

Call for proposal

International Cooperation Expert

Programme: “POLARIS – Supporting Multilevel Governance 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, decentralization 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 finalized its current projects in Ukraine (DSP and Prosto), initiated before the full-scale invasion. To address the changing needs of Ukrainian municipalities and national actors during wartime, a new multi-level programme has started financed by the Swedish International Development Cooperation Agency (Sida).

The programme “POLARIS – Supporting Multilevel Governance in Ukraine” - is planned for four years (July 2024-May 2028), but activities are currently outlined for the first 24 months.

The 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 consists of two components: one focusing on policy and collaboration with national actors, and the other providing direct support to municipalities. It encompasses 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 implements activities in all regions controlled by the Ukrainian government.

Role description

International Cooperation Expert is a position within the thematic team “International Municipal Cooperation” which consists of 3 long-term consultants and additional short-term support personnel. This team will work to strengthen the capacities and increase the opportunities of Ukrainian municipalities and their associations to engage in international, primarily EU-level, activities and for long-term relations with EU-peers. This is primarily done under the framework of the initiative “Cities4Cities/United4Ukraine” of which SALAR International is a co-founder. The role entails working on the POLARIS programme while specifically focusing on the 'Cities4Cities/United4Ukraine' initiative, facilitating the development of municipal partnerships between Ukrainian and other European municipalities and supporting Ukrainian municipalities in their international collaboration efforts.

SALAR International is looking for a specialist with relevant experience in establishing cooperation with international organizations, as well as stakeholders in different European countries, both on national and local level, who can contribute to the establishment of new and development of existing inter-municipal partnerships.

The expert should be able to use a variety of tools to establish inter-municipal partnerships, including presentations, arranging and moderating bilateral meetings, providing advice and mentoring, organizing forums, events, development of promo materials and preparing municipalities for participation in international events.

The expert will also cooperate with the “Cities4Cities/United4Ukraine” expert on capacity building to strengthen the capacity of the Ukrainian municipalities with regard to international cooperation, project management, communication and with the Advocacy expert.

Main responsibilities:

- Establishing cooperation with local government associations in Europe, international organizations, European municipalities, civil society organizations, diaspora groups and other relevant stakeholders to develop cooperation between Ukrainian and European municipalities;
- Assisting Ukrainian municipalities in communication with their potential partners by developing promo materials, identifying relevant cooperation projects and opportunities for external funding;
- Organizing events that contribute to the establishment of inter-municipal partnerships: online and offline meetings, trips of delegations of Ukrainian mayors to European events, visits of delegations of EU mayors to visit their Ukrainian partners;
- Investigating the training needs of Ukrainian municipalities and organizing relevant online and offline trainings in collaboration with the expert on capacity building;
- Developing and promoting among European municipalities, local self-government associations and other relevant actors the “Cities4Cities/United4Ukraine” web portal with English-language profiles of Ukrainian municipalities.
- Preparing informational materials and publications on best practices of international

municipal cooperation to encourage other municipalities in Ukraine and Europe to establish and develop partnerships.

Qualifications:

- University degree in relevant academic field; for example international relations, public administration, communication
- Work experience in or with local self-government;
- At least 3 years of experience of working with international organisations
- Previous experience with international cooperation projects;
- Experience in official communication at the international level;
- Good oral and written communication and public presentation skills;
- Previous experience in organising events;
- Fluent Ukrainian;
- Fluent English, ability to communicate with international experts without the intermediary of an interpreter.

Merits:

- Knowledge of European cooperation frameworks and programmes will be considered an asset
- Previous experience of implementing EU funded projects on local governance or civil society level;
- Established working contacts with relevant international organizations;
- Project management skills;
- Knowledge of other foreign languages besides English.

Selection Criteria:

The selection of candidates will be based on the following criteria: understanding of Ukrainian municipalities' capacities and needs for international cooperation, previous work experience, networking and communication skills, motivation.

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.

Duration: 12 months, 75% contract with possibility of extension

Location: Ukraine, proximity to Lviv preferably, with ability to travel in EU countries.

Application: Send your application with max 3 page CV and max 1 page cover letter to ukraine@salarinternational.se. Please note “**International Cooperation Expert November 2024**” 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: 25 November 2024