

Terms of References

Logistics and Events Coordinator

Programme: "Swedish Support to Decentralisation Reforms and Recovery 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 finalised its current projects in Ukraine (DSP and Prosto), which were initiated before the full-scale invasion. To address the changing needs of Ukrainian municipalities and national actors during wartime, a new multi-level program has been initiated, to be financed by the Swedish International Development Cooperation Agency (Sida).

SALAR International is currently in the preparatory phase of the new programme, with estimated activities scheduled to begin in July or August 2024. The programme is planned for four years, but activities are currently outlined for the first 24 months.

The new 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 will consist of two components: one focusing on policy and collaboration with national actors, and the other providing direct support to municipalities. It will encompass 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 but will implement activities in all regions controlled by the Ukrainian government.

Role description

The Logistics and Events Coordinator is a part of the Administrative and Logistics Unit. The Coordinator will work in tight collaboration with the thematic teams to ensure that the programme has well-operating logistics, events, and trips. In doing so, the Logistics and Events Coordinator will communicate with various contractors, team members, and participants to facilitate logistics and manage events of varying sorts in an efficient and timely manner.

It is anticipated that approximately 25 experts will frequently travel across Ukraine. Different events, such as roundtables, seminars, trainings, and conferences, will be organized in both large Ukrainian cities and smaller hromadas on a monthly basis.

The programme will procure a logistics company to support the actual organisation of events and trips. However, it will be the responsibility of the coordinator to establish effective cooperation and control mechanisms with the company and other contractors for specific logistical and organisational arrangements.

Main responsibilities:

- Support the project team in the planning, coordination, and realization of various events such as roundtables, trainings, workshops, conferences, and seminars, both in physical venues and hybrid formats;
- Coordinate external contractors for trip and event arrangements;
- Coordinate the logistical arrangements for business trips for team members and participants of the projects events in Ukraine;
- Support the arrangements of trips to and from Ukraine for international experts and Ukrainian participants;
- Ensure that the security procedures and requirements of SALAR-I are implemented in the planning of events and travels;
- Enforce control and anti-corruption measures in line with SALAR-I policies while organising trips and events;
- Supporting budget follow-up for events and trips;
- Work closely with management in both Kyiv and Stockholm to provide updates on work progress and challenges;
- Work closely with the communication unit to ensure visibility for events

Qualifications:

- Education or training in relevant field, e.g. project management, tourism, logistics;
- Minimum 3 years of professional experience in the coordination of logistics for events/trips in Ukraine;
- Experience of working with administration;
- High level of problem-solving skills;
- Good command of the MS Office package;
- Excellent communication (written and verbal) skills.
- Fluency in Ukrainian and a good level of English.

Merits:

- Experience working with international development projects and/or with a project-based approach;
- Experience of coordinating large-scale events (over 100 participants);
- Experience of organising events/trips under war circumstances in Ukraine

Selection Criteria

The selection of candidates will be based on the following criteria: professional experiences; communication skills, flexible and service oriented minds-set, ability to work in the office in Kyiv and travel in 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: 23 months full time, with possibility of extension.

Location: Kyiv. Physical presence in the project office is required.

Application: Send your application with max 3 page CV and 1 page cover letter to ukraine@salarinternational.se. Please note "Logistics and Events Coordinator" 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 for applications: 16 June 2024