

Terms of References

Programme Coordinator

WM4U - Strengthening of Municipal Waste Management in Ukraine, 2024-2027

Avfall Sverige (the Swedish Association of Waste Management and Recycling) is the main national stakeholder and association in the field of waste management and recycling in Sweden. With 400 members, representing all municipalities, municipal companies and the private waste management sector, Avfall Sverige is the main national voice for its members and is monitoring and safeguarding the member's interests in all areas of waste management. Avfall Sverige is also a main national knowledge broker in the field of waste management and acts to promote the exchange of best practices, innovation and ideas. Avfall Sverige also has long term commitments internationally in support to municipal waste management reforms.

SALAR International is the extended operational arm of SALAR, the Swedish Association of Local Authorities and Regions, in international development cooperation. As an integral part of SALAR, SALAR International seeks to promote sustainable systems of local self-government worldwide, whether it concerns support to nation-wide decentralization reforms, local democracy, municipal services, EU approximation or development of local government associations. SALAR International has a long history of cooperation with Ukraine, especially since 2014 in its support to the country's comprehensive decentralization reforms and administrative services at the local levels.

Background

Based on agreement with the Swedish International Development Cooperation Agency (Sida), SALAR and Avfall Sverige has applied for a grant, for the implementation of a multi-year program in support to municipal waste management (MSW) in Ukraine. The comprehensive program is planned to be carried out over a period of three years with an anticipated start during the summer of 2024.

Responding to the Ukrainian government's appeal for assistance in the wake of the devastating Russian invasion, the program is designed to support Ukraine's ambitious reforms of municipal waste management. It is rooted in a strategic partnership between Avfall Sverige and SALAR, leveraging Swedish expertise for efficient, innovative, and sustainable waste management with a strong commitment to local democracy. The initiative aligns with both the Strategy for Sweden's Recovery and Reform Cooperation with Ukraine 2023–27 and the EU integration process, with particular emphasis on the green transition and sustainable development. The program also targets added value through close strategic cooperation with the Swedish Environment Protection Agency (SwEPA) and Nefco, the Nordic Green Bank.

The program's rationale stems from a comprehensive situational analysis revealing critical challenges in Ukraine's waste management sector, including over-reliance on landfills, inadequate recycling, and the absence of coherent national waste management strategies and planning guidelines. The aim is to catalyze a systemic multi-level reform that introduces more efficient waste collection, recycling, and sustainable waste treatment practices across Ukrainian municipalities. In doing so, the program seeks to enhance Ukraine's environmental sustainability, align with EU waste management standards, and foster a culture of responsible waste management among citizens. The program's implementation strategy revolves around two pillars:

Strengthening Multi-Level Governance in Waste Management: enhancing policy frameworks, financing mechanisms, and intergovernmental coordination to support effective national and local implementation of waste management reforms.

Capacity Building at Local and Regional Levels: empowering municipalities, in particular clusters of municipalities, through targeted technical assistance, knowledge exchange, and infrastructural support to implement sustainable waste management practices

Role description

The Programme Coordinator will oversee the administration and logistics tasks 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

- Support the financial management in Stockholm and lead on administrative, logistics 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, incl organisation of meetings and events (contracts, invoices, quality control, deadline follow-up etc.);
- Oversee security procedures for consultants in terms of working environment and security 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.
- Various ad hoc support to the Team Leader

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 50 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/Avfall Sverige 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/Avfall Sverige 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: 36 months full-time, with possibility of extension.

Location: Kyiv. Physical presence in the project office is highly encouraged.

Application: Send your application with max 3-page CV and max 1 page cover letter to opportunity@salarinternational.se. Please note "WM4U 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: opportunity@salarinternational.se

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

Deadline: 11 October 2024