



UNITED CITIES AND LOCAL GOVERNMENT ASIA PACIFIC

TERMS OF REFERENCE

Vacancy no:	UCLG ASPAC/CRIC/010/III/2021
Post Title:	Field Officer
Division:	Programme/CRIC Project
Duty Station:	Kalimantan
Duration:	One-year contract and extendable
Date Posted:	08 March 2021
Closing Date	12 March 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 cities and local governments, 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 Field Officer to implement day-to-day project coordination activities on the following Region:

Region Kalimantan: Banjarmasin and Samarinda (post will be based in one of the pilot cities in Kalimantan)

Scope of Works:

In the framework of the present consultancy services, which is expected to take up to one year, the Consultant is expected to:

- Undertake adequate day-to-day management of the program and coordination activities in his/her responsible area in collaboration with the relevant stakeholders (LGs and LAs);
- Provide technical assistance on integrating climate resilience issues into cities development planning and the policies related to the CRIC thematic sectors;
- Assist the cities working group in the development of climate action plan and/or sectoral action plan including mitigation and adaptation parts at the cities in the respective region; the activity should be data collection, co-facilitate the training activity, follow up action and the document writing;
- Assist the cities working group in the advocacy plan CRIC thematic sectors and its implementation to the relevant cities policy and regulation;
- Facilitate the delivery of training, Focus Group Discussion, the working group meeting in each of pilot cities in the respective region in collaboration with the Project Coordinator and other relevant technical experts;
- Ensure compliance of relevant national policies during project implementation;
- Liaise regularly with the relevant stakeholders to ensure smooth implementation of the project; and
- Conduct report activity regularly and perform other duties following project requirements as requested by CRIC Project Coordinator/ Project Manager.

Key Deliverable:

- Day-to-day programme and coordination activities;
- Technical assistance and technical inputs on the activity of climate resilience integration on cities development planning documents and CRIC thematic sectors policy/ regulation;
- Cities Climate Action Plan document in the respective region;

- Adoption and testing of urban development tools at the pilot cities in the respective region; and
- Trainings, FGDs, the working group meetings report and the follow up actions;
- Regularly activity report.

The timeframe for submission is based on the work plan agreed with the supervisor. The consultants must set their own targets related to Climate Action Plan (CAP) training activity as a commitment in achieving targets which progress will be regularly monitored by the supervisor. The progress of the outputs will be assessed on the basis of punctuality and quality. The progress of the output should be submitted as a supporting document to the monthly report.

Minimum requirements must be met for the following:

- Organisation of each event:

No.	Activity	Measure	Timeframe
1.	Data and information collection	Data and information	1 week before training/ FGD activity
2.	ToR development	ToR	1 week before training/ FGD activity
3.	Event report and follow up	Report	3 days after event
4.	Evaluation of the activity	Report	3 days after event

- Coordination with Pilot City(ies):

No.	Activity	Measure	Timeframe
1.	Conduct coordination with the Pilot City(ies)	No of meeting; report	2 time a month
2.	Carry out review on the Task Force	No of meeting; report	1 time a month
3.	Provide technical support to pilot City(ies)	No of technical support given; report	Weekly basis
4.	Support the integration of the CAP	No of meeting; Report	Fortnightly basis

Position Structure:

The Consultant will oversee and work together with the Project Administrative and Financial Officer. The Consultant will be responsible for his/her performance to the Secretary General of the UCLG ASPAC, but on day-to-day management, the Consultant is under the operational guidance and supervision of the Project Coordinator and/or overall supervision of the Project Manager.

Qualification:

- Education:

University degree in environment, urban development, climate and resilience management, sustainable development, public policy, and/or other related fields.

- Experience:
 - Has at least five (5) years of experience in the specific issue of climate resilience implementation;
 - More than five (5) years of substantive and proven track-record and experience in working closely with the local governments, that include facilitating discussion and/or providing technical assistance to local governments;
 - Experience in the preparation and development of the climate action plan, and familiar with GHG inventory activity and vulnerability and risk assessment;
 - Proven ability to facilitate training at national and local level is highly desirable;
 - Prior knowledge and experience of local governance issues and policy is highly desirable;
 - Proven ability to produce high-quality report writing and analytical pieces, both in English and Bahasa;
 - Experience of working with government institutions and/or LG(s) and/or international NGOs;
 - Proven ability to work under pressure with a deadline with ability to multitasking; and
 - Possess strong knowledge and understanding of indigenous, people and culture. Posses an understanding of the pilot city's people and culture, and posses work experience in the pilot city is an advantage.

- Computer skills:
 - Proficiency in MS Office
 - Familiar with GIS application

Expected Competencies:

The selected candidate must have the following competencies: excellent program/ project management; organizational management; team building and planning skills; meticulous in detail; highest level of client orientation; strong communication and interpersonal skills; demonstrated ability to build trust; demonstrated ability to work effectively in team, delivering through and with others; ability to multi-task and deliver high-quality work on conflicting demands within tight deadlines; and possess integrity, professionalism, and respect for others.

Contracting Arrangement:

- This is consultant-based position from March 2021 – February 2022 and based on the satisfactory performance result, the contract is possible to be extended.

- The final decision on the evaluation and award of contract will be at the discretion of the UCLG ASPAC and cannot be challenge. The selected candidate is expected to start the work as soon as possible.
- Evaluation on performance of FO will be carried out on quarterly basis.

Terms of Payment:

The schedule of payment is monthly, upon the submission and clearance of the monthly report by the UCLG ASPAC. All payments will be effect only upon receipt of the required documentation, and the satisfactory acceptance/ clearance from the Project Coordinator. Reimbursable expenses should be submitted with the necessary invoices, receipts and completed timesheet.

Offer Submission:

Updated CV with cover letter which explains on how your experiences and skill-set is match with the vacant position, to be submitted via email to recruitment@uclg-aspac.org **by 12 March 2021**. Only selected candidates will be contacted.