



# UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

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## TERMS OF REFERENCE

Vacancy No:	UCLG ASPAC/CRIC/040/XI/2021
Post Title:	Field Officer (Consultant)
Division:	Programme/CRIC Project
Duty Station:	Bandar Lampung - Cirebon City
Duration:	6-months contract and extendable
Date Posted:	10 November 2021
Closing Date:	21 November 2021

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### 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 that is being implemented since 2020. 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** are 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 Java:** Bandar Lampung and Cirebon (this position is envisioned to be based in Bandar Lampung or Cirebon, respectively, with necessary travels to Cirebon, Bandar Lampung, and other cities as required by the project)

### **Scope of Works:**

The scope of work assigned for the Field Officer is for part-time, which will be paid based on the outputs produced, and will approximately take no more than 18 working days per month throughout the total duration of 6 months. Any possible extension of the contract will be based on the performance assessment of the consultant and the needs of the program.

The Consultant is expected to:

- Initiate and maintain good relationships with the local governments and authorities of the two cities.
- Have sufficient knowledge on the local context and governance of the two assigned cities.
- Provide technical assistance to the cities working group in the development of climate action plan and/or sectoral action plan which including climate change mitigation and adaptation parts at the cities in the respective region; integrating climate resilience issues into cities development planning and the policies related to the CRIC thematic sectors;
- Assist the cities working group the activity in the process and the conduct of the Climate Action Plan training, which include:

<b>No.</b>	<b>Support for the CAP Process and Training</b>	<b>Measure</b>	<b>Timeframe</b>
1.	Data and information collection	Data and information	To be submitted 1 week before training/ FGD activity
2.	ToR development (basic template will be provided by CRIC Project Team)	ToR	To be submitted 1 week before training/ FGD activity
3.	Co-facilitate the training activity	Facilitation on the day of the event	The day of the event
4.	Event report, evaluation of the event and follow up action	Report	To be submitted alongside the Monthly Report

- Assist the cities working group in the advocacy plan of 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:**

The end goal of the Field Officer work are (a) the completion of the Cities Climate Action Plan document that are prepared with good quality, good participation from the Cities Working Group and beyond, and good ownerships and commitment from the City Mayor and its local authorities to implement the Climate Action Plan; and (b) Adoption and testing of urban development tools at the pilot cities in the respective region.

The consultant is required to submit the following deliverable by the 7<sup>th</sup> working days after the end of the month:

1. Monthly report of the progress and results of the project and coordination activities which include:
  - Description of the technical assistance and technical inputs provided to the cities working group on the activity of climate resilience issue integration on cities development planning documents, policy, regulations that are relevant to CRIC project objectives;
  - Progress on the cities working group/task force towards ownerships of the process and results of CAP;
  - Other supporting documents relevant to the progress mentioned in the monthly report.
2. Trainings, FGDs, and other CRIC event report of the two assigned cities (will depend on the agreed timeline and actual implementation of the event);
3. At least two Minutes of Meetings from the regular coordination meetings from each city.

Templates for the report and Minutes of Meetings will be provided by the CRIC Project Team.

Considering the varied capacity of the local authorities, the consultants must set their workplan under close coordination with the Cities Working Group to meet the targets of completing the Climate Action Plan (CAP) training activity, the completion of the CAP document, as well as advocating the city commitment in achieving their targets. Progress of work of the Field Officer will be regularly monitored by the supervisor.

The work performance of the Field Officer will be assessed by the results towards the end goal described above, good relationships with the City Working Group

(based on their feedback), and the quality of monthly deliverables submitted and its timely submission.

### **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 two (2) years of experience in the specific issue of climate resilience implementation;
  - More than three (3) 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 familiarity with GHG emission inventory activity and vulnerability and risk assessment is preferred;
  - 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
  - Familiarity with GIS application will be an advantage.
- Domiciled in Bandar Lampung or Cirebon will be an advantage

### **Expected Competencies:**

The selected candidate must have the following competencies: strong communication and interpersonal skills; demonstrated ability to build trust; demonstrated ability to work effectively in team, delivering through and with others; excellent program/ project management; organizational management; team building and planning skills; meticulous in detail; highest level of client orientation; 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 November 2021 – May 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 challenged. 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](mailto:recruitment@uclg-aspac.org) and cc-ing [regional\\_pm@uclg-aspac.org](mailto:regional_pm@uclg-aspac.org) **by 21 November 2021**. Only selected candidates will be contacted.