

Request for proposals Expert on Starosta and Public Service Provision in remote settlements of Ukraine

PROSTO: Support to Services Accessibility in Ukraine

Location: Kyiv, with possibilities to work remotely within Ukraine

Duration: 12 months

SKL International is looking for an Expert on Strostas and public Service Provision in remote settlement of Ukraine Specialist for supporting the implementation of the project SALAR support to administrative services development in Ukraine 2021-2023. The position shall be consultancies contracts for around 12 months.

The Expert on Strostas and public Service Provision should be experienced in the topic of public service provision at local level and especially in remote settlement of Ukraine. The candidate should be highly professional and able to work efficiently with coordinating work with selected hromadas, conducting training sessions and consultations for starostas and political leadership in order to improve service provision in most remote settlements of Ukraine.

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 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.

PROSTO: Support to Services Accessibility in Ukraine 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**:

1. Political leaders in local communities have the capacity to improve administrative service delivery
2. ASC staff have the knowledge and capacity to provide effective services

3. Political leaders and officials in local authorities use ASCs to enhance citizens' engagement and information sharing
4. National policy actors consider the needs of local communities (and the project experience and expertise) in national administrative service policy development

Main Activities

- A Help Desk for hromadas, providing consultation support on ASC development and improving service provision
- Trainings for ASC staff, both online and on-site
- Policy advice and support in the sphere of provision of effective administrative services
- Citizens' engagement and information sharing - strengthening the ability of hromadas to inform about ASC services and to involve residents in the democratic processes in hromadas
- Peer learning exchanges between hromadas
- Support to Starostas in service provision to residents in remote areas.

Due to the Russian invasion of Ukraine in late February, most project activities have been adapted to changing circumstances and needs. Other activities have been only partly implemented or paused. The activity on supporting starostas in public service provision has been restarted in May 2022.

Organisational set up

The project team include around 14 full-time consultants in Ukraine and a management unit in Sweden. The Starosta expert will work closely with the Help-Desk unit, training unit and other team members in Ukraine and report to the management in Kyiv as well as in Stockholm.

The role

The Expert on Starostas and public Service Provision in remote settlement of Ukraine is expected to:

- Prepare the concept for the Help-Desk function for starostas available on the Project's web page
- Identify and disseminate best practices in public service provision at Starosta districts across Ukraine
- Lead work on developing a manual for starostas on effective public service provision
- Oversee and conduct training activities to starostas and political leadership of hromadas to strengthen their capacity to deliver public services in remote areas of Ukraine
- Oversee and coordinate work with starostas in 30 selected hromadas across Ukraine. Work closely with the political leadership of these hromadas in order to increase quality of public service provision in remote settlements of Ukraine.
- Work with other experts to update, develop and pilot various methodological materials in public service provision in remote settlements
- Contribute to the annual and final reports

Reporting

The expert reports to Stockholm management unit and Team Leader in Ukraine.

Required Skills and Experience

- University Degree in public administration, political science, governance or equivalent (Master degree is a strong asset)
- At least three years of relevant professional experience performing tasks similar to the described job position
- Successful track record in conducting consultations/training activities to public servants, including developing methodological materials
- Ability to establish strong working relationships with local government officials, local politicians and civic leaders
- Excellent written and verbal communication skills, as well as report writing and analytical skills
- Experience with working on policy documents and analytical papers on local self-governance and/or public service provision is a strong asset. Fluency in Ukrainian
- Previous experience of working with international organisations is a strong asset

Conditions & Logistics

This is a part time position (50%). A consultancy contract will be signed between SKL International and the Expert, 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.

A consultant is allowed to work remotely until the end of 2022.

Evaluation of response & selection

Interested applicants should send their proposal, comprising the following documents, to SALAR International no later than **August 18, 2022**:

- 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

The Citizen Engagement Specialist will be selected based on their professional experience and competences matching the requirements described above.

This Request for Position is issued on **July 27, 2022**. Proposals and questions should be sent latest **August 18, 2022** by email to: opportunity@sklinternational.se

Mark your email with **Expert on Starostas** 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 18-31**. 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.