
TERMS OF REFERENCE

Vacancy No:	003/UCLG ASPAC/CRIC/II/2022
Post Title:	Project Coordinator
Division:	Climate Resilient and Inclusive Cities (CRIC)
Duty Station:	UCLG ASPAC Secretariat
Duration:	One-year contract and extendable
Date Posted:	23 April 2022
Closing Date	06 May 2022

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the United Cities and Local Governments (UCLG) in which its 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 recognised voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 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 programmes, 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 community development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development comprising poverty alleviation, climate change, disaster resiliency, culture, strategic planning, decentralisation, local finance, gender equality, women leadership and empowerment as well as good governance.

UCLG ASPAC as the lead implementing agency in partnership with international development partners from Europe namely Pilot4Dev, ACR+, ECOLISE, and Universite Gustave Eiffel, as well as All India Institute of Local Governments from South Asia, is currently engaging in one of current EU projects – Climate Resilience Inclusive Cities (CRIC). It is a five (5) years project with overall objectives to propose a long lasting and unique cooperation through a triangular cooperation between cities and research centres in Europe, South Asia (India, Nepal, Bangladesh), and Southeast Asia (Indonesia, Malaysia, Philippines, Thailand). The Project will also contribute 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 tools, air quality and waste management in consultation with experts' panels.

The target groups of the Project will be local governments, cities, 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, marginalised 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

- 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 policy dialogue on urban policies, urban challenges and climate change.

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 and infrastructure;
- Enhanced capacities of cities and LAs in managing urban waste and air pollution, Promoted green low carbon and climate resilient urban development and urban circular economy;
- Enhanced capacities of cities, villages 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.

UCLG ASPAC is recruiting the Project Coordinator for a one-year (1) period with possibility of extension, based on satisfactory performance. The post will be supervised by the Regional Project Manager of UCLG ASPAC.

Objective and goal:

1. Act as focal coordinator in providing assistance to pilot cities in the development of climate action plan and advocacy with support from partners and experts on behalf of UCLG ASPAC;
2. Provide technical project support on climate and resilience sectors to pilot cities that contributes to the successful delivery of the project. This will include the adoption of tools created by CRIC partners;
3. Develop and maintain communication with external parties at all levels;
4. Support the management of strengthening capacity building through delivery of regional trainings on climate and resilience sectors.

Scope of Works/Duties

1. Technical Management and Support (40%)

- Work closely with the Regional Project Manager to deliver the implementation of the project activities at the targeted countries in accordance with the project objectives;
- Act as the main focal point to communicate with key stakeholders and pilot cities within the regions;
- Be able to understand and/or identify gap analysis in all pilot municipalities, facilitate and/or provide technical support relevant to the gap analysis for the development climate action plan.
- Assist in strengthening country capacity by organising regional training in the development of climate action plan;
- Be responsible on the coordination and management of capacity building events at the focused countries with the support from the Project Administrative and Finance Officer;
- Contribute fully to the organisation's strategic aims and objectives, promote the value of its planned activities;
- Perform any tasks from time to time as requested by the Regional Project Manager and/or the Secretary General.

2. Coordinating, Communications, Reporting and Outreach (60%)

- Regularly liaises and coordinate communications with pilot cities, partners and other relevant stakeholders in climate resilience sectors;
- Actively communicate with pilot cities, partners, and/or Training Provider(s) for the development of each key sector activity;
- Prepare monthly monitoring and evaluation report for the pilot cities' status in relevant to the development of each key sector activity;
- Gather feedbacks, questions or other queries from pilot cities and link with partners and/or Training Provider(s) to provide the appropriate response to the queries;
- Prepare monthly reports with the Regional Project Manager to address achievements, identify risks and challenges in project implementation and to enhance quality of reporting.

Qualifications:

❖ Education:

- University degree or preferable master degree in environment, climate change, resilience, urban and sustainable development, or other related fields

❖ Experience:

- Has at least five (5) years of experience in specific issue of climate change and resilience sectors or environment in general;
- Experience in implementing climate change, resilience, or other environmental development projects;
- Familiar in producing good quality project documents in English;
- Has experience in developing and maintaining networks and/or cooperation with central and/or local governments and non-government stakeholders;
- Has working experience in international cooperation development projects and campaigns, in particular energy and climate change sectors;

- Has experience in the administrative arrangement for organising events in South East and South Asian countries;
 - Experienced working in an international environment, respecting different cultures and nationalities.
- ❖ Language:
- Fluency in written and spoken English.
- ❖ Computer skills:
- Proficiency in MS Office, database system, and programming.
- ❖ Other skills and competency:
- Has basic understanding on climate action plan;
 - Has basic understanding on resilience and urban development issues;
 - Trained in climate change, resilience, or other urban development sectors;
 - Good communication skills;
 - Demonstrated ability to manage multiple tasks and deliver outputs within specified time frames;
 - Demonstrated to work collaboratively and as part of a team;
 - Demonstrated ability to liaise and negotiate outcomes with key stakeholders;
 - Demonstrated commitment to participatory and bottom-up approaches;
 - Demonstrated ability of establishing network and connectivity with people;
 - Excellent facilitation, programme/activity management,
 - Creativity problem solving and ability to work under tight deadlines;
 - Has strong analytical and communication, interpersonal and social skills;
 - Demonstrate detail orientation, proactive attention to outcomes and expectations, and the ability to understand and effectively use information and data;
 - Demonstrate good network with high-level officials in the governments and relevant stakeholders.

Supporting team:

The post will be supervised by the Regional Project Manager based in UCLG ASPAC Secretariat Jakarta, and have close coordination with Project Administrative and Finance Officer.

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, cc to aniessa.sari@uclg-aspac.org by 06 May 2022 at the latest.

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

Only the qualified candidate(s) will be contacted.

UCLG ASPAC is an equal opportunity employer, promoting gender, equity and diversity.
