

Terms of References

Gender Expert, Kyiv

Polaris Programme: Support to multi-level governance in Ukraine

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

To address the changing needs of Ukrainian municipalities and national level stakeholders during wartime, the Swedish International Development Cooperation Agency (Sida) has initiated a broader programme in support of multilevel governance and recovery. This programme is called "Polaris: Supporting Multi-level Governance in Ukraine". It is implemented by SALAR International and planned for four years (July 2024-May 2028).

Polaris Programme aims to work with both short and long-term focus, addressing the needs of the multi-level governance system in Ukraine and in parallel strengthening municipalities' public service provision, as well as their direct engagement in the recovery and reconstruction processes, in line with the requirements of Ukraine's EU accession.

The Programme's support is provided through two operational components: one focusing on policy and collaboration with national stakeholders, and the other providing direct support to municipalities. The support encompasses five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, and International Municipal Cooperation. In addition, the Programme will provide material support to meet short-term material crisis needs of municipalities.

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 Gender Expert is part of the overarching cross-cutting unit to ensure integration of gender equality in all programme activities. There will be a team of two Gender Experts working closely together. The gender expert will also work closely with the thematic teams and with the management.

Main responsibilities:

- Implement and follow-up on the Programme Gender Action Plan close dialogue with the programme management and the second gender expert;
- Provide expertise and technical advice in development and implementation of programme activities to ensure gender equality integration throughout both components and all thematic areas;
- Support development of activities and pilots to enhance gender equality on local level;
- Conduct analysis and develop reports, policy papers, articles on gender equality related to the thematic areas;
- Support thematic teams in development of policy documents to ensure integration of gender quality and inclusion;
- Conduct gender trainings with municipal representatives and staff in Ukraine;
- Contribute to monitoring and reporting of gender equality results.

Qualifications:

- University degree in political science, local government, economics, or related field
- At least five years of relevant professional experience performing tasks similar to the described job position ;
- Significant experience of gender equality and local governance, including gender mainstreaming;
- Understanding of Gender equality and Human Rights in the Ukrainian context on national and local level;
- Expertise in gender analysis, gender-responsive monitoring and evaluation;
- Experience in preparing and facilitating workshops and trainings, developing methodological material;
- Excellent interpersonal skills with the ability to cultivate professional relationships with local government officials;
- Fluency in Ukrainian and basic proficiency in English (written and spoken).

Merits:

- Experience of working with gender equality in international donor funded projects;
- Knowledge in gender-responsive budgeting;
- Practical experience of working with a Human Rights Based Approach;
- Knowledge in preventing and combating gender-based violence.

Selection criteria

The selection of candidates will be based on the following criteria: working experiences, understanding of local authorities' role in enhancing gender equality and inclusiveness, ability to work from the office in Kyiv and 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: 12 months, 75-100%. Physical presence in the project office in Kyiv is required.

Location: Kyiv

Application: Send your application with max 3 page CV and 1 page cover letter (in PDF) to ukraine@salarinternational.se. Please note "Gender Expert" 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. Applications can be submitted in both Ukrainian and English.

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: 4th June 2025