

Terms of Reference

Legal and data analysis 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

Legal and data analysis specialist is a part-time position within the thematic area “Education decentralisation at national level” which consists of 4-5 people. For this position, SALAR International is searching for an analytical, self-motivated person with extensive attention to details who can work with large masses of data, provide legal expertise and data driven analytical input regarding Ukrainian education financing and management context. The work is to be performed under supervision of the Thematic Team Leader and may require systematic interaction 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, Associations of Local Self-Governments, NGOs etc.

Main responsibilities

- Reviewing and providing policy feedback on current problems of education finance in Ukraine.
- Conducting analysis of local budget process in education finance.
- Reviewing and conducting numeral analysis of options for reform of national remuneration system in Ukraine.
- Compilation and verification of various data sets under supervision of the Thematic Team Leader.
- Support the programme team in conduction of awareness raising and capacity building exercises for national partners.
- Contributing to planning and reporting on the execution of thematic activities.

Qualifications

- Bachelor’s or Master’s degree in public administration, economics, or education management.
- At least 4 years of experience of working on education finance issues in Ukraine (government and/or donor-funded projects).
- Proven practical knowledge of budgeting in national or local institutions in Ukraine.
- Excellent knowledge of advanced Excel functionalities.
- Fluent Ukrainian and Russian.
- Good English, ability to communicate with international experts without the intermediary of interpreter.
- Good skills in MS Excel and MS SQL Server or mySQL.

Merits

- Knowledge of education management and finance, local self-governance and national reform processes in Ukraine.
- Ability to work remotely and independently delivering a quality product.

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 above mentioned 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, part-time (50%), 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 "Legal and data analysis 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