

Terms of Reference
Advocacy Strategy and Plan
Climate Resilience and Inclusive Cities (CRIC)

Vacancy No	009/UCLG ASPAC/CRIC/II/2021
Post Title	Individual Advocacy Strategy and Implementation Plan Consultant
Division	Climate Resilience and Inclusive Cities (CRIC) Project
Duty Station	UCLG ASPAC Secretariat and/or remote
Duration	March-May 2021
Date Posted	19 February 2021
Closing Date	28 February 2021

Background

UCLG ASPAC is the largest regional section of United Cities and Local Governments (UCLG), and amalgamation of International Union of Local Authorities (IULA), United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS). UCLG was established on 1 January 2004 and is headquartered in Barcelona, Spain. Following this unification, UCLG ASPAC was established in Taipei on 14 April 2004, as the new entity of IULA ASPAC. UCLG ASPAC's Secretariat is based in Jakarta, Indonesia and hosted by the Provincial Government of Jakarta.

UCLG is a worldwide association of local governments and the officially recognized voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 cities and local governments. It represents well over 3.76 billion people – more than half of the world population – and incorporates economically fast developing countries such as China, India, and Indonesia.

UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments and their associations, and facilitates programs, network and partnerships to develop the capacity of local governments and the associations. Moreover, UCLG ASPAC represents local governments politically within the international community, and with the United Nations and its agencies. It also promotes inclusive societies which safeguard equally, social and economic justice, and sustainable development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development comprising local economic development, climate change, disaster resiliency, culture, strategic planning, decentralization, municipal finance, gender equality, women leadership and empowerment and good governance.

The Climate Resilience Inclusive Cities (CRIC) Project is a five years Project co-funded by the European Union. UCLG ASPAC is the lead implementing agency of CRIC which is carried out in partnership with Pilot4Dev, ACR+, ECOLISE, University of Gustave Eiffel, and All India Institute of Local Governments from South Asia.

The overall objectives of the project is to propose a long lasting and unique cooperation between cities and research centers in Europe, South East Asia, and

South Asia, and to contribute substantially to sustainable integrated urban development, good governance, and climate adaptation/mitigation through long lasting partnerships. and tools such as sustainable local action plans, early warning systems and experts' panels.

The specific objectives of the project are:

- Strengthen good governance: continued promotion of good governance, and the necessary policy and legal frameworks to implement urban policies.
- Sustainable use of resources by cities: Climate mitigation and adaptation can be achieved by a better understanding of local resources, and the empowerment of people.
- Social cohesiveness and inclusive cities: The project will pay a special attention to the question of informal settlements, rural migrants and marginalization.
- Resilience and actions for the environment: the project will support the transition to more resource efficient systems of production and consumption. It will develop early warning systems for the selected cities, and an analysis of the main sources of pollution.
- Prosperity and innovation in cities, innovation, culture, design, and the identification of sustainable financing mechanisms.
- Promotion of triangular cooperation: will be developed with knowledge exchange and joint trainings among countries from the South Asia, South East Asia, and Europe.

The target groups of the Project will be local governments, cities, urban stakeholders working on climate resilience, climate mitigation and adaptation, and good governance of inclusive cities. With final beneficiaries including but not limited to local community of the cities/provinces, including women, marginalized sector, civil society, and private sectors.

The project has the following 3 Pillars as the targeted outcomes of the activities:

Pillar 1: Knowledge production and exchange

- Production of knowledge and urban analysis
- Urban reports
- Strengthened tools and exchange between European, Indonesian and other Asian cities

Pillar 2: Local action plans for climate resilient and inclusive cities

- Strengthened cities and LA's capacities in the design and implementation of inclusive public policies
- Improvement of the quality, delivery and equitable access to basic services of infrastructure
- Enhanced capacities of cities and LAs in managing (multi-hazard) disaster risks and promoting shock responsive and resilience infrastructure and services

Pillar 3: Communication and Capacity Building

- Improved institutional, financial and administrative capacities of cities and LAs;

- Strengthened mechanisms for consultation, coordination and cooperation among public, private, civil society sectors and other relevant stakeholders in the decision making and production of urban development policies.
- Strengthened capacities of cities and LAs in using smart technologies.
- Improved public-private partnerships and schemes for local economy.

CRIC Project is looking for a qualified individual Advocacy Strategy and Implementation Plan Consultant (short-term consultancy)

Objective of the Assignments:

The objective of the consultancy is to support our process to develop an Advocacy Strategy, which should include a detailed strategy provided for a period of 12 months, and an indicative strategy for the following 24 months (three years in total) for the implementation of CRIC Project in pilot cities. The consultant is expected to work in close coordination with CRIC Project team and/ or the assigned project coordinator, the different departments as well as the executive management in the development of the Advocacy Strategy and Implementation Plan to advice the project on potential opportunity and cost implication for the advocacy action plan.

Scope of Works:

Under the operational guidance and supervision of the Project Coordinator, and overall supervision of the Project Manager, the consultant will undertake the following tasks:

- Comprehensive desk review on relevant documents including but not limited to: project document, Urban Analysis Reports (UARs), communication visibility and strategy, current advocacy initiatives (e.g. tools and manuals) developed by the UCLG ASPAC and the project, national and cities related policy documents to identify potential areas of focus;
- Conduct a rapid market research based on initial information about targeted audiences, channels/ platforms, as well as key actions and result to expect;
- Work together with key UCLG stakeholders to draft a complete and concise Advocacy Strategy and Implementation Plan, outlining: (1) clear objectives and targets, (2) proposed activities, (3) stakeholders mapping, (4) realistic and measureable goals (e.g. deliverable and indicators), (5) collaboration networks, (6) potential allies and partnership; and the implementation plan for three years indicating: (1) simple and clear key messages, (2) target activities, (3) effective approaches, actions and tools, (4) SMART success indicators, (5) role of CRIC and international partner organisation in influencing policies at the local and national level, and (6) resources needed to implement the proposed activities;
- Identify key audiences and a wide range of communication channels and campaign tools at a city level to support the overall advocacy goals.
- Engage with the Field Officers and the cities working groups members on the development of the advocacy strategy and plan activities; and
- Provide recommendation on potential structure and focus on advocacy strategy and plan over coming three years project's implementation.

Key Deliverable:

- Inception report: outlining details activity with proposed methodology, budget and timeline, including the outline of advocacy strategy and plan;
- Identify gaps, needs and expectations of the pilot cities in regards of policy intervention and changing;
- Perform engagement on the development of the advocacy plan and strategy activities (virtual meetings, interviews, FGD, etc.);
- First draft of the Advocacy Strategy and Implementation Plan, submitted after conducting a comprehensive desk review and gathering data;
- Final draft of the Advocacy Strategy and Implementation Plan (include communication strategy), a final proof-read and clean copy in both English and Bahasa;
- Final presentation, by presenting the document (online or offline) to selected CRIC's stakeholders to kick-start the implementation period.

Scope of Activity:

The Consultant will perform a strong analysis of secondary and primary data resulting from desk studies and direct discussions and/or conduct questionnaire with 10 pilot cities. The consultant is expected to visit the CRIC pilot cities to collect the data, validate, and confirm through the cities working group members; This depends on the situation that may occur due to COVID-19 pandemic, although discussions can be done online.

Qualification:

- Education:
Master degree or higher preferably in environment, urban development, climate and resilience management, sustainable development, public policy, social and political science, and/or other related fields.
- Experience:
 - Has at least five (5) years of professional experience in the specific issue of climate resilience implementation, government relations, public policy and advocacy;
 - A minimum of five (5) years of professional experience in working closely with the local governments, that include facilitating discussion and/or providing technical assistance to local governments;
 - In-depth knowledge and understanding of the latest research and evidence-base on issues of climate mitigation, adaptation and resilience in particular sectors and the integration process to the development planning and relevant policies;
 - Must possess strong skills in research method, analysis, reporting, communication/ presentation, facilitation method and report drafting skills;
 - Having ability to analyze and interpret data and information;
 - Demonstrate work experience and proven record in advocacy and policy making environment, social campaign, and strategic management;
 - Demonstrated experience in carrying out similar assignments in relation to policy lobbying and advocacy to city government and networks at

- different levels; planning and strategy development for advocacy engagements;
- Excellent written and verbal communication skills; excellent coordination and partnership skills;
 - Strong cultural awareness and sensitivity to inclusive issue;
 - Experienced in research and report writing in English, and strong abilities to write in a clear and accessible manner;
 - Excellent diplomatic and team development skills, combined with an ability to succeed in a complex environment;
 - Experience in policy advocacy and campaigning, particularly within the context of climate mitigation, adaptation and resilience;
 - Ability to work efficiently and deliver at pace across a range of short-term key deliverables and longer term strategic outputs within agreed timelines and deadlines;
- Computer skills:
 - Proficiency in MS Office
 - Familiar with GIS application

Contracting Arrangement:

This is consultant-based position from March-May 2021.

Consultancy Fee and Payment Schedule:

The total consultancy is for 45 working days within a three-month period. Consultants should provide daily rate required (negotiable in line with available budget).

The fees of this consultancy will be agreed between the two parties before commencement of the consultancy.

Payments will be made with the following payment method:

- First term
20% will be paid upon the submission of:
 - Inception report
 - Zero draft advocacy strategy and implementation plan for feedback and comments
 - PPT on draft 1 of advocacy strategy and implementation plan to be presented at the validation workshop
- Second term
60% will be paid upon the submission of:
 - Draft 2 of advocacy strategy and implementation plan which having incorporated inputs made during the validation meeting, for final feedback and comment
- Final term
20% will be paid upon the submission of:
 - A final clean copy of the advocacy strategy in Bahasa and English, including three years implementation plan

Payments of deliverables as enumerated above is subjected to the satisfaction of the CRIC Project and UCLG ASPAC.

Consultant is responsible for their own health insurance.

Application guidelines:

Please send your CV and Cover Letter to recruitment@uclg-aspac.org along with activity proposal and indicative timeline **by 28 February 2021**. Only selected candidates will be contacted.