



# UNITED CITIES AND LOCAL GOVERNMENTS

## ASIA PACIFIC

### TERMS OF REFERENCE

Vacancy No:	<a href="#">UCLG ASPAC/GCOM/039/XI/2021</a>
Post Title:	<a href="#">Climate Finance and Technical Specialist of the GCoM SEA Secretariat</a>
Division:	<a href="#">Programme</a>
Duty Station:	<a href="#">UCLG ASPAC Secretariat, Jakarta</a>
Date Posted:	<a href="#">26 November 2021</a>
Closing Date:	<a href="#">06 December 2021</a>

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#### **Background**

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

The Global Covenant of Mayors for Climate and Energy (GCoM) is the largest global alliance of cities and local governments voluntarily committed to actively combatting climate change and transitioning to a low-carbon and climate-resilient economy, in line with the goals of the Paris Agreement. Led by the UN Secretary-General's Special Envoy for Climate Action, Michael R. Bloomberg, and the European Commission Vice-President, Frans Timmermans, the GCoM, in partnership with local, regional and global city networks, has over 10,000 city signatories across 6 continents and more than 140 countries, representing over 900 million people or more than 10% of the global population. Co-developed by cities, city networks, scientists and research institutions, and leading private sector entities, the initiative focuses on some of the areas that are most critical to driving climate action in cities.

As part of the Consortium of the International Urban Cooperation (IUC) Asia Project funded by the European Union (EU) in which 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 based in Brussels, facilitating the channelling 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.

Continuing from the successful IUC Asia Project, the EU extends its support through the implementation of GCoM in Asia Project, to engage and train Asian cities and local governments in Southeast Asia, South Asia, and EastAsia to commit and achieve emissions reduction following their local targets and countries' NDC, for sustainable climate-resilient cities. The GCoM Asia Project timing is between January 2021 and December 2023. As a host of the GCoM SEA Secretariat, UCLG ASPAC is carrying out yearly actions and work plans to support the GCoM.

## **Objectives**

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.

For this purpose, the GCoM SEA Secretariat is looking for a Climate Finance and Technical Specialist to carry out the following tasks to support the GCoM SEA Secretariat to achieve the project deliverables:

### **Climate Financing Aspect**

#### *General*

- Be responsible for supporting cities and local government to foster better access to climate financing from a variety of sources including the City Climate Finance Gap Fund of GCoM.
- Be responsible for establishing and following up dialogue with IFIs, donors and commercial banks.
- Be responsible for the facilitation of exchange between investors and local governments.

#### *Specific*

- Provide technical advisory services to the GCoM SEA Secretariat to the potential agencies and/or financial institutions, particularly on strengthening programme management of the portfolio for funding windows at relevant agencies.
- Review relevant policies and requirements related to the potential agencies and/or financial institutions, guidelines and processes, and other related documents.
- Liaise with the relevant agencies related to funding opportunities and other stakeholders in the conduct of consultation meetings, workshops, FGDs, and other activities related to the development of the concept notes and/or project proposals.
- Engage and facilitate discussions with representatives of relevant local and international development organisations, financial institutions and other public or private entities in regards development of the project related to climate-resilient.
- Lead the writing and development of concept notes and/or proposals of the project related to climate-resilient.
- Provide insights and support on information sharing with members of GCoM and pilot cities.

### **Climate Technical Aspect**

- Support technical aspects of the tasks.
- Guide 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.
- Communicate with the relevant ministries in Indonesia related to climate actions.
- 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.

### **Qualifications**

1. Minimum Master Degree in relevant disciplines (relevant experience may substitute the relevant degree).
2. Minimum 7 (seven) years' experience in a similar position in a non-profit and/or NGO and/or an International/Development Organisation.
3. Demonstrated experience working with IFIs, donors and commercial banks, local governments, multi-donor agencies, and/or development partners focusing on climate financing-related activities and programmes/projects & 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 the 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 behaviour in carrying out the duties and a 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 Secretary General of UCLG ASPAC and supported by Project Assistant. S/he has to work closely with the GCoM SEA Coordinator. All are best at UCLG Secretariat in Jakarta.

### **How to Apply**

Interested applicants should send their current CVs along with 3 referees and cover letter to the following email address: [recruitment@uclg-aspac.org](mailto:recruitment@uclg-aspac.org) (cc [ms.coordinator@uclg-aspac.org](mailto:ms.coordinator@uclg-aspac.org)) by 06 December 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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