

Terms of References

Senior Expert - Spatial Planning and Strategic Development on Local Level

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, 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

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. The thematic team for Locally-led Recovery currently consists of 5 people, but the team will be expanded through recruitment of a pool of thematic experts in the fields of spatial planning, environment, local economic development, etc.

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

Role description

This assignment is for the Inception and Implementation stages of the Locally-Led Recovery component. It will include work on developing the methodology and the scope of the future assignment, potential selection of partner municipalities, comprehensive consultancy work in the process of supporting municipalities in the development of strategic and urban planning documents, straightening their capacity in this thematic area, needs assessment, implementation of projects under the general recovery frame.

The Senior Expert in Spatial Planning and Strategic Development on Local Level is part of the thematic Locally-led Recovery team and will work under guidance of SALAR International's local and international Team Leaders, in close cooperation with the other experts and members of the Polaris Programme team, although primarily with the thematic team for Locally-led Recovery.

Main responsibilities

- Contribute to the design and implementation of a methodology for Locally-led Recovery, including:
 - Identification of preferred tool/planning document, taking account of relevant legislation and/or recovery planning experiences;
 - Identification of required data sources for analysis and evidence-based planning;
 - Identification of methodology for participatory planning of strategic and formal urban planning documents;
 - Consult Local-led Recovery team and Municipalities on applying Ukrainian legislation in the field of urban planning, strategic and recovery planning.
- Support SALAR International's local and international Team Leaders to organise the structure of the delivery of Locally-led Recovery component, including:
 - Coordination and dialogue with Ukrainian stakeholders to gather relevant information and data.
 - Coordination and engagement with partner municipalities and/or partner organisations (and their experts) to ensure a robust methodology and approach to implementation.
 - Coordination and dialogue with Ukrainian stakeholders to ensure effective implementation in partner municipalities according to an agreed methodology for programme implementation.
- Monitoring and reporting
 - Provide input in the form of written contributions that capture key observations, recommendations, outcomes etc.;
 - Provide input in the form of written contributions to programme reporting.

Qualifications

- Advanced university degree (master's degree or equivalent) in architecture, urban planning and design, urban or land management, economy, geography, regional planning, sociology, public policy or a related field;
- Strong analytical, communication, and project management skills, enabling successful execution of complex, multi-stakeholder initiatives.
- A minimum of five years of relevant professional work experience in urban development, spatial planning, local economic development, strategic planning on municipal level, urban data analysis, recovery planning or a related field;
- Deep knowledge of Ukrainian legislation in the field of strategic planning at the local level and spatial planning;
- Proven experience in producing maps and conducting spatial analysis with visualisation.
- Experience of capacity building processes targeting Municipalities;
- Strong command of English and Ukrainian as working languages, ability to deliver documents and professional discussion in both languages.

Merits

- Knowledge of and interest in local self-governance and decentralisation reform processes in Ukraine;
- Experience in elaboration urban planning documentation on local level, Comprehensive Recovery Programmes, Concepts of Integrated Urban Development in Ukraine;
- Experience of data-driven urban planning projects/processes, including software for urban planning (e.g. GIS, data analysis, visualization and production of maps);
- Previous work for Municipalities and programmes of international technical support.

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.

Duration: from January 2025 for 6 months with the possibility of extension

Location: Kyiv, partial physical presence in the Program office in Kyiv is required, as well as willingness to travel to communities.

Application Instructions

Interested and qualified candidates should send their CV, motivation letter and portfolio of relevant conducted projects (descriptive and/or graphic part) preferably in English to: ukraine@salarinternational.se. Please indicate in the subject line "Senior Expert in Spatial Planning and Strategic Development on Local Level".

The deadline is January 5, 2025.

Candidates will be considered on a rolling basis, and only finalists will be contacted.

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.

www.polaris.org.ua