



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

Vacancy No: 020/UCLG ASPAC/CRIC/X/2022
Post Title: Local Consultants for the Development of Climate Action Plan (CAP) Report
Division: Strategic Services and Programmes/ Climate Resilient and Inclusive Cities (CRIC) Project
Duty Station: Remotely from any CRIC Pilot Cities as per the chosen City's CAP Report
(Pangkalpinang, Samarinda, Banjarmasin & Kupang)
Duration: Approximately seventy (70) working days within 7 months, output-based
Date Posted: 18 October 2022
Closing Date: 4 November 2022 (Jakarta Time: 11:00 AM) or earlier

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section of UCLG, an amalgamation of International Union of Local Authorities (IULA), United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS). 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 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 local economic development, climate change, disaster resiliency, culture, strategic planning, decentralization, municipal finance, gender equality, women leadership and empowerment and 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 (AIIISG), is implementing the Climate Resilient and Inclusive Cities (CRIC) Programme. It is a five (5) years programme 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). UCLG ASPAC is currently assisting ten CRIC pilot cities in Indonesia in preparing their sustainable Climate Action Plans (CAP), with the support from the Indonesia's Ministry of Environment and Forestry (KLHK), the Ministry of Development Planning (Bappenas), the Ministry of Home Affairs (MOHA) and the Association of Indonesia's Municipality (APEKSI). Each city was being given a series of Climate Action Plan Trainings and Technical Assistances supported by CCROM SEAP IPB, and UCLG ASPAC needs a dedicated local consultant to work together with the City Climate Change Working Group (Pokja) in each city and CRIC's Field Officer to better articulate the report with local context and needs.

Objectives

The objectives of hiring a local consultants to prepare the Climate Action Plan (CAP) Report is to:

1. To articulate and to share science-based information, findings and recommendations in forms of climate resilient and inclusive action plans that is generated from the CAP Trainings and its participatory process.
2. To retain local knowledge as a result of CAP Trainings given in each CRIC Pilot Cities.
3. To promote buy-ins and ownerships from the City Mayors, its Local Authorities, Pokja members, and local stakeholders as a result of their involvement in the CAP Development.

Scope of Work/Key Duties

The CRIC Project will need a total of 10 (ten) local consultants; each consultant will be responsible for the development of one (1) Climate Action Plan (CAP) Report of selected CRIC Pilot Cities. The City Climate Action Plan report shall cover the aspects of climate change and SDGs policy, climate change scientific base, Green House Gases (GHG) Inventory and its reduction target (as part of Climate Change Mitigation component), and Climate Vulnerability and Risk Assessment and its adaptation target (as part of Climate Change Adaptation component). The report shall capture the result from the ongoing series of CAP Trainings and Technical Assistances recorded by the CRIC team which include:

1. Climate Change Adaptation Training (consists of two trainings and four technical assistance)
 - A1: Scientific Base Training on Climate Change, Climate Risk and Vulnerability
 - A2: Discussion on Calculation of Climate Risk and Vulnerability Results, as well as Adaptation Action Plan Development Training
2. Climate Change Mitigation Training (consists of three trainings and four technical assistance)
 - M1: GHG Emission Inventory Training
 - M2: Baseline Development Training
 - M3: Discussion of Inventory Results, as well as Baselines and Action Plan Development Training

The Climate resilience and strategy, social inclusiveness, and disaster risks management are challenging long term objectives, and thus it is essential that the local consultant assist the city government in exploring and identifying cooperation opportunities to implement the local action plans efficiently and clearly articulate it in the CAP Report. The consultant needs to ensure that report has sufficiently integrate climate resilience, disaster risks management, good governance, inclusiveness and SDGs into the local plans. In the case where the approval of local action plans will require a strong component of governance, advocacy and information of national authorities, the consultant also needs to clearly described these enabling conditions in the report, such as for the case of water and sanitation sectors and disaster management. The sustainable climate action plans prepared should at least covers 4 primary thematic areas: (1) The threats induced by climate change, Climate adaptation and early warnings, (2) Sustainable use of resources: best practices, (3) Good governance, Inclusiveness and marginalization, and (4) Water and Sanitation.

Once selected, the consultant will be required to propose a revised and an adjusted workplan and participatory approach for the climate action plan development for no more than 7 (seven) months' work period, based on the briefing with the CRIC Team, with the agreed methodology to be defined jointly by the consultant, CRIC Team and the City Climate Change Working Group (Pokja). The proposed methodology should at least cover:

- a. Types of methodology chosen and the rationale for the choice considering the local context and the current pandemic recovery situation.
- b. Data collection and engagement strategy to ensure inclusive process throughout the CAP report preparation: may include choice of respondent's sample, types of actors to be interviewed, and source of data required.
- c. Methods of the data analysis

The selected consultant will have access to the city governments documents, reports, and any data collected as shared by the Pokja and local stakeholders, as well as all of the CRIC's CAP Training recordings, datasets and training modules.

Basic template of the Report will be provided by UCLG ASPAC as advised by CCROM SEAP IPB. The scope of work for the CAP Report writing would involve remote and/or on-site consultations with the City Pokja members and the CRIC Team, along with a desk-research to review various documents of the chosen city and its local stakeholders: plans, policies, programmes, reports, publications, IEC materials, evaluation, and other relevant documents. The consultant may conduct FGDs, interviews, and other appropriate data collection methods with the local stakeholders as needed in close coordination with the CRIC Field Officer and the City Pokja.

The Climate Action Plan report shall follow the minimum requirements of the report outline guided by CCROM SEAP IPB, which takes into account the result of data collection, analysis, and process generated from the CAP Training and Technical Assistancess. In the absence of available data, the consultant should identify the means and source of verification and recommend the follow up actions to be taken by the City Pokja and CRIC Field Officer.

Deliverables should be prepared mainly in Bahasa Indonesia to ensure accessibility to Indonesian stakeholders, with presentation of the key findings and results of Climate Action Plan for both internal and external project stakeholders also available in English. Considering the ongoing pandemic situation, the consultant will need to propose the most effective methodology that can be effectively applied to gain information from the project stakeholders.

Qualifications:

- ❖ Individual, team or institutions with background education of Master's degree in urban planning, sustainable development, environment, and/or related fields;
- ❖ Have over than three years of experience in doing research, data processing and analysis;
- ❖ Based in any of the city for the chosen CAP Report (Pangkalpinang, Samarinda, Banjarmasin, Kupang) and demonstrated a good knowledge on local context;
- ❖ Excellent analytical skills and report writing skills and able to prepare a clear, concise, and good quality report in Bahasa Indonesia;
- ❖ Demonstrated good communication and facilitation skills, as well as experience working with local governments in Indonesia;
- ❖ Demonstrated ability in producing narrative and visual reports that is well-understood by the readers, especially local government audience;
- ❖ Willing to and agree to follow the project timeline;
- ❖ Recommendations from the Pilot City Climate Change Working Group is preferred;
- ❖ Working background as part of SDGs center is a plus, with good understanding of the SDGs issues and climate change, local governments' role in localizing the SDGs and on SDGs attainment in Indonesia;
- ❖ Computer skills:
 - Intermediate to advanced MS office skills in all basic Microsoft Word programs and publication software.
 - Ability to use GIS and other spatial mapping software is preferred.

Deliverables

1. Inception report detailing the workplan and participatory approach for the climate action plan development.
2. Draft of Climate Action Plan Report covering at least either Climate Change Adaptation Report or Climate Change Mitigation Report.
3. Presentation of the key findings and results of Climate Action Plan for both internal and external project stakeholders in Bahasa Indonesia and in English.
4. Final Climate Action Plan report written in Bahasa Indonesia that already includes the Annexes which consists of Climate Change Adaptation Report and Climate Change Mitigation Report, that is in compliance to and validated with the minimal requirements as guided by the national trainer, CCROM IPB, and already incorporating any feedback and revision from UCLG ASPAC.

How to apply

Please send your:

1. Latest CV of the team members or company profile (for research institution or consulting company) outlining your capacity and experience of consultancy services and/or area of works
2. Evidence of similar level report or assessment that the team members has been conducted, and
3. Proposed cost-effective and efficient methodology to be applied as participatory approach for developing the CAP report to gain information from the project stakeholders considering the ongoing pandemic recovery situation.
4. Best price for the services before the deadlines.

Please send your offer to recruitment@uclg-aspac.org, copied to aniessa.sari@uclg-aspac.org before 4 November 2022. And Kindly register your profile to <http://recruitment.uclg-aspac.org/apps/>. Only selected ones will be contacted.
