

Terms of Reference

Thematic Team Leader “Fiscal decentralisation”

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 and implements activities in all regions controlled by the Ukrainian government.

Role description

The Thematic Team Leader “Fiscal decentralisation” is a senior role that requires managing, supervising and guiding the work of 3-4 local and possibly international experts, ensuring development of workplans and delivery of results under the thematic area accordance with the plan.

The role foresees taking responsibility on policy design, advocating change, driving policy discussions, establishing and maintaining communication with key stakeholders in the field of fiscal decentralisation such as the relevant Parliamentary Committees, the Ministry responsible for multilevel governance, the Ministry of Finance of Ukraine, local self-government bodies and their associations, NGOs, thinktanks etc.

Amidst the immediate challenges posed by the military conflict, the leader must also focus on long-term reforms to strengthen the financial and managerial capabilities of Ukrainian municipalities and support Ukraine's integration into the EU.

Main responsibilities:

- Planning, negotiating adjusting and executing a Memorandum of Understanding with the programs main institutional partner with respect to fiscal decentralisation and subnational governance reform;
- Overseeing the work of local and international experts in the thematic area including planning of activities, supporting team members and assessing performance;
- Developing and executing ToRs for research and policy work designed to facilitate the projects longer term goals;
- Reporting on progress and challenges of implementation of the Thematic Area to programme management in Kyiv and Stockholm;
- Establishment and fostering relationships with Programme partners at national and local level;
- Policy advice and analysis for the key stakeholders in Ukraine;
- Communication and advocacy of policy reforms towards various groups of stakeholders;
- Ensuring consistency of policy work with other relevant thematic areas of the Programme, such as Education Decentralisation, Support to LGAs, Locally led Recovery, International Municipal Cooperation etc.);
- Participation in public communication of achievements, awareness raising, advocacy campaigns, promotion and dissemination of programme outputs.

Qualifications:

- Degree or equivalent experience in finance, economics or public administration;
- At least 10 years of relevant experience;
- Advanced understanding of governance, state and local budget systems in Ukraine and decentralization reform priorities;
- Continuous record of drafting targeted policy papers on finance and public administration;
- Abilities in strategic planning, monitoring and evaluation;
- High-level communication skills, networking and stakeholder engagement;
- Proven experience in leadership and managing multi-cultural teams;
- Very good communication and networking skills;
- Fluent Ukrainian and English.

Merits:

- Proven experience working with public finance management in local governments;
- Experience of work with statistical and econometric analysis;
- Experience in implementation of advocacy campaigns for policy change;
- Proven experience of working in development sector outside of Ukraine;
- Knowledge of advanced MS Excel functionalities;

Selection Criteria:

The selection of candidates will be based on the following criteria: relevant work experience; understanding of Ukraine's Constitution, Budget Code, and Local Government Law; knowledge of decentralisation and local governance reform processes in Ukraine; analytical skills and experience, communication skills, problem-solving 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 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: Ukraine (remote or on-site).

Application: Send your application with max 3 page CV and max 1 page cover letter to ukraine@salarinternational.se. Please note **"Thematic Team Leader Fiscal decentralisation"** 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: 27 November 2024.

Applications for the position will be accepted on a rolling basis until the vacancy is filled.