UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC

TERMS OF REFERENCE

Vacancy No:	UCLG ASPAC/GCOM/037/X/2021
Post Title:	Technical Coordinator of the GCoM SEA Secretariat
Division:	Programme
Duty Station:	UCLG ASPAC Secretariat, Jakarta
Date Posted:	7 October 2021
Closing Date:	15 October 2021

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section in United Cities and Local Governments (UCLG), a worldwide local government association and the only local government organisation recognised by the United Nations. UCLG ASPAC represents well over 3.76 billion people -making up more than half of the world's population- and incorporates economically fast developing countries such as China, India, and Indonesia and it links to more than 7,000 local governments.

As part of the Consortium of the International Urban Cooperation (IUC) Asia Project funded by the EU in which the phase 1 ended in December 2020, UCLG ASPAC carried out the Helpdesk function and has been serving as the host of the Global Covenant of Mayors Southeast Asia (GCoM SEA) Secretariat since 2018. The GCoM SEA Secretariat is the main regional interlocutor of the Global GCoM Secretariat, facilitating the channeling of information and initiatives to cities, partners, and GCoM stakeholders in Southeast Asia. The GCoM SEA Helpdesk provides the first point of contact for the Southeast Asian cities, receives cities' requests for technical support, and disseminates GCoM information to local and national governments. The Helpdesk plays an active role in outreach and dissemination of GCoM information to local and national governments, via trainings, seminars and webinars. There are currently 79 cities in South East Asia committed to the GCoM.

Phase 1 of the IUC Asia project has defined the specific role for the Helpdesk: to follow up on the work of national and local climate institutions supporting the development of SECAPs and the integration of cities into national plans on climate and energy. This focus was particularly applied to 13 pilot cities in Indonesia, Malaysia, and Vietnam that were supported by IUC Asia. The Helpdesk has also been a key collaborator in co-organising training sessions for over 75 cities and engaging national governments. GCoM support to cities in Southeast Asia has focused on increasing awareness and commitment to the GCoM, training and building capacities to develop SECAPs locally, and identifying vertical integration mechanisms within national and local policies in the fields of climate change and sustainable energy.

The ongoing European Union (EU) action "Support to the Global Covenant of Mayors for Climate and Energy" contributes to the delivery of international commitments. This action plays an important role in achieving the goals of the EU, focusing on cities as drivers of climate action and clean energy transition and as major stakeholders to implement the European Green Deal. The action also seeks to promote the role

of the EU in leading local and regional sustainable energy and climate action across the world, based on its climate and energy frameworks and policies.

The EU action will support one of two main areas, namely the Regional Covenants of the Global Covenant of Mayors for Climate and Energy in Asia and the Americas, constituting a second phase of the IUC. This new EU funding for GCoM in Asia focuses on several core activities supporting the National and Regional Covenants to maintain autonomy and seeks coherence and exchanges between the regions.

UCLG ASPAC, as the host of the GCoM SEA Secretariat, is carrying out a one-year action/work plan (September 2021 – August 2022) to support "the Global Covenant of Mayors for Climate and Energy" funded by the EU.

Objective

The GCoM SEA work plan is a guide for the Regional Covenant of GCoM SEA in supporting the EU Action "Support to the Global Covenant of Mayors for Climate and Energy" in the SEA region (focused countries: Indonesia, Malaysia, Thailand, Vietnam) which action aims to develop, monitor and lead climate and sustainable energy action and diplomacy at the local level.

The work plan is also to ensure that the following activities of GCoM SEA are implemented by the GCoM SEA Secretariat for one year period:

- Functional Area 1: Helpdesk Services
  - 1.1 Serve as an entry point for signatory cities, potential members, partners, and other relevant stakeholders
  - 1.2 Regular communication with GCoM SEA cities and partners
    - 1.2.1 Communication with cities
    - 1.2.2 3 coordination calls with SEA partners
    - 1.2.3 2 coordination calls with global-level partners
  - 1.3 Follow up on signatories
  - 1.4 Conduct city outreach and engagement
  - 1.5 Raise the visibility of GCoM SEA
    - 1.5.1 Quarterly report of GCoM SEA project activities
    - 1.5.2 Contribute to GCoM SEA annual report
  - 1.6 Conduct networking events for GCoM SEA cities
    - 1.6.1 1 regional networking event
    - 1.6.2 4 national networking events
  - 1.7 Promote GCoM initiative at the Asia level
- Functional Area 2: Ad hoc Technical Support
  - 2.1 Carry out a mapping exercise of the existing members
  - 2.2 Carry out analysis on technical assistance needed by 16 pilot cities in SEA
  - 2.3 Organise the 4 knowledge-sharing virtual events for the GCoM cities
  - 2.4 Promote activities related to climate mitigation and adaptation
    - 2.4.1 Support GCoM Asia in conducting 2 offline trainings (Indonesia, Malaysia)
    - 2.4.2 Support GCoM Asia in conducting 2 offline trainings (Vietnam, Thailand)
- Functional Area 3: Funding for CAP's and SECAP's
  - 3.1 Identify financing opportunities for local climate action
  - 3.2 Organise 1 online training on CAP development
  - 3.3 Explore potential sources of funding for GCoM activities

3.4 Assist cities in selecting the suitable project implementation

- Functional Area 4: Data and Knowledge Management
  4.1 Maintain a database and knowledge-sharing platform of GCoM SEA
- Functional Area 5: Support to national and regional strategies
  5.1 Produce GCoM SEA governance structure
  5.2 Advocate the voice of cities in the regional and international climate conversation
- Functional Area 6: Enhance GCoM Outreach in the region
  6.1 Initiate the meeting with relevant national ministries

Scope of Work

The Technical Coordinator is required to carry out the following tasks to support the GCoM SEA Secretariat to achieve the set deliverables:

- Support technical aspect of the tasks.
- Provide guidance to signatories on developing a Climate Action Plan (CAP) and the related Emissions Inventories of the Covenant of Mayors.
- Regularly produce FAQs on the Covenant to guide Asian stakeholders.
- Seek reference from strategic partners on technical solutions.
- Facilitate training and conduct peer review activities related to technical aspects of the Covenant.
- Be responsible for the adaptation of the current Covenant methodological tools and guidelines

Deliverables for GCoM SEA Secretariat

No	Deliverables	Timeframe
1	- List of 6 innovative actions from existing SECAPs or CAPs for project implementation. - List of Indonesia country's financial landscape to identify the various sources and formats of financing for the implementation of climate action projects. - In coordination with GCoM Asia, deliver report and organisation of 4 online networking events with potential/existing GCoM cities, ministries, and stakeholders in each of the targeted SEA countries to formally announce GCoM Asia Project as continuation of IUC Asia Project. - In coordination with Team Leader of GCoM Asia, submit summary of proposed 16 pilot cities in SEA to receive direct Technical Assistance for CAP development in coordination with the GCoM's Local Country Coordinators.	October 2021
2	- Report and organisation of GCoM Asia bilateral meetings with up to 5 Indonesian and 5 Malaysian cities potentially recruited to be the GCoM members. - Assist GCoM Asia for the preparation of selected GCoM Mayors to participate in annual GCoM Global event in Brussels (or possibly in Glasgow UK during COP 26).	November 2021

No	Deliverables	Timeframe
3	- Contribute to the GCoM Asia annual report outlining GCoM SEA project activities: • Cities recruitment, activities progress, and badge status for GCoM members. • Progress with national level coordination for vertical integrations. • GCoM Global and SEA Coordination meeting, and partners' update. • Visibility materials produced: quarterly e-newsletter, 2021 fact sheet. • Report of GCoM cities' monthly activities showcase in GCoM SEA website. • Report of social media traffics including minimum 10 twitter posts/month.	December 2021
4	- Delivery one project video showing GCoM Mayor's testimonial and GCoM SEA Secretariat and Cities' activities in 2021.	January 2022
5	- Proceedings and assist GCoM Asia for logistics and administrative arrangements of offline training on Mitigation for up to 20 cities in Indonesia. - Support GCoM Asia Project on the communication and visibility of the same event in Malaysia – **(GCoM Asia)**.	February 2022
6	- Support GCoM Asia Project on the communication and visibility of capacity building on Mitigation for up to 20 cities in Vietnam and Thailand – **(GCoM Asia).** - Quarterly report of GCoM SEA project activities	March 2022
7	- Report and assist GCoM Asia for the organisation offline regional event on financing and PPP guidelines in coordination with NKE Climate Financing – **(GCoM Asia in BKK).** - In coordination with Country Coordinators, submit progress report on status of the 10 Indonesian and Malaysian cities approached regarding their commitment to GCoM. If possible, showcase their commitment during the regional event in Bangkok.	April 2022
8	- Report and organisation of 2 online technical webinars (Malaysia & Indonesia) on different thematic issues for GCoM cities in targeted countries in coordination with JRC, GCoM Global, and GCoM Asia using the available module developed by JRC – **(quarterly batches by GCoM Asia).**	May 2022
9	- Report and organisation of 2 online technical webinars (Vietnam & Thailand) on different thematic issues for GCoM cities in targeted countries in coordination with JRC, GCoM Global, and GCoM Asia using the available module developed by JRC – **(quarterly batches by GCoM Asia).**	June 2022

No	Deliverables	Timeframe
10	- Quarterly report of GCoM SEA project activities: • Cities recruitment, activities progress, and badge status for GCoM members. • Progress with national level coordination for vertical integrations. • GCoM Global and SEA Coordination meeting, and partners' update. • Quarterly e-newsletter. • Report of GCoM cities' monthly activities showcase in GCoM SEA website. • Report of social media traffics including minimum 10 twitter posts/month.	July 2022
11	- Assist GCoM Asia for the preparation of SEA cities participations in the offline regional event to showcase progress in each region: South Asia, Southeast Asia, Japan, China, and ROK – (GCoM Asia in Seoul). Highlight topic: Monitoring and validation of Climate Action Plan. - Delivery one project video showing GCoM Mayor's testimonial and GCoM SEA Secretariat and Cities' activities in 2022.	August 2022

Qualifications:

1. Minimum Master Degree in relevant discipline (relevant experience may substitute the relevant degree).
2. Minimum 5 (five) year experience in a similar position in a non-profit and/or NGO and/or an International/Development Organisation.
3. Demonstrated experience working with Climate-related institutions, local governments, multi-donor agencies, and/or development partners.
4. Excellent communication and writing skills (English).
5. Highly developed communication skills, including ability to draft/edit texts and to articulate ideas in clear, concise style to a variety of audiences, as well as facilitation skills.
6. Presented professional behavior in carrying out the duties and positive attitude for services.
7. Experience in working in an international environment, respecting different cultures and nationalities.
8. Ability to work in a team and individual.
9. Willing to travel during the project's implementation when required.

Supporting team:

The post will be supervised by the GCoM SEA Coordinator based in UCLG ASPAC Secretariat Jakarta, and supported by Project Assistant.

How to Apply:

Interested applicants should send current CV along with 3 referees, cover letter and state salary expectation to the following email address: recruitment@uclg-aspac.org by 15 October 2021 at the latest.

Fill the email "Subject" Column of the email in the format: <position applied> - <your name>

Only qualified candidate(s) will be contacted.
UCLG ASPAC is an equal opportunity employer, promoting gender, equity and diversity.

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