

Terms of Reference

Education Data Specialist

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

Education Data Specialist is a position within the thematic area “Education decentralisation at national level” which consists of 4-5 people. For this position, SALAR International is searching for a self-motivated, analytical person, attentive to details who can process large amounts of data, identify and systematise complex data deriving patterns and report on them. Under supervision of the Thematic Team Leader, the work involves maintenance of a close dialogue with key stakeholders in Ukraine, such as the Ministry of Education and Science of Ukraine, the Ministry of Finance of Ukraine, the Institute of Education Analytics etc. Provision of expert input on complex education management and financing issues as requested by the International Thematic Team Leader.

Main responsibilities:

- Review of data on the education system (statistical data, budget data), analysis of outliers and trends;
- Conducting statistical and econometric analysis of relevant data, construction and assessment of econometric models;
- Policy advice and analysis for Ministry of Education and Science of Ukraine and the Institute of Education Analytics;
- Training, technical advice, coaching and practical support to establish and build capacity of the dedicated units in the Ministry of Education and Science of Ukraine and the Institute of Education Analytics;
- Design, preparation and support to the Ministry of Education and Science of Ukraine in publishing open communication tools on education finance;
- Regular coordination with the International Thematic Team Leader in order to ensure effective and timely implementation of tasks;
- Contributing to planning and reporting on the execution of thematic activities.

Qualifications:

- Master’s degree in IT, economics, or education management;
- At least 5 years of experience in development work in education finance and education management in Ukraine;
- Experience in design and rollout of nationwide multi-client databases;
- Good understanding of education statistical reporting, treasury reports, and budget process in Ukraine;

- Experience of analysing and adjusting of state grant's allocation formulas;
- Excellent knowledge of advanced MS Excel and MS Power BI functionalities;
- Very good communication skills;
- Fluent Ukrainian and Russian;
- Good English, ability to communicate with international experts without the intermediary of interpreter.

Merits:

- Knowledge of education finances and national reform processes in Ukraine;
- In-depth familiarity with functionality and use of EMIS type software (DISO/AIKOM);
- Good working knowledge of MS SQL Server or MySQL and MS Excel VBA macros.

Selection Criteria:

The selection of candidates will be based on the following criteria: work experience, knowledge of education management and financing principles in Ukraine, familiarity with abovementioned software, communication skills, flexible and analytically oriented mindset.

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: Ukraine

Application: Send your application with max 3 page CV and max 1 page cover letter to ukraine@salarinternational.se. Please note "Education Data Specialist" 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: 20 June 2024