

Request for proposals **Project Manager** PROSTO Support to Services Accessibility in Ukraine

Location: Kyiv

Duration: until 31 May 2024 with a possibility for continuation

SALAR International is looking for a Project Manager to the project PROSTO Support to Services Accessibilities in Ukraine. The position shall be a full-time consultancy contract for a period of at least 6 months starting as soon as possible.

The Project Manager should be an experienced, professional, self-motivated person, who can work effectively in a dynamic and changing environment and manage people and processes to reach the targeted results within a limited time. The Project Manager will manage and coordinate the work of around 15 long-term consultants and several short-term consultants in Ukraine in close cooperation with the management unit in Stockholm. SALAR International is looking for candidates who are experienced in managing teams and 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.

About SALAR International & its engagement in Ukraine

SALAR International is a subsidiary to the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions in Sweden. As the international branch of SALAR, we work globally in 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, SALAR International's projects covers countries in Central and Eastern Europe as well as Africa and Latin America.

With support of the Swedish government, SALAR-International has been engaged in Ukraine since 2014 providing support to Ukraine's decentralisation process through three major initiatives; a) the ongoing Support to Decentralisation in Ukraine (DSP), a nine-year policy- and institutional-building project that aims to strengthen democracy, improve governance and better service delivery to the citizens of Ukraine 2) Component 2 of the EU-financed Ukraine Local Empowerment, Accountability and Development (U-LEAD) 2016-2021 and 3) since 2021 with the ongoing Support to Administrative Services Development in Ukraine (PROSTO). Further described below.

Building on the achievements of the DSP and PROSTO-projects, SALAR/SALAR International is currently developing a multi-year programme proposal to Sida for continued support to the decentralisation process and that aims to strengthen local-self governance and empower municipalities to be active agents in Ukraine's recovery and development. If the proposal is accepted, it is expected that several work areas currently covered by the DSP and PROSTO projects will continue within the framework of the new programme and with a start in the middle of 2024.

Description of the assignment context

PROSTO: Support to Services Accessibility in Ukraine is based on SALAR/SALAR International's experience in implementing U-LEAD. The project is funded by the Swedish International Development Cooperation Agency (Sida) and implemented from June 2021 to January 2024. The main objective is *to improve the capacity of local authorities to deliver administrative services for the benefit of the residents in Ukraine.*

The Project's main areas of activity are:

- **Policy and advocacy** – support in advancing legislation and public policies to improve the availability and quality of administrative services in hromadas.
- **Expert support** – consulting hromadas on how to establish or modernize ASCs, increase the quantity and quality of services provided, work with starostas.
- **Training programs** – training activities for local governments, ASC management, and staff so that they could provide services to hromadas more effectively.
- **Citizen engagement and information sharing** – strengthening the ability of hromadas to inform about ASC services and to involve residents in the democratic processes in hromadas.

Due to the Russian invasion of Ukraine in 2022, project activities have been adapted to changing circumstances and needs. In addition, the project initiated **crisis and recovery support** to hromadas previously occupied by Russia and greatly affected by the war. The crisis and recovery support includes different types of material support and is based on the needs of specific hromadas and assessments of the effectiveness of support.

The project (in its current form) is going into its last stage of the implementation period planned until May 2024 and focus during the last months will be on finalising activities, evaluating and laying the foundation for the new programme.

More information about the project at <https://prosto.in.ua/ua/>

Organisational set up

The project team includes around 15 full-time consultants in Ukraine and a management unit in Sweden. The Project Manager is one of the most senior positions in the Ukrainian office. This person will lead and support all units in Ukraine. In addition, the Project Manager will oversee and coordinate the contributions of short-term consultants. The Project Manager will work closely with the project management in Stockholm.

The role of the Project Manager

The person oversees and coordinates the overall project implementation in Ukraine and ensures it is delivered according to established work plans and timelines, in accordance with the budget. The Project Manager shall monitor and manage risks and work collaboratively to solve issues that may arise during implementation.

The Project Manager should work in close cooperation with the team and with the project management unit in Stockholm and share information about all project developments. The Project Manager will also represent the project in dialogue with Ukrainian stakeholders and donors and shall maintain positive and productive relationships.

The following is a preliminary outline of tasks that is the responsibility of the Project Manager.

Management and coordination

- Lead the project team of long- and short-term consultants in Ukraine in their day-to-day work
- Oversee the work of the experts and specialists in relevant units and manage any issues regarding their performance, in consultation with project management, ensuring a sound and healthy working environment and team collaboration
- Track the progress and quality assure project activities
- Ensure that project activities are managed effectively, are delivered on time and within budget, and manage any issues impacting on their delivery
- Coordinate and monitor preliminary planned events (mainly webinars and training sessions – online and offline) within the units
- Manage risks in coordination with Stockholm office, and, if necessary, suggest changes to work plans and timelines

Representation and Communication

- Coordinate efforts and communicate in transparent way with main local, regional and national stakeholders as well as international projects.
- Represent and communicate the project locally to different stakeholders (relevant ministries, donor community, regional and local authorities, suppliers, partners etc.)
- Ensure good communication and coordination between all units/experts and smooth flow of information between them
- Keep SALAR International in Stockholm continuously updated about project progress, challenges and successes

Monitoring, evaluation and reporting

- On-going monitoring, reporting and communication with the Stockholm office and together with the Ukrainian team
- Maintain and contribute to the quality assuring and the monitoring system
- Identify best practices achieved by partners with experts' support
- Contribute to final reporting to Sida

Required Skills and Experience

- Minimum Bachelor Level Degree of education in a relevant field of study
- High level of management skills, minimum 3 years of experience in project and team management
- Experience leading teams of minimum 5 team members and proven ability to strategically inspire and energise project teams
- Hands-on experience from implementation of similar projects in Ukraine or in the region
- Understanding of decentralisation and local governance in Ukraine. Previous experience establishing Administrative Service Centres or similar structures is an asset
- Experience of gathering and analysing data, developing evidence-based recommendations
- High level of representation and negotiation skills
- Excellent social and networking skills, ability to develop good relationships with different stakeholders

- Good judgement and ability to respond flexibly in a dynamic environment
- Ability to work effectively in an international team and have a pro-active and collaborative attitude
- Excellent communication (written and oral), reporting and presentation skills
- Fluency in Ukrainian and English

Conditions & Logistics

A consultancy contract will be signed between SALAR 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.

Duration, Scope & potential for continuation

A consultancy contract (from starting date until 31st May 2024) will be signed between SALAR International and the Project Manager.

The assignment is a full time position and the Project manager is expected to work at the office in Kyiv.

If SALAR's proposal for a multi-year programme in Ukraine is accepted and the assignment has been completed successfully, a continued engagement of the Project Manager can be foreseen in the new programme.

Evaluation of response & selection

Interested applicants should send their proposal, comprising the following documents, to SALAR International no later than November 23, 2023:

- 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 Manager will be selected based on candidates' professional experience and competences matching the requirements described above.

This Request for Position is issued on **November 9, 2023**. Proposals should be sent latest **November 23, 2023** by email to: opportunity@salarinternational.se

Questions should be submitted not later than **November 23, 2023**.

Mark your email with **Project Manager PROSTO** in the subject. Applications will be considered on a rolling basis. Early applicants are encouraged.

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

Interviews with shortlisted applicants are expected to be held in person or via Teams/Zoom in the period between the end of November.

Only shortlisted applicants will receive a respond by email after final round of interviews.

The personal information provided by the applicant in the recruitment process will be handled by SALAR International.

Diversity and equal opportunities

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR 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.

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