

Request for proposals

Team Leader

SALARs support to administrative services development in Ukraine 2021-2023

Location: Kyiv

Duration: 27 months

SKL International is looking for a Team Leader to form a management unit for supporting the implementation of 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 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 13 long-term consultants and several short-term consultants in Ukraine in close cooperation with the management unit in Stockholm, Sweden. The Team Leader role also involves coordination with Ukrainian stakeholders, donors other projects in the field of decentralisation.

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 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 Team Leader to manage the team in Ukraine during the implementation period 1 of August 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 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. The person oversees and coordinates 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, professional development of team members
- 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 and reports in cooperation with Stockholm office
- 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 SKL International 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, relevant Ukrainian ministries and local authorities
- Keep SKL International 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
- Contribute to development of a monitoring and evaluation system

Required knowledge and experience

- Minimum Master 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 of minimum 12 people
- In-depth understanding of decentralisation, local governance administrative service provision in Ukraine
- Experience of gathering and analysing data, developing evidence-based recommendations

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
- Result based project Management in an international context
- 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
- Crisis management

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.

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 Team Leader 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.