

Terms of References

Monitoring, Evaluation and Learning Expert

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.

A results framework has been developed as part of the programme document submitted to Sida. During the inception phase the programme management have operationalised the framework to facilitate monitoring and learning throughout the Programme.

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 the support and activities target local self-government in all regions of Ukraine and will be implemented in all regions controlled by the Ukrainian government. The support is provided on demand, in most cases through open calls.

Role description

The MEL expert will support the Programme in Monitoring, Evaluation and Learning (MEL) based on the current Framework of the Programme. The Expert will work closely with the Management in Stockholm, the international MEL expert and with the team members in Ukraine.

Main responsibilities:

- Collaborate with thematic leads to gather data in accordance with the MEL Framework, ensuring consistency and accuracy, with guidance from the international MEL expert.
- Develop and maintain a centralised database aligned with the project's MEL framework to systematically capture, store, and analyse data.
- Assist in the collection and documentation of baseline data across thematic areas.
- Coordinate the design and implementation of surveys targeting partner hromadas to inform monitoring and evaluation activities.
- Contribute to the preparation of results reports for each thematic area
- Support outcome harvesting exercises and contribute to the preparation of the programme's annual report to be submitted to donors.
- Contribute to the development and improvement of systems and tools for effective data collection, management, and reporting.

Qualifications:

- A university degree in social sciences, statistics, public administration, economics, development studies, or a related field.
- Good understanding of MEL approaches
- Minimum 3–5 years of experience in monitoring, evaluation, and learning in development or humanitarian programmes
- Demonstrated experience in designing or managing data collection tools and databases
- Strong analytical and data management skills, including use of Excel
- Ability to work collaboratively with cross-sectoral teams and manage parallel processes
- Excellent organisational and time management skills
- Strong written and verbal communication skills in Ukrainian and English

Merits:

- Experience in outcome harvesting or similar qualitative methods
- Experience in working with local governments in Ukraine
- Prior involvement in survey design

Selection criteria:

The selection of candidates will be based on the following criteria: Experience working with similar MEL assignments, analytical and organizational skills and experience of working in an international organization

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.

Location: Kyiv

Duration: 50 % involvement until May 2026

Application:

Send your application with max 3 page CV and max 1 page cover letter (in PDF) to ukraine@salarinternational.se. Please note "MEL 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.

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: 1 June 2025