COUNCIL OF EUROPE PROGRAMME
DECENTRALISATION AND TERRITORIAL CONSOLIDATION IN UKRAINE

Call for Expression of Interest for Local Short-Term Consultants

The purpose of this call is to select senior national consultants in the field of decentralisation and local self-government in order to create a technical support unit within [provide technical support to] the Secretariat of the Cabinet of Ministers of Ukraine during the reform process.

Position title: Senior national consultants in decentralisation and local self-government

Duty station: Kyiv, Ukraine

Programme: Decentralisation and Territorial Consolidation in Ukraine

Organisation: Council of Europe, Directorate General of Democracy

Duration: Up to 12 months (till 31 December 2017). The number of working days/experts will be determined according to the needs.

Start Date: January 2017

Deadline for applications: 7 December 2016

I - Background information on the programme

The Council of Europe is the only European organisation with standards in the field of local government and it has extensive expertise concerning decentralisation. On the permanent basis it supports, including practically, the preparation, implementation and co-ordination of decentralisation reforms in European countries.


The Programme’s overall objective is to support the establishment and consolidation of a sustainable local governance system in Ukraine. To that aim, the Council of Europe helps the country to conduct decentralisation and territorial reforms by changing legislative and institutional framework in line with European standards and by enhancing public administration capacity at central and local levels to deliver reforms.
II - Description of the tasks

The selected consultants shall work directly with the major structural units of the Cabinet of Ministers’ Secretariat. They shall report to the Deputy Minister of the Cabinet of Ministers of Ukraine.

The consultants shall in particular:

- Help to create and to maintain a framework of reform vision and strategy across all the proposed legislation submitted to the Government and the Verkhovna Rada for consideration, make suggestions for improvement and promptly react to draft legislation that is inconsistent with the reform guidelines established by the Cabinet of Ministers and the Prime Minister of Ukraine.

- Take part in and support the work of various co-ordination mechanisms established by or in co-operation with the Ministry of Regional Development, Construction and Municipal Economy of Ukraine in particular the Central Reform Office and the Office for Sectoral Decentralisation, as soon as they become fully operational.

- Work across the regions in order to identify the problems that deter reforms, if necessary and upon request provide technical support to the local state administrations and advise the Cabinet of Ministers of Ukraine and the Prime Minister of Ukraine on ways to tackle such challenges.

- Attend public events held by the government authorities, local authorities and their associations, donors, political parties, or civil society organisations to discuss the reform, and be ready to learn about various positions and arguments and to clarify the Government’s viewpoint on any specific aspect of the reform.

- Establish working relations with organisations and other project implementing agencies/entities in any particular area of the reform with a view to ensuring their subsequent involvement in the promotion of the reform having due regard to the Government’s viewpoint.

- Prepare information documents, executive summaries and suggestions for action for the Deputy Minister of the Cabinet of Ministers of Ukraine and the Minister of the Cabinet of Ministers of Ukraine, and the Prime Minister of Ukraine, in respect of any particularly relevant reform issues that may arise, submit proposals on risk minimisation and management of any bottlenecks that may occur.

III - Fees and status

The selected consultants will be offered framework consultancy contracts. Their specific tasks will be established on a regular basis (every two months) by the Council of Europe, based on the proposal (needs) of the Cabinet of Ministers’ Secretariat. The fees will be based on the number of working days. The evaluation of their work will be done mainly by the Cabinet of Ministers’ Secretariat.
The consultants may be requested to travel (all travel and daily expenses will be covered by the Council of Europe), to participate in various meetings, to make presentations, to prepare for the Cabinet of Ministers of Ukraine and convey opinions, briefings and reports.

The consultants shall regularly liaise with their relevant counterparts at the Ministry of Regional Development, Constructions, Housing and Utilities of Ukraine, as well as at the Central Reform Office and the Office for Sectoral Decentralisation, as soon as they become fully operational.

**IV - Key required qualifications**

- University degree in Economics, Law, Political Science, preferably with focus on public administration or local government system.

- Minimum of 4 years of professional experience in the field of public administration. Experience with local/regional/central government and corresponding legal consultancy would be an advantage.

- Very good knowledge of public administration reform and local/regional government matters.

- Knowledge of the current situation in Ukraine and of the national legislation in the above-mentioned fields would be a considerable advantage.

- Knowledge of the European standards in the above-mentioned fields and of the Council of Europe would be an advantage.

- Excellent analytical, drafting and reporting skills.

- Excellent Ukrainian language skills; English skills would be an advantage.

- Excellent communication skills.

**V - Applications**

Candidates must submit their **Curriculum Vitae and a recommendation letter** in English or in Ukrainian to decentralisation.ua@coe.int with a subject line **Call for Local Short-Term Consultants: CMU**. Please do not send any other documents.

Only shortlisted applicants will be contacted. The decision to accept or reject an application is not subject to appeal.