

## Terms of References

### Gender Expert, Kyiv

*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 West Asia and 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.

Currently, SALAR International is implementing two major programmes in Ukraine. The first programme is managed and implemented together with **Avfall Sverige** (the Swedish Association of Waste Management and Recycling), who is the main national stakeholder and association in the field of waste management and recycling in Sweden. With 400 members, representing all municipalities, municipal companies and the private waste management sector, Avfall Sverige is the main national voice for its members and is monitoring and safeguarding the members' interests in all areas of waste management. Avfall Sverige is also a main national knowledge broker in the field of waste management and acts to promote the exchange of best practices, innovation and ideas. Avfall Sverige also has long term commitments internationally in support to municipal waste management reforms.

The role as Gender expert will include working with the two programmes:

1. **WM4U: Strengthening Municipal Waste Management in Ukraine (2024–2027)** This programme, funded by the Government of Sweden through the Swedish International Development Cooperation Agency (Sida), is a strategic partnership with Avfall Sverige and SALAR International. It focuses on fostering sustainable and efficient waste management practices across Ukrainian municipalities.
2. **Polaris: Supporting Multilevel Governance in Ukraine (2024–2028)** Also funded by Sida, Polaris aims to strengthen Ukraine's multilevel governance system, enhance public service delivery, and support recovery efforts in alignment with EU accession goals. The programme encompasses six thematic areas: education, fiscal decentralisation and budgeting, administrative services and support to starostas, local-led recovery, international municipal cooperation and municipal enterprises.

The position of Gender expert will mainly work with the Polaris Programme, but also contribute with specific and limited tasks to WM4U (up to 3-4 days a month).

### **Organisational set up**

The programmes entail 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 programmes shares an office in Kyiv but activities are implemented in all regions controlled by the Ukrainian government.

### **Role description**

In the Polaris Programme, the Gender Expert is part of the overarching cross-cutting unit to ensure integration of gender equality in all programme activities. There will be a team of two Gender Experts working closely together, cooperating with other Units and with partner hromadas. The gender expert will also work closely with the thematic teams and with the management.

### **Main responsibilities:**

- Implement and follow-up on the Programme Gender Action Plan close dialogue with the programme management and the second gender expert;
- Provide expertise and technical advice in development and implementation of programme activities to ensure gender equality integration throughout both components and all thematic areas;
- Support development of activities and pilots to enhance gender equality on local level;
- Conduct analysis and develop reports, policy papers, articles on gender equality related to the thematic areas;
- Support thematic teams in development of policy documents to ensure integration of gender quality and inclusion;
- Conduct gender trainings with municipal representatives and staff in Ukraine;
- Contribute to monitoring and reporting of gender equality results.

For WM4U the tasks will include:

- Support the WM4U Programme and Ukrainian stakeholders in integrating gender equality and inclusion perspectives into policy documents and local planning processes (e.g. Local Waste Management Plans, Regional Waste Management Plans, baseline reports, Cluster Concepts, etc.);
- Support the WM4U Programme in integrating gender equality and inclusion perspectives into public opinion polls, training programmes, capacity-building activities, and other relevant interventions;
- Contribute to monitoring and reporting on gender equality results;
- Provide gender expertise and support to ad hoc programme activities, as required.

### **Qualifications:**

- University degree in Political Science, Public Administration, Social Sciences, Gender Studies, economics or related field;

- At least three (3) years of professional experience in gender equality, gender mainstreaming, social inclusion, and/or human rights, preferably within local governance, decentralization, or development cooperation programmes;
- Demonstrated knowledge of Ukraine's legal and policy framework on gender equality and human rights including the barrier-free approach in line with the National Strategy;
- Familiarity with the institutional coordination mechanisms for preventing and combating domestic and gender-based violence at the local level;
- Proven expertise in applying gender analysis and integrating gender equality and social inclusion (GESI) principles into strategic planning, public policies, and local development processes;
- Experience providing technical assistance to local authorities in the development, revision, and implementation of strategic and planning documents, including preparing recommendations to strengthen gender responsiveness and social inclusion;
- Experience designing and facilitating workshops, trainings, and capacity-building activities, as well as developing methodological guidance for local government officials;
- Excellent interpersonal skills with the ability to cultivate professional relationships with local government officials;
- Excellent analytical, report-writing, and presentation skills;
- Fluency in Ukrainian;
- Basic proficiency in English (written and spoken).

**Merits:**

- Expertise in preventing and combating gender-based violence;
- Knowledge in gender-responsive budgeting;
- Experience of working with gender equality in international donor funded projects.

**Selection criteria**

The selection of candidates will be based on the following criteria: working experiences, understanding of local authorities' role in enhancing gender equality and inclusiveness, ability to work from the office in Kyiv and 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:** 100% for 10 months with possibility of prolongation.

**Location:** Kyiv, physical presence in the project office in Kyiv is required.

**Application:** Send your application with max 3 page CV and 1 page cover letter (in PDF) to [ukraine@salarinternational.se](mailto:ukraine@salarinternational.se). Please note "Gender 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:** 29 July 2026