

Terms of References

Contract Coordinator, 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 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 aims to work 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 five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, and International Municipal Cooperation. In addition, the Programme will provide material support to meet short-term material crisis needs of municipalities. For example, IT equipment, vehicles and other material support are procured and delivered to municipalities all over Ukraine.

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 Contract Coordinator is a part of the Support unit and works closely with the Programme Coordinator and the Management in Stockholm. The role ensures the completeness, accuracy and timely processing of Programme related procurement contracts and secures efficient documentation workflows.

Main responsibilities

- Collect contract details and supporting documentation to prepare contracts based on existing templates.
- Coordinate internal reviews to ensure accuracy of information.
- Manage questions and approvals from vendors and clients.
- Ensure timely signing of contracts.
- Handle contract renewals and amendments.
- Oversee the fulfilment of contract terms, including monitoring of deliveries.
- Coordinate the exchange and delivery of original documents.
- Coordinate the invoicing procedure in line with the contracts and SALAR I's guidelines.
- Ensure timely and professional communication with vendors and clients on contract status, changes and follow-up.
- Coordinate the archiving procedure of signed contracts and ensure efficient documentation flow between Kyiv and Stockholm.
- Support in procurement processes.

Qualifications

- Bachelor's degree in Law, Business Administration, Public Administration, or a related field.
- Minimum of 3 years of experience in contract management, procurement, or administrative coordination.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint),
- Fluency in Ukrainian
- Proficiency in English (written and spoken).

Merits:

- Experience working in international development, or donor-funded programmes.
- Experience of working with procurements

Selection Criteria:

The selection of candidates will be based on the following criteria: Experience working with similar assignments, organizational and communication skills.

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: 50-100 % involvement until May 2026, with possibility of prolongation

Application:

Send your application with max 3 page CV and max 1 page cover letter (in PDF) to ukraine@salarinternational.se. Please note "Contract Coordinator" 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: 13 July, 2025.