SCOPE OF WORK / TERM OF REFERENCE

Position: Secretariat of Bureau (UCLG ASPAC – Belt and Road Local Cooperation Research)
Duration: 3 Months
Supervisor: Executive Assistant
Position Holder: Intern

1. Background

UCLG ASPAC is the largest regional section of United Cities and Local Governments (UCLG), an amalgamation of International Union of Local Authorities (IULA), United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS) set up in Ghent (Belgium) in 1913, in Aix-les-Bains (France) in 1957 and in Paris (France) in 1985, respectively. 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.

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 programme, 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 equality, 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.

2. Objective

The main objective of the Internship Programme is to provide professional exposure of student or fresh graduate through involvement in the programmes and activities of UCLG ASPAC. The Interns also will be able to develop expertise in the application of theory from their background to the practical issue of local governance and other relevant thematic works of UCLG ASPAC. It is expected that the Interns can obtain in-depth knowledge of the UCLG ASPAC Secretariat of Bureau functional activities and the issue of local governance as the result of the internship period.

In this regard, the intern will be placed in the Secretariat of Bureau in handling Belt and Road Local Cooperation Research Project.
**Belt and Road Local Cooperation Research Project**

UCLG ASPAC and Belt and Road Local Cooperation Secretariat has agreed to develop a platform in strengthening the information related to the Belt and Road Initiative. The BRLC Research are aims to generate reports on the comprehensive research in the specific themes: Building resilience and coping mechanism for pandemics; Promoting sustainable economic growth at local level; Circular economy and localism; Role of local cooperation in Belt and Road Initiative region in achieving Sustainable Development Goals, and New Urban Agenda. These research reports will be used to enable BRLC Secretariat to better coordinate stakeholders involved, make plans for projects and ensure its quality service. In order to provide strong research foundation, hence BLRC Research Project will be conducted under the Internship Programme.

3. **Qualifications**

The candidate must:

- Be at least in the 6th semester of his/her undergraduate programme or postgraduate programme in the fields of International Relations, Development, Political Science, Public Administration/Public Policy and/ other related majors.
- Have a minimum GPA of 3.0 (out of 4.0).
- Possess excellent English speaking and writing skills.
- Strong in research and article/report writing.
- Be proactive and determined

4. **Roles and Responsibilities**

The Interns shall be engaged in these following responsibilities but not limited to:

1. Provide support in the UCLG ASPAC – BRLC OBOR (One Belt, One Road) E-Magazine and Research plan in general
2. Support the Secretariat of Bureau on conducting research and drafting the articles for 3 Major themes for the project:
   - Promoting sustainable economic growth at local level;
   - Circular economy and localism;
   - Role of local cooperation in Belt and Road Initiative region in achieving Sustainable Development Goals, and New Urban Agenda
3. Assist engagement with relevant local government, global academia/scholars, and research institutes related to data gathering and other needs that support research activities;
4. Actively involved in the UCLG ASPAC meeting and events
5. Other tasks assign by supervisor

5. **Duration of Internship and Outcome**

The duration of the internship for 3 months. The internship shall be conducted in the Secretariat Bureau by using online platform. The individual will be supervised by the staff assigned by the Secretary General of UCLG ASPAC and will deliver presentation and final report detailing the intern’s experience and work assigned during the period of internship. The Interns shall also develop post-activities report for all seminars, workshops or conferences attended (where applicable).

6. **Completion of Internship**

Upon completion of internship and a satisfactory conclusion, the Interns will receive an Internship Certificate signed by the Secretary General of UCLG ASPAC and will be included in the UCLG ASPAC Intern Alumni Association for the future.
7. How to Apply
Interested candidates are invited to submit an updated CV with a motivation letter to:
hr.admin@uclg-aspac.org copy to admin@uclg-aspac.org and executive.assistant@uclg-aspac.org citing the subject: BRLC Research Intern.
Kindly submit them before 7th of April 2021.