

Terms of References

Team Leader - Recovery (Local)

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, 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.

To uphold previous gains in Ukraine’s decentralisation process, it will be important for Municipalities to demonstrate that they can lead local recovery and reconstruction efforts, in dialogue with their respective communities, as well as regional and national authorities. However, many Municipalities in Ukraine do not possess adequate spatial or strategic planning capacity. To overcome this gap, technical

assistance is needed to support local planning processes, including the identification of bankable recovery and reconstruction projects.

The work within the thematic area “Locally-led Recovery” will focus mainly on recovery planning in selected (10 – 12) pilot Municipalities affected by the conflict. A strong emphasis will be placed on: local ownership of the process by Municipalities and their respective communities; evidence-based planning drawing from a range of data sources; holistic and integrated planning; sustainability perspectives and future-oriented scenario planning; and the establishment of synergies between local and regional planning.

Based on the recovery planning process, Municipalities will be supported to identify projects that address specific service delivery and infrastructure priorities. Projects should be catalytic in nature, with the aim of stimulating local recovery, as well as further recovery financing. SALAR International will assist Municipalities to follow, and ensure mechanisms to report back to the community on, specific project implementation.

The pilot methodology will be iteratively developed, based on internationally-recognised approaches to resilience, recovery and sustainable urban development, tailored to the Ukrainian context and taking account of Ukrainian legislation, in coordination with key responsible ministries. Based on the pilots, SALAR International and partners will also engage in national policy dialogue on the framework for recovery and reconstruction, also taking account of the requirements of Ukraine’s EU integration process.

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 Team Leader - Recovery (Local) will be the local thematic lead for Locally-led Recovery work. Working from Kyiv, s/he will work in tandem with the Team Leader - Recovery (International), as well as the wider recovery team and experts, and management unit in Kyiv.

Main responsibilities

- Contribute to the design and implementation of all Locally-led Recovery activities, including the identification of local experts and leadership / follow up of all relevant activities;
- Direct engagement with Ukrainian partners, as well as other stakeholders supporting locally-led recovery, on the overall scope of programme engagement;
- Support updated mapping of existing municipal strategic, spatial and recovery planning initiatives in Ukraine, with further dialogue with specific Municipalities as needed;
- Identify required data sources and tools for analysis and evidence-based planning;
- Contribute to the development of locally-led recovery methodology and related resource / local expert requirements (during the first 6 months of the programme), specific project

identification (for anticipated uptake by Nefco and other financing) and monitoring / reporting back to communities;

- Contribute to the definition of criteria for the selection of pilot locations;
- Support and guide pilot interventions;
- Define required knowledge products and dissemination strategies, drawing from pilot experiences;
- Engage in national policy dialogue on the framework for recovery and reconstruction in Ukraine.

Qualifications

- Academic degree, minimum bachelor's degree in architecture, urban and regional planning, or equivalent relevant field;
- Minimum 5 years' experience in participatory strategic / spatial planning;
- Experience of developing Comprehensive Restoration Programmes and Recovery Plans or other equivalent planning documents with Municipalities in Ukraine;
- Strong organisational skills, with the ability to manage multiple tasks at once, coordinate project teams and activities, oversee details and make priorities independently;
- Excellent communication (written and verbal) skills;
- Fluent in English and Ukrainian.

Merits

- Knowledge of and interest in local self-governance and national reform processes in Ukraine;
- Familiarity with relevant tools and software for geospatial data analysis and management.

Selection Criteria

The selection of candidates will be based on the following criteria: technical skills and experiences, communication and team leadership skills, organisational capacities, ability to travel within 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: 21 months full- time, with possibility of extension.

Location: Kyiv.

Application: Send your application with max 3-page CV and max 1 page cover letter to ukraine@salarinternational.se. Please note "Team Leader - Recovery (Local)" 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: 14 August 2024