

## Terms of References

### Citizens Engagement and Information Sharing Expert

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 multigovernmental 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 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 Citizens Engagement and Information Sharing Expert is part of the overarching cross-cutting unit to ensure integration of citizens engagement within different thematic areas such as education, recovery and public service provision. The work will include working directly with Ukrainian municipalities to pilot and implement various activities. The Expert will work closely with the thematic teams in Ukraine, and in collaboration with international experts.

### **Main responsibilities:**

- Develop and implement activities to support municipalities in Ukraine to improve citizen engagement, in particular in relation to public service provision and recovery;
- Identify and disseminate best practices in citizen engagement and information sharing at local level;
- Oversee and conduct training activities for political leaders, municipal representatives and staff to strengthen their capacities in citizen engagement and information sharing;
- Work with other experts to update, develop and pilot various methodological materials in citizen engagement and information sharing;
- Work closely with the communication specialist on ensuring recognition and visibility of the project at local, regional and national levels;
- Work closely with the gender expert to ensure participation of women and vulnerable groups in municipalities work with citizens engagement;
- Contribute to the annual and final reports.

### **Qualifications:**

- University Degree in political science, journalism, communications or equivalent (Master degree is a strong asset);
- At least 4 years of relevant professional experience performing tasks similar to the described job position;
- Experience of conducting training with local government officials;
- Experience of developing methodological materials for citizens engagement;
- Excellent interpersonal skills with the ability to cultivate professional relationships with local government officials, civic leaders, media and international donors;
- Excellent written and verbal communication skills, as well as report writing and analytical skills;
- Ability to use creative and effective communication tools;
- Fluency in Ukrainian and basic proficiency in English (written and verbal).

### **Merits:**

- Experience of working with crisis communication and citizens engagement under martial law;

- Previous experience of working with international organisations.

### **Selection criteria**

The selection of candidates will be based on the following criteria: working experiences, understanding Ukrainian municipalities ability and needs to improve citizens engagement, ability to 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:** 23 months, full- time. Physical presence in the project office is partly required.

**Location:** Kyiv

**Application:** Send your application with max 3 page CV and 1 page cover letter to [ukraine@salarinternational.se](mailto:ukraine@salarinternational.se). Please note "Citizens Engagement 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](mailto:ukraine@salarinternational.se)

Personal information provided by the applicant in the recruitment process will be handled by SALAR International.

**Deadline:** 20 June 2024