



United Cities and Local Governments Asia Pacific

TERM OF REFERENCE

Position	: Internship at UCLG ASPAC
Division	: Member Services
Supervisor	: Member Services Coordinator
Duration	: Three (3) months
Posting date	: 05 April 2022
Closing date	: 06 May 2022

I. Background

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

In an attempt to enhance the performance of the UCLG ASPAC Secretariat, the Internship Programme is established. The programme is intended to deliver professional development opportunities for university students to acquire new skills and experiences through participating in UCLG ASPAC activities. The Internship Programme features on-the-job capacity building and learning at the Secretariat.

II. Objective

The main objective of the Internship Programme is to provide professional exposure to students or fresh graduates through involvement in the programmes and activities of UCLG ASPAC. The Interns also will be able to develop expertise in the application of theory from their background to the practical issue of local governance and other relevant thematic works of UCLG ASPAC and to increase knowledge and experience in dealing with city and local government cooperation and coherence in the Asia Pacific region. It is expected that the Interns can obtain in-depth knowledge of the UCLG ASPAC Secretariat functional activities and the issue of local governance as the result of the internship period.

III. Qualifications

The candidate must:

- Be at least in the 6th semester of his/her undergraduate programme or postgraduate programme in the fields of development, urban/regional planning, business administration, public administration, international relations, environmental, computer science and/or related areas.
- Have a minimum GPA of 3.0 (out of 4.0)
- Possess excellent English Speaking and writing skills
- Have an analytical, data-driven, detailed mindset
- Have experience in either of these softwares:
 - Zoom/Webex
 - Canva/Adobe InDesign

IV. Assignments and expected outputs

The duration of the alumni internship programme is three (3) months. Under direct supervision of the Member Services Division, the intern is expected to perform the following tasks:

- To support research on need assessment for UCLG ASPAC members.
- To compiled projects and research on development studies from various resources, incl. UN agencies, international NGOs, and UCLG ASPAC members in addition to supporting donor mapping activities.
- To assist in collecting and updating the database of UCLG ASPAC members.
- To support the preparation of material for UCLG ASPAC publications.
- To provide assistance to updating materials for publication on the official website of UCLG ASPAC.
- To provide support to any UCLG ASPAC's projects in seminars, workshops, conferences, and/or ASPAC related events where applicable.
- To support the development of the membership dashboard.

At the end of the internship, the following outputs are expected:

- A final report detailing the intern's experience and the works assigned.
- A report detailing the outcomes of the various seminars, workshops or conferences attended (where applicable).

V. Completion of Internship

Upon completion of internship and a satisfactory conclusion, the Interns will receive a Certificate of Service signed by Secretary General.

VI. How to apply

Interested candidates are invited to submit an updated CV with a motivation letter to: recruitment@uclg-aspac.org copy to secretariat@uclg-aspac.org and betharia.rajagukguk@uclg-aspac.org citing the subject: Internship – Member Services Division.

Kindly submit them before 06 May 2022.