

Request for proposals **Project Assistant** PROSTO Support to Services Accessibilities in Ukraine

Location: Kyiv

Duration: 11 months. Part-time employment (50%)

SALAR International is looking for a Project Assistant to the project PROSTO Support to Services Accessibilities in Ukraine. The positions shall be a consultancy contract for a period of 11 months.

The Project Assistant should be experienced, professional, self-motivated person with high level of English, who can work effectively in a dynamic and changing environment and manage trips, conferences and other logistical arrangements in order to reach the targeted results within a limited timeframe. SALAR International is looking for a candidate who is experienced in supporting administrative and logistical work in all territories of Ukraine. The position requires integrity, innovation, problem-solving skills, professionalism, strong interpersonal skills and the ability to work as an effective team member.

About SALAR International

SALAR 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, 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 is based on the needs of specific hromadas and assessments of the effectiveness of support.

Organisational set up

The project team include around 14 full-time consultants in Ukraine and a management unit in Sweden. The Project Assistant will work closely with the Project Coordinator and Team Leader in Ukraine, and report management in Kyiv as well as in Stockholm.

The role of the Project Assistant

Support and assistance

- Assist the project team in practical project operations (logistics, events, communication)
- Work with administrative tasks related to project activities, for example courier deliveries, documentation flows
- Support with payment documents, invoices, communicate with contractors regarding various request from project side, payment issues
- Assist with day-to-day work of the project office in Kyiv

Logistics

- Assist in coordination of different types of events such as trainings, internships etc.
- Assist with logistical arrangements for business trips in Ukraine
- Work with external suppliers who provide logistics and conference services

Communication

- Keep SALAR International in Stockholm and Kyiv continuously updated about work progress, issues and successes;
- Day-to-day coordination with all units of the project.

Required Skills and Experience

- Minimum Bachelor Level Degree of education;

- Minimum 2 years of progressively responsible professional work experience at the national and international levels in logistics management/project assistant job;
- Knowledge of working processes (purchase orders to external providers, preparation of contracts for services and goods, protocol etc);
- High social and networking skills, ability to develop good relationships with different stakeholders;
- High level of coordination skills, responsibility;
- Capable of working with strict deadlines in a multitasking position;
- Ability to work in a multicultural environment;
- Good experience in the usage of computers and office software packages (MS Word, Excel, etc);
- Fluency in Ukrainian and high level of English (verbal & writing)
- Previous experience of work in International Organisations is an advantage;

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.

Evaluation of response & selection

Interested applicants should send their proposal, comprising the following documents, to SKL International no later than **February 6th, 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 Project Assistant will be selected based on their professional experience and competences matching the requirements described above.

This Request for Position is issued on **January 27th, 2023**. Proposals and questions should be sent latest **February 6th, 2023** by email to: opportunity@sklinternational.se

Mark your email with **Project Assistant PROSTO** 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 **February 7-10, 2023**. 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.