## TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Job Vacancy No</th>
<th>024/UCLG ASPAC/GCoM SEA/V/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Title</td>
<td>Climate Research Consultant</td>
</tr>
<tr>
<td>Project</td>
<td>Secretariat of the Global Covenant of Mayors for Climate and Energy Southeast Asia (GCoM SEA)</td>
</tr>
<tr>
<td>Duration</td>
<td>June – December 2023</td>
</tr>
<tr>
<td>Expertise</td>
<td>SEA Countries (Indonesia, Malaysia, Thailand, Vietnam) – Full-time Staff</td>
</tr>
<tr>
<td>Supervisor</td>
<td>GCoM SEA Coordinator</td>
</tr>
<tr>
<td>Posting date</td>
<td>30 May 2023</td>
</tr>
<tr>
<td>Closing date</td>
<td>30 June 2023</td>
</tr>
</tbody>
</table>

### Objective and Purpose of the Assignment

**UCLG ASPAC**

United Cities and Local Governments Asia-Pacific (UCLG ASPAC) is the largest regional section in the United Cities and Local Governments (UCLG), a worldwide local government association and the only local government organisation recognised by the United Nations. UCLG ASPAC represents well over 3.76 billion people—making up more than half of the world’s population—and incorporates economically fast developing countries such as China, India, and Indonesia and it links to more than 7,000 local governments.

**GCoM**

The Global Covenant of Mayors for Climate and Energy (GCoM) is a globally coherent and regionally adapted alliance of cities, local governments, and their partners who are voluntarily committed to actively combatting climate change and transitioning to a low-carbon and climate-resilient economy, in line with Paris Agreement. To date, GCoM has worked to align existing and new city support structures through local coalitions of partners – with further support from the Global Secretariat – and have been responsible for setting up and managing their own region-specific approaches, as well as locally relevant governance and technical assistance systems.

**GCoM Asia Project & GCoM SEA Secretariat**

The European Union-funded GCoM Asia Project is aimed to provide technical assistance in developing Climate Action Plan (CAP) in Asia, including 4 countries in Southeast Asia (Indonesia, Malaysia, Thailand, and Vietnam). CAP, at a minimum, includes an inventory of existing CO₂ emissions, reduction goals or targets, and an analysis of the projection risks and impacts of climate change. In addition, the monitoring and reporting mechanism is also a crucial component, which allows aggregating the achievement of the individual local authority. In relation to this, since 2018, UCLG ASPAC has been involved in the International Urban Cooperation (IUC) Asia Project (2018-2020) followed by the GCoM Asia Project (2021-2023) as the host of the GCoM Southeast Asia (GCoM SEA) Secretariat.

The GCoM SEA Secretariat plays an active role in the outreach and dissemination of GCoM information to local and national governments, through capacity-building and knowledge-sharing activities. There are currently 107 cities in Southeast Asia committed to the GCoM.
During the final year project implementation period (January-December 2023), the GCoM SEA Secretariat is expected to strengthen its role as the regional representation of all SEA countries, which carries out the following functional areas:

1. Helpdesk  
2. Communication & Visibility  
3. Coordination & Networking  
4. Capacity Building Activities  
5. Support for CAP Development  
6. Climate Finance  

For this purpose, the GCoM SEA Secretariat requires to expand its personnel to support the Secretariat in carrying out the said functional areas in the region, particularly in 4 countries: Indonesia, Malaysia, Thailand, and Vietnam. The position of **Climate Research Consultant** is intended to support the GCoM SEA Secretariat to achieve the expected role, focusing on functional areas 2 (Communication & Visibility) and 6 (Climate Finance).

### Scope of Work

The Climate Research Consultant will need to work from the office, as requested by GCoM SEA Coordinator. The consultant will be required to perform the following activities:

1. Communication & Visibility  
   a. Develop Climate Change Outlook of Southeast Asia (2.4)

2. Climate Finance: Conduct research on climate change with a focus on Southeast Asia (6.1)  
   a. Develop and review a Climate Finance Report of Southeast Asia.  
   b. Develop and review Climate Finance Landscape for Indonesia and Malaysia.  
   c. Review relevant policies and requirements related to climate-related institutions and other related documents.  
   d. Liaise with the relevant stakeholders (national governments, development partners, financial institutions, and other public or private entities) related to funding opportunities for signatories’ climate actions.  
   e. Provide technical advisory services to GCoM SEA Secretariat to the potential agencies and/or financial institutions, particularly on strengthening programme management of the portfolio for funding opportunities for climate action of signatories.

3. Other tasks: Assist and support the GCoM SEA Secretariat to carry out additional relevant tasks requested by the UCLG ASPAC Secretary-General and other strategic stakeholders (EU, GCoM Global, and GCoM SEA partners).

### Activity and Output/Deliverables

For Activity and Output/Deliverables, please refer to Annex.

Available Resources:

- Report of GCoM SEA Activities 2021-2022  
- CAPs of IUC Asia Project pilot cities  
- 3 editions of the e-newsletter  
- News article (available on the website: [https://asean-mayors.eu/](https://asean-mayors.eu/))  
- Existing GCoM SEA governance and strategy  
- Concept notes and proceeding notes of events (webinar, training, etc) conducted in 2021-2023  
- Minutes of meeting with ministries and other stakeholders conducted in 2021-2023
• Climate Finance Landscape (Indonesia & Malaysia)

Minimum Qualification Requirements

• Education: Preferably Master’s degree in Urban Planning, Environmental Studies, Sustainable Development, Public Policy, International Development and/or related fields;
• Experience:
  o At least 3 years’ experience in research on urban and climate issues.
  o Experience conducting research in SEA region.
  o A solid understanding of the Indonesian, Malaysian, Vietnamese, and Thai local government systems and national policies, strategies, and institutional arrangements for urban and climate issues.
• Skills: Excellent analytical, communication, and writing skills as indicated by previous publications and research reports.
• Language: Strong command of spoken and written English.

Schedule and Places of Assignment

<table>
<thead>
<tr>
<th>City and Country</th>
<th>Working Days</th>
<th>Est. Start Date</th>
<th>Est. End Date</th>
</tr>
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<tbody>
<tr>
<td>Jakarta, Indonesia</td>
<td>108</td>
<td>1 July 2023</td>
<td>31 December 2023</td>
</tr>
</tbody>
</table>

Maximum working days per month: 18 days

How to apply

The respective candidate is encouraged to apply through UCLG ASPAC Portal link below:
http://recruitment.uclg-aspac.org/apps/sistem/login
or Via email to recruitment@uclg-aspac.org and rendy.primrizqi@uclg-aspac.org
Kindly submit the application (cover letter and CV) before 30 June 2023.
## Annex: Details of Outputs/Deliverables and Remuneration (based on Output)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Output/Deliverables</th>
<th>Estimated Submission Date</th>
<th>Percentage</th>
<th>Working Days</th>
<th>Jul-23</th>
<th>Aug-23</th>
<th>Sep-23</th>
<th>Oct-23</th>
<th>Nov-23</th>
<th>Dec-23</th>
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<td>Develop Southeast Asia Climate Change Outlook (2.4)</td>
<td>Southeast Asia Climate Change Outlook</td>
<td>Sep-23</td>
<td>22%</td>
<td>24</td>
<td>3</td>
<td>2</td>
<td>3</td>
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<td>Conduct research on climate change with a focus on Southeast Asia (6.1)</td>
<td>Climate Finance Report of Southeast Asia</td>
<td>Oct-23</td>
<td>27%</td>
<td>29</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<td>3</td>
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<tr>
<td></td>
<td>Climate Finance Landscape for Indonesia</td>
<td>Nov-23</td>
<td>17%</td>
<td>18</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
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<tr>
<td></td>
<td>Climate Finance Landscape for Malaysia</td>
<td>Nov-23</td>
<td>17%</td>
<td>18</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<tr>
<td></td>
<td>Monthly report summarising advisory on climate finance</td>
<td>Monthly</td>
<td>7%</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<td>Other tasks: Assist and support the GCoM SEA Secretariat to carry out additional relevant tasks requested by the UCLG ASPAC Secretary-General and other strategic stakeholders</td>
<td>As needed</td>
<td>10%</td>
<td>11</td>
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