United Cities and Local Governments Asia Pacific (UCLG ASPAC) is one of the eight Regional Sections of the United Cities and Local Government (UCLG) which its Secretariat is based in Jakarta, Indonesia. UCLG is the largest local government organization in the world and the officially recognized voice of Local Government by the United Nations. The Asia and Pacific region is the biggest of the eight sections in UCLG with linkages to more than 7,000 local governments. It represents well over 3.76 billion people – more than half of the world population. UCLG ASPAC is the knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities and their associations, and facilities programs, networks and partnerships to develop the capacity of local governments and the associations.

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. Local governments are closer to the people and their work has a more direct impact on citizens’ everyday lives than national-level governments. With increased populations in urban areas come increasing demands for services and the need for more effective and responsive local level governments. For that reason, Indonesia Government joins the network of Open Government Partnership (OGP) for improving the visibility of the types of open government initiatives that are required at all levels of government including the local authority.

The OGP Local program in Indonesia has been established under the OGI platform, which is under BAPPENAS, Ministry of Finance, and Presidential Staff Office (KSP). It aims to harness the innovation and momentum demonstrated by local governments and civil society partners in Indonesia. OGP is a platform for these governments and civil society to come together to make their governments more open, inclusive, and responsive, modelling the values and principles of the Open Government Declaration and processes. In 2021, OGI Indonesia has initiated to involve the multi stakeholders’ collaborative approaches for designing a national action plan. UCLG ASPAC is one of the invited stakeholders which actively involved to contribute on the national action plan design through OGP Local.

Further, local cooperation for open government and partnership is important to promote transparency and mainstream the global target’s achievement at the local level. In this regard, UCLG ASPAC in close partnership with various institution in Indonesia such as the Ministry of Home Affairs (Kemendagri), Bappenas, and others have involved local capacity building as one of the strategies to enhance the global agenda achievement by 2030. Also, in Asia and the Pacific level, UCLG ASPAC has been actively engaged with the cities and local governments in advocacy and strategic implementation of the global agenda. Therefore, UCLG ASPAC will need a consultant to support the mainstreaming of OGP, decentralized
cooperation, and strategic plan through the implementation of the UCLG ASPAC Manifesto for the cities and local governments in Asia and the Pacific.

2. **Objective**
   The consultant 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. It is expected that the consultant can obtain in-depth knowledge of the UCLG ASPAC Secretariat’s functional activities and the issue of local governance and open government partnership in Asia and the Pacific.

3. **Roles and Responsibilities**
   The consultant shall be engaged in the following responsibilities but not limited to:
   - To provide the information and contribute to assessing the Open Government Partnership indicators.
   - To support the Knowledge Management Division in mainstreaming the global agenda 2030
   - To support the Secretary General of UCLG ASPAC in the coordination with various stakeholders in Indonesia (Bappenas, and DKI Jakarta)
   - To support and advise related to the strategic planning of UCLG ASPAC through the implementation of the UCLG ASPAC Manifesto to the cities and local governments in Asia and the Pacific.
   - To assist and involve in UCLG ASPAC activities in thematic works as assigned directly by the Secretary-General.

4. **Special Requirements of the Assignment**
   a. Minimum of a master’s degree in international relations, social sciences, and/or related fields.
   b. Minimum 5 (five) years of professional experience in local government relations or working in a similar position.
   c. Demonstrated ability to do liaising, reporting, and monitoring intergovernmental relations.
   d. Advanced computer skills, particularly MS Offices.
   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 (English or other foreign languages).
   j. Effective verbal, presentation, and listening communication skills.
   k. Positive work ethic with a willingness to learn.

5. **Deliverables**
   b. Monthly work plan and activities in consultation.

6. **Supporting Team**
   The post will be supervised by Secretary General of UCLG ASPAC and co-supervised by DRR and Resilience Coordinator

7. **Duration of Consultancy and Outcome**
   The consultancy work shall be conducted in 6 (six) months with the possibility of extension.

8. **Scope of Work**
   A. Coordination with Indonesia stakeholders such as Ministry of Bappenas and DKI Jakarta Province (host city of UCLG ASPAC Secretariat). For relation with Bappenas, the consultant will be mainly coordinating
with Open Government Indonesia (OGI) Secretariat and it will be required to propose a premature preparation activities framework. It shall include:

- The analysis of indicators for Open Government indicators.
- The webinars and capacity-building trainings/workshops

With DKI Jakarta Province it shall include:

- The draft of UCLG ASPAC cooperation report
- Coordination meetings with Biro KSD/LN on the UCLG ASPAC activities

B. Support Secretary General and coordinate with other related staff and partners on thematic works.

The consultant will be required to support and advise Secretary-General related to the thematic works. The deliverable is mainly on the content (presentation slides, articles, etc.) as per advice by the Secretary-General.

C. Global Regional Coordination for GCoM GRC

The consultant will support the implementation of the GRC programme in advocating the resilient strategy in the Asia Pacific.

**Output/ Deliverable**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Output/deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drafting the OGI indicators analysis</td>
<td>Updated indicators</td>
</tr>
<tr>
<td>The webinars and capacity-building training with Bappenas OGI team</td>
<td>Conducted webinars and reports</td>
</tr>
<tr>
<td>Drafting the annual report for DKI Jakarta (based on MSP with Kemendagri 2020-2023)</td>
<td>Annual report for DKI Jakarta</td>
</tr>
<tr>
<td>Coordination meetings with DKI Jakarta Province</td>
<td>Meeting notes</td>
</tr>
<tr>
<td>Coordination with GCoM SEA and GCoM Global secretariat</td>
<td>Final report and proceedings of activities</td>
</tr>
</tbody>
</table>

Note: Deliverables should be prepared mainly in English.

**Offer Submission:**

Updated CV with cover letter which explains on how your experiences and skill-set is match with the vacant position, to be submitted via email to recruitment@uclg-aspac.org cc helmi.abidin@uclg-aspac.org by 05 August 2022. Only selected candidates will be contacted.