

Terms of Reference Gender advisor/expert

PROSTO: Support to Services Accessibility in Ukraine

Location: Kyiv

Duration: January to December 2022

SKL International is looking for a Gender advisor to supporting the implementation of support to development of administrative services in Ukraine 2021-2023.

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.

Background and 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*. 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. The programme developed methodology manuals for the ASC establishment, including a manual on "Gender guidelines for working with and in an ASC", which was piloted in a number of hromadas.

The PROSTO project 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 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 hromada self-government, ASC management, and staff so that they could provide services to hromada more effectively. In addition to professional competencies, training focuses on business ethics and gender equality.
- **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.

Organisational set up

The project team include around 14 full-time consultants in Ukraine and a management unit in Sweden. The gender expert will work with the team members in Ukraine and report to the management in Kyiv as well as in Stockholm.

Description of the assignment

The expert will be expected to assist and perform the following tasks:

- Contribute to the development of the Project Gender Action Plan (e.g. review and adjust).
- Conduct at least one information\coaching session for project staff on gender related issues in the Ukrainian context, project gender workplan and gender mainstreaming.
- Support team members in the monitoring and reporting of project's results/outputs and objectives against agreed indicators.
- Review and update the manual on gender guidelines for working with and in an ASC.
- Contribute with expertise to the training on gender integration for hromadas and ASC staff in working with and in and ASC.

Required skills and Experience

The Expert will demonstrate the following experiences/competences:

- At least 2-3 years of experience of working in an international development context;
- Significant experience of gender equality and local governance; gender mainstreaming
- Understanding of gender issues in the Ukrainian context
- Extensive experience in coordination, preparing and facilitating workshops; development of methodological material
- Post-graduate qualification in political science, local government, economics, or related field;
- Fluency in Ukrainian and English (written and spoken)
- Experience of provision on administrative or public services is an advantage.

Conditions and Scope

A consultancy contract will be signed between SKL 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. The assignment will be performed during the period **January 2022 - December 2022**. The assignment is foreseen for a maximum of 50 working days.

Evaluation of response & selection

Interested applicants should send their proposal, comprising the following documents, to SKL International no later than **January 11th**.

- 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 consultant will be selected based on their professional experience and competences matching the requirements described above.

This Request for Position is issued on **December 17th 2021**. Proposals and questions should be sent latest **January 11th** by email to: opportunity@sklinternational.se

Mark your email with **Gender Advisor Ukraine 2021-2023** 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).

Interviews with shortlisted applicants are expected to be held in person or via Teams/Zoom in the period between 13-20th of January . Only shortlisted candidates 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.

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