

Terms of Reference

Hromada Capacity Development Officer of the Locally-led Recovery team

Polaris Programme "Support for Multi-level Governance in Ukraine", 2024-2028.

About SALAR International and its activities in Ukraine

SALAR International is a subsidiary of the Swedish Association of Local Authorities and Regions SALAR, which represents all 290 municipalities and 21 regions in Sweden. As SALAR's international affiliate, we work globally to support local democracy and good governance in developing and transition countries. Our expertise covers areas such as building municipal management and service delivery capacity, local and regional development planning, support to local government associations, decentralisation policy, and European integration. Geographically, SALAR International's projects cover the countries of Eastern Europe, the Caucasus, the Middle East, and Africa.

SALAR International has been working in Ukraine since 2014, supporting the decentralisation process through three main initiatives aimed at building a robust multi-level governance system, improving the accessibility and quality of services at the local level, and strengthening international cooperation between Ukrainian and EU municipalities. After the full-scale invasion, SALAR International joined the crisis support of Ukrainian hromadas by providing them with material assistance.

Description of the context

SALAR International has supported Ukraine's Decentralisation reform since 2014 through the projects PROSTO and Decentralisation Support Project (DSP), funded by Sweden, and also as implementing partner within the U-LEAD with Europe Programme, funded by the EU. To address the changing needs of Ukrainian municipalities and national level stakeholders during wartime, the Swedish International Development Cooperation Agency (Sida) in 2024 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. For more long-term material support and funding of implementation of recovery plans, the programme will coordinate with other international actors and funding institutions.

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 Polaris Programme's thematic area "Locally-led Recovery" will focus mainly on recovery planning in 12 selected partner municipalities affected by the Russian aggression. A strong emphasis will be placed on: local ownership of the process by Municipalities; evidence-based formal spatial planning and strategic recovery 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 by 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 urban planning and local development legislation, in coordination with the Ministry for Communities and Territories Development of Ukraine. 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. Thematic team Locally-led Recovery currently consists of 5 people, but the team will be expanded through the recruitment of a pool of thematic experts in the fields of spatial planning, environment, local economic development, etc.

The programme has its office in Kyiv but will implement activities in all regions controlled by the Ukrainian government.

Role description

The Hromada Capacity Development Officer of the Locally-led Recovery team, is an extremely important link in the process of recovery of war-affected hromadas. Working in a team of experienced colleagues, he/she is actively involved in the direct implementation of the *Polaris Programme's thematic team on Locally-led Recovery*. The main tasks of the *Hromada Capacity Development Officer* are: coordination of the project with 12 partner hromadas and step-by-step implementation of *the Capacity Building for hromadas*, which was designed during the preparatory phase of the project. The role also involves coordination with other members of the Recovery team (7 international and Ukrainian experts), as well as partial participation in the work of partner hromadas with external experts to work on recovery planning, and cooperation with other experts and team members of the Polaris Programme as a whole.

Main responsibilities

- Coordinate interaction with 12 partner hromadas, monitor the implementation of schedules and work plans by the hromadas;
- Coordinate the collection of data and necessary information from hromadas;
- Assist in mutual communication between hromadas and expert teams;
- Manage the implementation of *the Hromada Capacity Building activities of Polaris on Locally-led Recovery*;
- Analyse and systematise the work done, and progress made by the Polaris Programme Thematic Team for Locally-led Recovery, and formulate proposals for its improvement and scaling.

Qualifications

- Bachelor's or Master's degree in public administration, sociology, communication, economy, geography, regional planning, public policy or other related field
- Understanding of the local government system in Ukraine and decentralisation reform
- At least 3 years of experience in local government capacity building projects
- A broad understanding of the tools for enhancing the capacity of local governments
- Excellent oral and written (including over the phone) communication skills, ability to conduct effective conversations with hromadas
- At least 2 years of experience working with international organisations
- Experience in organising events, trainings, and peer-to-peer experience exchange
- Fluency in Ukrainian and English (ability to communicate with international experts without the need for an interpreter)
- Project management, monitoring, and evaluation skills

Merits

- Experience in locally-led recovery projects
- Understanding of the principles of sustainable urban development and spatial planning
- Direct experience in local government
- Understanding of the international tools for enhancing the capacity of local governments

Diversity and equal opportunities

SALAR International supports diversity and respects human rights in all areas of its operations. SALAR International is committed to creating a gender-equal and diverse work environment. Consultants must respect the equal rights of people and strive to create an atmosphere in which differences between people are accepted and valued. SALAR International supports working arrangements that allow staff to combine work with family responsibilities.

Conditions of employment

A consultancy contract will be signed between SALAR International and the consultant, which will detail the terms and conditions of the position. Please note that this position is not an employment position, which means that applicants must be registered as individual entrepreneurs (or be prepared to register as an individual entrepreneur) and are responsible for paying all applicable taxes, duties and insurance premiums in Ukraine. A competitive fee will be offered to the successful candidate. Life and travel insurance will be provided for those traveling within Ukraine.

Duration: from February 2025 for 12 months and 100% employment.

Location: Ukraine. Partial physical presence in the Program office in Kyiv is required, as well as willingness to travel to hromadas.

Evaluation of applications and selection

Please send your proposal with a resume of no more than 3 pages and a cover letter of no more than 1 page to: ukraine@salarinternational.se Please indicate in the subject line "Hromada Capacity Development Officer/ Recovery". Interviews will be held regularly, depending on the number of applications received. Only selected candidates will receive a response by email after the recruitment is completed.

If you have any questions or clarifications, please contact ukraine@salarinternational.se

Personal information provided by the applicant during the selection process will be processed by SALAR International.

Application deadline: 5 January, 2025.

www.polaris.org.ua