

### TERM OF REFERENCE

Vacancy No	: 008/UCLG ASPAC/DRR and Resilience/III/2022
Position	: Research and Methodology Consultant - Research for decentralized cooperation and cities enabling environment
Division	: DRR
Duty Station	: Remotely and UCLG ASPAC Secretariat Office
Duration	: Three (3) months – 6 April 2022 to 6 June 2022
Posting Date	: 31 March 2022
Closing Date	: 05 April 2022

#### 1. Background

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognized voice of local governments by the United Nations. UCLG Asia Pacific (ASPAC) as the largest regional section of United Cities and Local Governments (UCLG) 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.

Collaboration with, and between, cities and regions across the globe has produced positive results in terms of the development of efficient and responsive territorial policies. In addition, city-to-city, and region-to-region initiatives, which are also referred to as decentralized cooperation, present new opportunities for achieving the 2030 Agenda. Decentralized cooperation (DC) forms an essential part of the modern process of the internationalization of cities. It is one of the main reasons why cities and

regions search for good practices and solutions in the international arena, with which to solve their domestic challenges. UCLG ASPAC as the biggest regional section of UCLG is committed to promote the decentralized cooperation, city-to-city cooperation in achieving the member benefit and expectation that based on the local needs and global agenda 2030 (SDGs, NUA, Paris Climate, and Sendai Framework for DRR). Therefore, a comprehensive monitoring and evaluation (MONEV) for the decentralized cooperation is important to assess the member needs and benefit toward the global target's achievement at the local level. Furthermore, UCLG ASPAC in close partnership with UNESCAP and GIZ Bangkok will be conducting the IKI-Urban Act Project funded by BMU Germany started in May 2022, which aims to coordinate the vertical integration between city and national institutions, to conduct national and local coordination on city selection, an inventory of existing tools and city enabling environment, conduct policy advocacy and reinforce commitments among mayors, political partners, and stakeholders.

Under the DRR and Resilience programme division, the decentralized cooperation monitoring-evaluation in the region and the implementation of Urban-Act project will be coordinated in close collaboration with Member Service division and Knowledge Management team. Therefore, to implement the DC and CEE rating assessment and research in the region, a consultancy will be conducted, and it will be contributing to conduct the baseline research, set up the criteria and indicators, and identify the gaps on how pilot cities could reach the maximum score by the end of the project.

## **2. Roles and Responsibilities**

UCLG ASPAC is looking for **1 consultant for the position research and methodology for decentralized cooperation (DC) and cities enabling environment (CEE)** and shall be engaged in these following responsibilities:

Support the DRR and Resilient Team in:

- a) Design a concept of UCLG ASPAC's CEE rating research plan.
- b) Conduct the baseline assessment on enhancing multi-level governance frameworks for supporting climate-sensitive and environmentally friendly urban development, evidenced by an improved score on category 11 of the Cities Enabling Environment Assessment by 1 point or retaining a maximum score.
- c) contextualize the CEE Assessment criteria and methodology with a focus on Category 11 'Environmental and Climate Change Governance', conduct baseline, annual CEE monitoring updates and end-of-project evaluation for the UA project countries.
- d) Support the DRR and Resilience team on updating the DRR publication other communication materials.

Support the Knowledge Management/Member Service Team in:

- a) Design a concept of UCLG ASPAC's Decentralized Cooperation research plan including setting up the criteria, indicators, methodology and analysis.
- b) Conduct the research activities on DC assessment, providing focused group discussion with local governments in Asia Pacific region.
- c) Support the KM team on updating the publication materials and provide the input on regional policy framework.

## **3. Special Requirements of the Assignment**

- a. Minimum of a master's degree in International Relation, social sciences and/or related fields.
- b. Minimum 3 (three) years of professional experience in research development or working in a similar position in an NGO.
- c. Demonstrated ability to do research modelling and reporting.
- d. Advanced computer skills, particularly MS Office.

- e. Honest, trustworthy and demonstrate sound work ethics.
- f. Ability to quickly establish professional rapport with colleagues and other persons.
- g. Ability to work under pressure and to deadlines required.
- h. Experience in working in an international environment, respecting different cultures and nationalities.
- i. Effective written and communication skills.
- j. Effective verbal, presentation and listening communication skills.
- k. Positive work ethic with a willingness to learn.
- l. Considerable domestic and international travels may be required.

#### **Deliverables**

- 1. Monthly progress report.
- 2. Monthly work plan and activities in consultation.

#### **Supporting Team**

The **post** will be supervised by the DRR and Resilience Coordinator

#### **4. How to apply**

Interested candidates are invited to submit an updated CV with a cover letter to: [recruitment@uclg-aspac.org](mailto:recruitment@uclg-aspac.org) copy to [drr.coordinator@uclg-aspac.org](mailto:drr.coordinator@uclg-aspac.org) citing the subject: DRR\_ **Research for decentralized cooperation**.

Kindly submit them before 05 April 2022.