

TERM OF REFERENCE

Position	: Research Assistant for Alumni Intern UCLG ASPAC
Division/Programme	: BLRC and DRR
Duration	: 4 months (8th April to 31st August 2022)
Supervisor	: Executive Assistant and DRR Coordinator
Posting Date	: 01 April 2022
Closing Date	: 07 April 2022

1. Background

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognised 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 10,000 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, networks 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.

Belt and Road Local Cooperation (BRLC) Committee established in 2017 leading by Hangzhou Municipal People’s Government. With the mission of Openness, Cooperation, Sharing and Win Win, BRLC is committed to integrating the Belt and Road Initiative into exchange and cooperation among local governments with various practical exchange and cooperative programmes and activities; to building a cooperation platform to share experience and resources for mutual benefits and win-win outcomes in the fields of economic development, culture and education, urban governance, rural development and internet economy, thus achieving “people-to-people bonds” and “state-to-state relations”.

Under the Belt and Road Local Cooperation Research Programme, UCLG ASPAC is planning to carry out 2 (two) research products and 1 (one) webinar related to the research development. The research project is including cities and local governments monitoring and evaluation of the cooperation framework. Therefore, it is urgently required to recruit the Alumni Internship Programme to support UCLG ASPAC Secretariat in supporting the development of its research products.

2. Roles and Responsibilities

UCLG ASPAC is looking for **alumni interns** for the position Research Assistant and shall be engaged in these following responsibilities:

- a) Conducting research, drafting articles related to UCLG ASPAC's programmes related to Belt and Road Local Cooperation.
- b) Assisting the research narrative with high-quality methodology.
- c) Assisting the research data and compilation of case studies for research products.
- d) Taking notes (key findings and messages) of meetings sessions related to the research.
- e) Assisting in conducting webinars on research development.
- f) Assisting other relevant assignments from other Divisions of the Secretariat.

3. Qualifications

The candidate must:

- a) Be at least in the 6th semester of his/her undergraduate programme in either the International Relations or Public Administration fields.
- b) Have a minimum GPA of 3.0 (out of 4.0).
- c) Possess excellent English Speaking and writing skills.
- d) Capable and familiar with research data analysis.
- e) Strong in research qualitative methodology.
- f) Be proactive and determined.

4. Deliverables

- a) Monthly progress report.
- b) Monthly work plan and activities in consultation.

5. Duration of Programme and Outcome

The duration of the alumni internship programme is approximately 5 months: 10 days/month, 8hrs/daily.

6. Supporting Team

The post will be supervised by the Executive Assistant and DRR Coordinator.

7. How to apply

Interested candidates are invited to submit an updated CV with a cover letter to: recruitment@uclg-aspac.org copy to executive.assistant@uclg-aspac.org citing the subject: **Research Assistant**

Kindly submit them before 07 April 2022.