

**Request for proposals**  
**Procurement Coordinator**  
**PROSTO: Support to Services Accessibility in Ukraine**

Location: Kyiv, with possibilities to work remotely within Ukraine

Duration: **8 months (50%)**

*SALAR International is looking for a procurement coordinator for the project PROSTO. The position shall be a consultancy contract for around 8 months.*

*SALAR International is looking for a self-motivated and highly organised team member who can ensure smooth and efficient procurement processes. The person should be experienced in procurement laws/processes and contract management in Ukraine, preferably with experience of working in an international context. The procurement Coordinator must be able to take initiative and prioritise to manage procurements efficiently, as well as work effectively within a team.*

*About SALAR International*

SALAR International is a subsidiary to the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions 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, SALAR 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. The project is funded by Sida (2021-2023), 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 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.
- **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 most project activities have been adapted to changing circumstances and needs. The project has also identified the need for additional 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 it will be based on the needs of specific hromadas and assessments of the effectiveness of support. The Project foresees the following possible types of material support but not limited to 1) IT equipment needed for service provision, 2) Modular houses for service provision, and 3) Mobile units for service provision.

#### *Organisational set up*

The project team include around 14 full-time consultants in Ukraine and a management unit in Sweden. The procurement Coordinator will work closely with the management in Kyiv and Stockholm, as well as with the other units in the Kyiv/Ukraine.

#### *The role*

The Procurement Coordinator is expected to:

- Research and identify potential suppliers, conduct market analysis in Ukraine
- Prepare proposals and develop terms of reference in collaboration with project experts
- Advertise calls, receive and process bids, and communicate with bidders
- Monitor supplier performance and resolve issues and concerns
- Control quality of purchased items and resolve shortcomings, communicate with receiving hromadas if needed.
- Collaborate closely with the administrative coordinator to control delivery of IT items to hromadas and to ensure efficient flow of documents for archiving in Stockholm
- Contribute to team discussions about project planning
- Comply with anti-corruption measures in regards to procurement and delivery of material support

#### *Reporting*

The Coordinator reports to the management in Stockholm and the Team Leader in Ukraine.

#### *Required Skills and Experience*

- University Degree in public and/or business administration, governance or equivalent (Master degree is a strong asset)
- Proven work experiences in procurement and purchase strategies
- At least three years of relevant professional experience performing tasks similar to the described job position

- Excellent written and verbal communication and negotiation skills
- Excellent analytical and problem solving skills
- Understanding of local self-governments' capacity, especially concerning provision of administrative service
- Previous experience of working with international organisations is a strong asset
- Fluent in Ukrainian and English

#### *Conditions & Logistics*

This is a part time position (50%). A consultancy contract will be signed between SALAR 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.  
All team members are 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 **November 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 Procurement Coordinator will be selected based on their professional experience and competences matching the requirements described above.

This Request for Position is issued on **November 8, 2022**. Proposals and questions should be sent latest **November 18, 2022** by email to: [opportunity@sklinternational.se](mailto:opportunity@sklinternational.se)  
Mark your email with **Procurement Coordinator Ukraine** 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](mailto: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, ongoing during the application period and shortly after deadline. 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 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.