



UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC

TERMS OF REFERENCE

Vacancy No:	041/UCLG ASPAC/GCOM/XI/2021
Post Title:	Graphic Designer Consultant of the GCoM Projects
Division:	Programme and Project
Duty Station:	Remote based/On site (based on assignment)
Duration:	November 2021 – August 2022
Publication Date :	10 November 2021
Closing Date :	18 November 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.

GCoM Global Regional Coherence for Asia Pacific Region

Commitment of cities in Asia and the Pacific in dealing with climate actions has been increasing. As, we are aware of the challenges and barriers that cities face, cities and local governments with technical, institutional and financial capacity to deal with climate change, supported by good enabling environment, can accelerate local development and meet the Sustainable Development Goals (SDGs) and Paris Agreement. Vertical integration of national policies and plans with local level implementation will be key to enable greater impact in building a climate resilient society.

The Global Covenant of Mayors (GCoM) is a key initiative to facilitate a bottom-up transition to a global low-carbon and climate-resilient economy and society. Successful and impactful bottom-up climate action can truly be successfully achieved when a vertical (multi-level) and horizontal (cross-sectoral) approach takes place. To this end, respecting local needs and priorities, and engaging all relevant stakeholders in the process is an essential element to the width, and sustainability of the GCoM initiative in the Asia-Pacific region.

To reflect the local needs and contexts of cities in the Asia-Pacific region, greater coordination and stronger cohesion between regional coalition of partners (city and local networks) in Asia-Pacific and the GCoM Global need to be further enhanced.

Since July 2020, the United Cities and Local Governments (UCLG) and ICLEI – Local Governments for Sustainability (ICLEI) have been assigned for the Global-Regional Coordination. It aims to ensure Regional

Coordination through a dual approach at global and continental level, involving their world secretariats and regional structures respectively. In the Asia-Pacific region, the initiative involves UCLG ASPAC regional office and ICLEI offices. The effort for consolidation is in the preliminary stage, with the plan to set up an Asia-Pacific Secretariat where UCLG ASPAC facilitates political engagement and ICLEI provides technical support. This consolidation effort is crucial and needs to be encouraged. Under the support of Bloomberg Philanthropies, this initiative optimises the global regional support mechanism to help identify the regional priorities and set targets for support and improve coordination.

GCoM Southeast Asia Secretariat

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 Secretariat 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 Secretariat 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 European Union (EU) extends its support through the implementation of the Global Covenant of Mayors for Climate and Energy (GCoM) in Asia Project, to engage and train Asian cities in Southeast Asia, South Asia, and EastAsia to commit and achieve emissions reduction following their local target and country's NDC, for sustainable climate-resilient cities. The GCoM Asia Project timing is between January 2021 and December 2023. In this project, the United Cities and Local Governments Asia Pacific (UCLG ASPAC) acts as a host from the Southeast Asia GCoM Secretariat (GCoM SEA Secretariat). In this regard, 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.

Given the above background, the mentioned GCoM Projects are looking for a Graphic Design Consultant who will support the GCoM Projects' activities and events for particularly designing and making the project products/results and information materials as per the following set deliverables:

Deliverables for GCoM GRC Asia Pacific

In coordination with the GCoM Global Regional Coherence Coordinator and Knowledge Management Officer, the graphic designer consultant is assigned to:

- Design brochures/leaflet:
 - UCLG ASPAC role in Global Covenant of Mayors (GCoM)
 - UCLG ASPAC priorities in Climate Programme
 - UCLG ASPAC as GCoM SEA Secretariat
- Design banner, e-flyer, virtual background and logo for GCoM Global Regional Coherence (GCoM GRC) events

- Design banner for articles, event announcement promoting materials related to GCoM GRC in the website and social media
- Support the creation of UCLG ASPAC video (storyboard, collecting materials, text for video, etc.) on Climate and Sustainable Agenda
- Support other relevant tasks of design and layout under Knowledge Management Team

Deliverables for GCoM SEA Secretariat

In coordination with the GCoM SEA Secretariat Team, the graphic designer consultant is assigned to:

- Design the proceedings of GCoM SEA activities and events
- Prepare banner to be uploaded on GCoM SEA website and social media (twitter)
- Design banner of GCoM SEA's e-newsletter
- Support the development of GCoM SEA's project video
- Design the slides/PPT of GCoM SEA's presentations
- Design the factsheet/brochure of GCoM SEA project and pilot cities
- Design Virtual Background for GCoM SEA online activities and events
- Design logo/banner/background of GCoM SEA offline activities and events

Qualifications:

- ❖ Education
 - Minimum University degree in communication or journalism, international relation, social science, urban planning, sustainable development, and/or other related fields.
- ❖ Experience
 - Minimum 2 (two) year experience in a similar position in a non-profit and/or NGO and/or an International/Development Organisation
- ❖ Profile
 - Basic knowledge of in specific issue of energy and climate change and/or urban environment in general;
 - Basic knowledge in management of various communication and information materials including website, twitter, e-newsletter and knowledge exchange platform;
 - Development of communication and visibility content especially in energy and climate change sectors;
- ❖ Language:
 - Fluency in written and spoken in English and Bahasa Indonesia.
- ❖ Computer skills:
 - Proficiency in digital tools: MS Office, Adobe Photoshop, WordPress, Flash
 - e-Newsletter and twitter programming

Supporting team:

The post will be supervised by the GCoM Projects Coordinator and supported by the GCoM Projects Team.

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, copy to : ms.coordinator@uclg-aspac.org by 18 November 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.
