

Project:
Cooperation for Development – Support to Decentralisation and
Sustainable Local Development in Georgia (C4D)
Terms of Reference, International Team leader

Background

About SALAR International

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.

Project context

The project "*Cooperation for Development – Support to Decentralisation and Sustainable Local Development in Georgia (C4D)*" is funded by Sida and will be implemented by SALAR International. The implementation period for the programme is 47 months, from May 2024 to March 2028. The Project's rationale is based on the Result Strategy for Sweden's reform cooperation with Eastern Europe and the priorities of the Government of Sweden.

The project will be implemented during a crucial time for Georgia's European perspective. On 8 November 2023, the European Commission recommended that the Council grants Georgia the status of a candidate country - on the understanding that certain reforms and steps are taken. Of particular concern to the democratic development of Georgia are the national elections due to be held in October 2024, followed by the local elections in 2025.

In 2019, the Georgian Government adopted the Decentralisation Strategy for 2020-2025. Despite the results of its implementation over the last few years, there is still a wide scope for improvements and further reform. The transfer of adequate financial resources to local governments remains a key challenge, coordination between national level institutions is still weak and public involvement and consultations are lacking.

Project description

C4D is linked to the goals of Sweden's reform cooperation with Georgia, striving at strengthening of democracy and respect for human rights, to improve the country's environmental work and to support Georgia's efforts to strengthen the ties with the European Union.

C4D aims at bringing added value in i) supporting the Georgian decentralisation process and strengthen the capacity of the country's local self-government in the implementation of delegated tasks, ii) introducing effective and efficient practices for urban development and spatial planning and iii) multilevel governance and process of consultation between local and central authorities in Georgia.

One of the projects main thematic areas is fostering innovative and inclusive models for urban development planning in Georgia, to ensure that urban development strategies and spatial plans adopted by the municipal governments have high relevance to the needs of citizens. Another thematic area is democratic decision making. The project will collaborate with a number of pilot municipalities in this regard.

Main partners in the project are the Parliament of Georgia, MRDI, MESD, MoF, SUDA, NALAG and Georgian municipalities.

Organisational set up

The project is a joint Swedish-Georgian initiative with management structures in both Stockholm and Tbilisi. The team in Georgia will consist of the Team Leader, a project coordinator, a communication officer and two key long term technical experts. The project manager is based in Stockholm, together with the institutional support functions of SALAR International for administrative, financial and quality assurance purposes. The project encourages a flat organisational structure, meaning a high degree of autonomy and responsibility for involved experts, as well as strong local ownership among beneficiaries.

Description of the Assignment

Location: SALAR International office, Tbilisi, Georgia.

Duration: The starting contract is for 24 months with good prospects for extension (up to April 2028).

Scope: Part or full time (minimum 50%) depending on the professional profile of the applicant.

Contract type: Long term consultancy contract. Conditions and daily fee to be negotiated

Start date: As soon as possible.

The overall objective of the position:

The Team Leader (TL) is expected to mainly be based in Tbilisi, Georgia during the implementation of the project. The Team Leader will play a key role in facilitating contacts with key partners and stakeholders in Georgia and is expected to contribute towards project achievements in a flexible and results-oriented manner. The role will guide the project's strategic focus and progress towards result, develop and oversee implementation of project components and coordinate and coach the everyday work of the local team in Tbilisi.

It is possible to combine the role of Team Leader with a technical expert role in one of the projects core thematic areas – *urban development/spatial planning* or *local governance/decentralization*. This will be discussed further with shortlisted candidates.

More specifically, the Team Leader is expected to be responsible for the following:

- As the main representative of SALAR/SALAR International in Georgia, establish and develop cooperations and collaborations with partners and international and national actors.

- Lead the local project team and project processes and conduct the strategic and operational work within the framework of established goals.
- Develop and conceptualize strategic support measures. Identify needs, demands and priorities in areas for potential project response and interventions.
- Together with the project management in Stockholm, ensure that relevant Swedish experiences are integrated in the project in a strategic manner.
- Ensure timely project delivery, with high quality, effective risk management and aligned with the budget.
- Initiate and maintain continuous communication with the Government of Georgia and other Georgian stakeholders to identify needs and how the project can respond accordingly.
- Establish contacts and liaise with donors and other international stakeholders, including Sida/Embassy of Sweden in Georgia.
- Monitor and report on developments of reforms in Georgia, particularly in the areas of urban development and local self-governance.
- Keep a continuous dialogue with the Project Team in Stockholm and monitor and follow-up on project activities and ensure timely delivery of outputs against objectives.
- Provide substance to results-oriented project reports in coordination with the Swedish team and support the monitoring and reporting of project implementation. Provide input to the development of annual work plans and budgets.
- Be responsible for the dissemination of results, best practices and the continuous review and assessment of changes or updates in institutional frameworks.
- Ensure that Sida's horizontal objectives in development support (such as human rights, gender equality and environmental sustainability) is considered and integrated throughout the implementation of the project.

Depending on the professional profile of the candidate, the Team leader is also expected to:

- Provide technical expertise and guidance to partner organisations and pilot municipalities as well as contextual advice and input relevant for the project. This can include thematic policies and strategies, specific analyses, training activities, consultations etc. in the area of local governance, decentralisation or urban planning.
- Lead the technical implementation of the relevant project components including facilitating and monitoring expert inputs, operational management and methodological development ensuring sustainable implementation of project activities.
- Facilitate workshops and provide specialist input in workshops, meetings and conferences as well as development of knowledge products.

Reporting and Communication

The Team Leader is expected to maintain close communication and collaboration with SALAR International's management team in Stockholm during the assignment. The TL reports to the Project Manager at SALAR International through regular coordination calls and sharing of meeting notes.

Formal reporting is foremost based on Sida's reporting schedule and structure. Communication and reporting the Swedish Embassy/Sida in Tbilisi shall occur in accordance with the Agreement between Sida and SALAR.

The following roles are directed and guided by the TL whilst in Georgia, but contractually report to the SALAR International Project Manager: International Experts and Local Experts.

When the full team has been set up, roles, division of responsibilities and reporting structures will be further discussed and defined among the team members.

Expert profile and requirements

Who you are

For this position, SALAR International is searching for a dynamic, analytical, self-motivated and strategic person who can plan, prioritize and implement tasks independently. You are creative and have strong problem-solving skills. You build trust with those you work with and empower others to participate and influence. You enjoy collaborating with a broad range of actors and you are skilled at creating and maintaining relationships over time where you also value the opportunity to learn from others. You have well-developed communication skills. You enjoy working in an inter-cultural setting.

Profile Required - Team Leader

- Master-level degree in a relevant field, such as political science, economics, urban development, urban and regional planning, community planning and sustainable development or equivalent knowledge acquired in another way.
- Minimum 10-20 years' experience in project management role or equivalent, familiar with results-based management.
- Documented experience of team management and leading work of experts, strong ability to develop positive and productive working relationships.
- High level representation and negotiation skills and proven record of stakeholder engagement.
- Excellent communication and facilitation/coordination skills, including in writing.
- Experience in the preparation of advocacy and strategic communications.
- Working experience from international development cooperation/international projects.
- Professional experience from Georgia, the Caucasus and/or Central/Eastern Europe region.
- Fluent English is a requirement, knowledge of Georgian and/or Swedish is an advantage.
- Knowledge of integrating gender equality and rights perspectives into project work.
- Demonstrated ability to maintain impartiality and objectivity.

Profile required - Technical expert

For the role of technical expert, the following additional requirements should be met:

Overall

- Demonstrated experience in municipal capacity building.
- Documented experience of engaging in high level policy dialogue and advocacy.
- Documented experience and capacity to effectively manage international development programmes that involve multiple stakeholders including training, facilitation, implementation and strategic partnerships.

Local governance/decentralization

- A minimum of 10 years of working experience in the field of local governance, policy reforms and decentralization.
- Excellent understanding, knowledge and experience of good governance principles and public sector reform, preferably including both national, regional and local levels.
- Very good knowledge and practical experience of Sweden's (or other Scandinavian countries) local governance system.
- Deep understanding of and experience with EU integration and related policies.
- Relevant work experience from assignments in current and/or previous EU-accession countries, including dialogue with Ministries in such countries.

Urban and regional planning

- A minimum of 10 years of working experience with sustainable and integrated urban development, urban and regional planning, urban management and sustainability related issues.
- Demonstrated experience in producing high quality planning and knowledge documentation (eg. urban policies, spatial and strategic plans, urban profiles).
- Demonstrated experience of urban planning/development in a municipal, national and/or global context.
- Demonstrated experience of working with participatory approaches to urban development/planning, gender perspectives and social inclusion in an urban context.
- Demonstrated experience of working with climate resilience and adaptation in urban development.

The post requires frequent travel within Georgia and internationally.

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.

Application: Send your application with CV and a cover letter to opportunity@salarinternational.se. Please note "*Georgia Team Leader*" in the subject line. Interviews will be conducted on an ongoing basis.

Contact person: Anna G:son Berg, anna.gson.berg@skr.se

Deadline: 16 August 2024