be a consultancy contract for a period of 27 months.

The Policy Coordinator should be experienced in giving advice to decision makers on national and local levels, professional, self-motivated and highly analytical persons, who can analyse a dynamic and changing environment and identify needs and provide advice on improvements and changes to the legal framework relating to administrative service provision on local, regional and national level. These positions require integrity, innovation, problem-solving skills, professionalism, strong interpersonal skills and the ability to work as an effective team member.

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 (C2) 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 the Programme 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 the Programme has developed a number of policy proposals to improve administrative service provision in Ukraine with a special focus on local authorities.

SALARs support to administrative services development in Ukraine 2021-2023 is based on SALAR's experience in implementing U-LEAD and will be a follow up project of U-LEAD support to administrative service provision in Ukraine. 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

SKL International is seeking a Policy Coordinator during the implementation August 2021-September 2023.

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

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. The Policy Coordinator will work in a team with a Senior Policy Advisor and a Legal Expert on service provision in remote settlements and report its work to Team Leader as well as to the project Management Unit in Stockholm.

The role of the Policy Advice and Support Unit

The Policy Advice and Support Unit will have two main tasks;

1. Coordinate all policy activities to support the SKL International project team with guidance on policy matters and on strategic decisions (particularly regarding selection and assessment of Programme participants), and
2. To support the Programme's Ukrainian stakeholder, the government of Ukraine, with advice to the on-going reform in the sphere of improving administrative service provision on local level.

The Policy Advice and Support Unit will in addition have a certain mission to support the Ukrainian stakeholder with integration of gender equality.

The following is a preliminary outline of tasks that will be the responsibility of the Policy Coordinator:

- Coordinate policy activities to support the project team with guidance on policy matters and on strategic decisions
- Monitoring reforms in Ukraine and continuously identify situations and areas where further work/reforms are required in relation to delivery of administrative services on local level, including gaps in existing processes for specific administrative services;
- Support to further review and promote policy and legal reforms, including processes to enable digital access to data and institutional set-up, in close cooperation with other actors;
- Consultations in Ukraine on synergies with other national and local initiatives, contextual developments, and cooperation with other projects and programmes (other donors/projects, communities, government officials);
- Any other responsibilities and tasks within policy areas as needed.

Communication

- Keep SKL International in Stockholm and Project management unit in Kyiv continuously and regularly updated about challenges and achievements.

Monitoring, evaluation and reporting

- On-going monitoring, reporting and communication with the Stockholm office and with the management unit in Kyiv.

Required Skills and Experience

- University degree, minimum Master level, in social/political science, economics, business administration, management, economics, law, development studies or similar;
- A minimum of five years working experience in the sphere of policy/advocacy in Ukrainian context;
- Good understanding of international development cooperation, public service delivery;
- Fluency in oral and written Ukrainian;
- Knowledge of English is an advantage;
- Ability to work in a multicultural environment;
- Good administrative skills, including basic computer skills (Microsoft Office);
- Good communication skills, including use of social media.

The Policy Coordinator shall be self-motivated, open-minded and possess strong interpersonal skills. A genuine interest in development issues is regarded a pre-requisite. The work requires ability to work with governmental, non-governmental and private sector actors.

Conditions & Logistics

A consultancy contract will be signed between SKL International and the consultant, 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 **August 5, 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 Policy coordinator will be selected based on their professional experience and competences matching the requirements described above.

This Request for Position is issued on **July 13, 2021**. Proposals and questions should be sent latest **August 5, 2021** by email to: opportunity@sklinternational.se

Mark your email with **Policy Coordinator Ukraine 2021-2023** in the subject.

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). Responses to questions will be shared to applicants by email.

Interviews with shortlisted applicants are expected to be held in person or via Teams/Zoom in the period between **August 10-12, 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 strives to create 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.