

Terms of References

Project Coordinator – Local Implementation Support

Polaris Programme: Support to multi-level governance in Ukraine

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

To address the changing needs of Ukrainian municipalities and national level stakeholders during wartime, the Swedish International Development Cooperation Agency (Sida) has 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 works 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 six thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, International Municipal Cooperation, and Municipal Enterprises. In addition, the Programme will provide material support to meet short-term material crisis needs of municipalities.

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.

The Project Coordinator – Local Stakeholder Engagement Support is part of the Local Stakeholder Engagement function and works under the supervision of the Local Stakeholder Engagement Lead. The position provides project coordination and implementation support across thematic areas that engage with territorial communities (hromadas), working closely with thematic experts, programme support functions, and cross-cutting teams to ensure effective planning, coordination, and delivery of programme activities.

Role description

The Project Coordinator – Local Implementation Support supports the implementation of Polaris activities involving territorial communities by providing project coordination, implementation support, and organisational oversight across multiple thematic areas. The role contributes to the planning, coordination, monitoring, and documentation of programme activities, ensuring effective implementation and collaboration between thematic teams. It also has a dedicated responsibility for coordinating the organisational aspects of programme events and experience exchange initiatives, ensuring that these activities are delivered efficiently and in accordance with programme standards. In addition, the position supports knowledge management, monitoring, and reporting processes by maintaining programme documentation, collecting implementation data, and consolidating lessons learned and good practices across thematic areas. The role works closely with thematic experts and programme support functions to facilitate coherent programme implementation and continuous improvement of internal coordination processes.

Main responsibilities

Project Coordination and Implementation Support

- Provide project coordination and implementation support for programme activities involving territorial communities (hromadas) across relevant thematic areas;
- Support planning, implementation, follow-up, and documentation of activities together with thematic teams;
- Coordinate implementation timelines and follow-up on agreed actions to ensure timely delivery of programme outputs;
- Assist thematic teams in planning, designing, implementing, and following up programme activities;
- Coordinate implementation of experience exchange initiatives, including:
 - Internship Programmes for Administrative Service Centre personnel;
 - Study visits between Administrative Service Centres from different territorial communities;
 - Exchange visits and peer-learning activities for starostas and other local government representatives.
- Maintain records and archive partnership documentation and other programme-related documents;
- Collect, maintain, and regularly update key programme information and data related to support provided to municipalities.

Events Coordination

- Coordinate organisational preparation and delivery of programme events, workshops, consultations, study visits, and other activities.
- Provide organisational support to the Administrative Services, Starosta, Education, Recovery, and other thematic teams in planning and implementing events.
- Coordinate logistical arrangements, participant administration, communication related to event preparation, and procurement processes where applicable.
- Provide on-site coordination and operational support during programme events when required.
- Coordinate post-event follow-up, including collection of participant feedback, activity statistics, and supporting documentation.

Knowledge Management, Monitoring and Reporting

- Collect and consolidate lessons learned and good practices from programme activities across thematic areas.
- Support collection and consolidation of activity statistics and monitoring data.
- Maintain organised programme documentation and contribute to reporting processes related to local stakeholder engagement activities.
- Support continuous improvement of internal coordination processes and knowledge sharing across programme teams.

Cross-functional Cooperation

- Work closely with thematic experts and programme support functions to ensure coordinated implementation of programme activities.
- Collaborate closely with cross-cutting units, particularly the Gender Equality Team, to ensure the integration of barrier-free and inclusive approaches across relevant programme activities.
- Contribute to coherent implementation of programme activities by supporting coordination across thematic areas.

Qualification

- University degree (Bachelor's or Master's degree) in any relevant field of study;
- At least two years of professional experience, preferably in project coordination, programme implementation, administration, or a related field;
- Good understanding of project management principles and experience supporting implementation of projects or activities;
- Experience in coordinating multiple tasks, timelines, and inputs from different teams;
- Experience in organising and supporting workshops, meetings, study visits, or other types of public events;
- Experience in information management, documentation, reporting, or maintaining project-related records;
- Understanding the role of local self-government development/hromadas in Ukraine;
- Ability to work effectively across thematic teams and support coordination between different programme functions;
- Ability to collect, structure, and analyse information, including activity data, lessons learned, and good practices;
- Strong organisational and interpersonal skills, with the ability to work collaboratively in an international and multicultural environment;
- Fluency in Ukrainian;
- Good level of English;
- Ability to travel in Ukraine.

Merits

- Experience in working with international projects;
- Experience in cooperation with governmental officials.

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.

Location: Kyiv

Duration: August 2026 – May 2027 (with possibility of extension)

Evaluation of applications and selection

Please send your applications, comprising a CV of no more than 3 pages and a covering letter of no more than 1 page, to: ukraine@salarinternational.se . Please state '**Project Coordinator – Local Implementation Support**' in the subject line of your email. Interviews will be conducted depending on the applications received. Early submission of applications is encouraged. Only shortlisted candidates will be contacted by email once the recruitment process has been completed.

If you have any questions or require further information, please contact us at: ukraine@salarinternational.se .

Personal data provided by applicants during the selection process will be processed by SALAR International.

Application deadline: 14 August 2026. Expected start date: from the end of August.