

Terms of References

Programme Coordinator

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 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 Programme Coordinator will oversee the administration and logistics unit (which consists of 3-4 team members) and organise the financial, administrative and logistical procedures in Ukraine.

S/he will work closely with the management units in Stockholm and Kyiv.

The coordinator will play an important role in establishing the procedures from start, including setting up the programme office in Kyiv and establishing guidelines related to administrative, financial and logistic issues.

Main responsibilities

- Supervise and lead the administration and logistics unit, manage the office in Kyiv and make sure that offices' operations run smoothly and efficiently;
- Support the financial management in Stockholm and lead on the budget-follow up for office costs and programme activities in Ukraine;
- Ensure integration of anti-corruption measures in administrative and financial processes;
- Support archiving of documentation and ensure efficient flow of administrative and financial documentation between Kyiv and Stockholm;
- Coordinate the work with suppliers and short term-experts (contracts, invoices, quality control, deadline follow-up etc.);
- Oversee security procedures for consultants in terms of working environment in Kyiv and while travelling around Ukraine;
- Coordinate the registration of the programme in Ukraine and ensure that the appropriate legal and financial obligations are followed;
- Support local procurement processes under supervision of management in Stockholm including work with terms of reference, advertising, receiving and processing bids, communicating with bidders.

Qualifications

- Academic degree, minimum bachelor's degree or equivalent in relevant field;
- Minimum 5 years' experience administrative management, preferably in the context of international cooperation;
- Documented experience in setting up and following project planning, management and administrative processes and implementing office routines;
- Experience in working with procurements and managing suppliers;
- Strong organisational skills, with the ability to manage multiple tasks at once, coordinate a high number of people and activities, oversee details and make priorities independently;
- Excellent command of the MS Office package;
- Understanding of the relevant legal and financial framework in Ukraine and Sweden for project administration;
- Excellent communication (written and verbal) skills;

- Fluent in Ukrainian and English.

Merits

- Knowledge of and interest in local self-governance and national reform processes in Ukraine;
- Experience in organising large-scale events (with over 100 participants).

Selection Criteria

The selection of candidates will be based on the following criteria: Coordination experience, Cooperation abilities, Understanding of Swedish Development Aid Administration Requirements; Ability to work in the office in Kyiv and Travel in Ukraine

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 in Ukraine.

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 full-time, with possibility of extension.

Location: Kyiv. Physical presence in the project office is required.

Application: Send your application with max 3-page CV and max 1 page cover letter to ukraine@salarinternational.se. Please note "Programme Coordinator" 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: 13 June 2024