

Terms of Reference

International expert of the Local Self-Government Association area

Programme: “Swedish Support to Decentralisation Reforms and Recovery in Ukraine 2024-2028”

About SALAR International & its engagement in Ukraine

SALAR International is a subsidiary of 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 to support local democracy and good governance in developing and transitioning countries. Our expertise covers areas such as capacity building in municipal management and service delivery, local and regional development planning, support for local government associations, decentralisation policies and European integration. Geographically, SALAR International’s projects cover countries in Eastern Europe, the Caucasus, the Middle East and the Sub-Saharan Africa.

SALAR International has been engaged in Ukraine since 2014, providing support to Ukraine’s decentralisation process through three major initiatives focusing on building a robust multi-level governance system, increasing accessibility and quality of services at the local level, and enhancing international cooperation between municipalities from Ukraine and the EU. After the full-scale invasion, SALAR International has added crisis support to Ukrainian municipalities, providing them with material assistance.

Description of the assignment context

SALAR International has finalised its current projects in Ukraine (DSP and Prosto), which were initiated before the full-scale invasion. To address the changing needs of Ukrainian municipalities and national actors during wartime, a new multi-level program has been initiated, to be financed by the Swedish International Development Cooperation Agency (Sida).

SALAR International is currently in the preparatory phase of the new programme, with estimated activities scheduled to begin in July or August 2024. The programme is planned for four years, but activities are currently outlined for the first 24 months.

The new programme aims to work with both short and long-term focus on addressing the needs of the multi-level governance system in Ukraine and in parallel strengthen municipalities’ public service provision, as well as their direct engagement in the recovery and reconstruction process, in line with the requirements of EU accession.

The programme will consist of two components: one focusing on policy and collaboration with national actors, and the other providing direct support to municipalities. It will encompass five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, and International Municipal Cooperation. The programme will procure material support to address the crisis needs of municipalities and coordinate with other international actors to finance the implementation of recovery plans.

Organisational set up

The programme is a joint Swedish-Ukrainian initiative with management structures in both Stockholm and Kyiv. It encourages a flat organisational structure, meaning a high degree of autonomy and responsibility for involved experts, as well as strong local ownership among beneficiaries such as national stakeholders and Ukrainian municipalities.

It is expected that more than 50 people will be working full-time in Ukraine within various thematic teams as well as support units.

The programme has its office in Kyiv but will implement activities in all regions controlled by the Ukrainian government.

Role description

The **International expert of the Local self-government association area** is a position within the area of the programme's work in supporting the development of Ukraine's system of multi-level governance, in particular through support of local self-government associations (LSG associations). The purpose of the work of Senior Expert is to leverage international experience of decentralisation processes from Central and Eastern European countries to drive the programme's success. The Senior Expert's main mission is to promote democratic standards and members' role within the local government associations, to expand cooperation with local self-government associations from European Union countries, to collaborate with the associations' political leadership to strengthen democratic procedures, autonomy, impartiality, equal treatment, sustainability, as well as to advance the processes of Ukraine's EU accession, to strengthen the role of LSG associations in recovery et al.

Main responsibilities:

- Cooperation with the respective Team Leader, Programme experts, associations' political leadership and management, their thematic platform moderators and Programme's thematic team leaders on delivery of Programme's activities and products;
- Providing policy advice, training, methodological and procedural advice, coaching, and practical support to enhance the institutional capacity of LSG associations as democratic, member-driven, non-partisan, and sustainable organisations;
- Attending key events;
- Providing methodological and procedural advice for the periodic review of LSG associations strategy;
- Exploring the experiences of Sweden and other European countries to inspire and develop solutions for the work of LSG associations;
- Setting up cooperation with different LSG associations in areas of SALAR International work in Ukraine;
- Regular communication and coordination with the Team Leader in order to ensure effective and timely delivery of activities and products;
- Contributing to planning, monitoring, reporting and communication efforts of the Programme.

Qualifications:

- University degree in management, finance, public administration, economics, social sciences or any other relevant field;
- Extensive experience of decentralisation processes from Central and Eastern European countries;

- Good understanding of the role of local government and their associations in a democratic state as well as decentralisation reform processes in Ukraine;
- At least 10 years of proven experience in the field of grant management, monitoring and evaluation, and coordination of programs, projects and/or their components in public, non-governmental or international organisations;
- Extensive expertise in areas of public administration, governance, strategic programme / policy implementation;
- Experience of working in or with government structure, civil society organisations or international organisation in the humanitarian, social or economic field;
- Fluency in English and Ukrainian;
- Good communication skills;
- Initiative and ability to work independently as same as in a team.

Merits:

- Ability to build strong relationships with implementing partners, focus on the impact and result of the project and respond positively to feedback;
- Good networking with LSG political leaders.

Selection Criteria:

The selection of candidates will be based on the following criteria: work experience, knowledge of decentralisation principles and LSG associations functions, communication skills, and flexible and analytically oriented mindset.

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. Team members 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.

Conditions

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. Life and travel insurance is provided to those travelling within Ukraine.

Duration: 23 months part- time, with possibility of extension

Application: Send your application with max 3 page CV and max 1 page cover letter to ukraine@salarinternational.se. Please note "International expert of the LSG association" in the subject line. The interviews will be conducted on an ongoing basis. Only shortlisted applicants will receive a response by email when the recruitment has been finalised.

For any questions or clarifications, please contact: ukraine@salarinternational.se.

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

Deadline: 3 July 2024