

TERM OF REFERENCE

Position	: Internship at UCLG ASPAC for ASEAN Mayors Forum Secretariat
Duration	: Three (3) months (extendable)
Division	: AMF Secretariat
Date Published	: 5 June 2023
Date Ended	: 18 June 2023

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, networks, and partnerships to develop the capacity of local governments and 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, decentralisation, municipal finance, gender equality, women leadership and empowerment, and good governance.

Furthermore, UCLG ASPAC concurrently hosted the ASEAN Mayors Forum Secretariat. The has received accreditation from the ASEAN Secretariat as the only entity of cities and local government networks in ASEAN in 2018. The AMF facilitates the cities and local governments as a platform for enhancing city-to-city cooperation; knowledge sharing; peer-to-peer learning, etc. The AMF summit held once a year follows the ASEAN country's chairmanship.

II. Objective

The main objective of the Internship Programme is to provide professional exposure to students or fresh graduates through involvement in the programs, meetings, and activities of AMF. 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 Southeast Asia

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region. It is expected that the Interns can obtain in-depth knowledge of the AMF Secretariat's 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 program or postgraduate program in the fields of development, urban/regional planning, business administration, public administration, international relations, political science, communication/ media, English department, 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 a good passion in conducting a research and analysis
- Have good knowledge on Southeast Asia Region
- Have experience in either of this software:
 - Canva/Adobe InDesign
 - Social Media Platform

IV. Assignments and expected outputs

The duration of the alumni internship program is three (3) months. Under direct supervision of the AMF Secretariat, the intern is expected to perform the following tasks:

Task Output (Roles and Responsibilities):

A. MONITORING AND EVALUATION FRAMEWORK TOOLS

- Be able to compile the information into Articles, and Country Profile
- Be able to do research on ASEAN Countries Best Practices

B. ADMINISTRATIVE WORK SUPPORT:

- Preparation of letters and invitations, and translation
- Supporting the AMF Summit on August 2023

C. COMMUNICATION AND OUTREACH:

- Familiar with the use of Social Media platform, Video, Design, and E-News production

D. AMF EVENTS SUPPORT:

- Supporting the AMF Summit on August 2023
- Familiar with producing the MoM (Minutes of Meeting), and note-taker

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

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

V. Completion of Internship

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

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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 mohammad.ridwan@uclg-aspac.org citing the subject: **Internship – AMF Secretariat.**

Also register to <http://recruitment.uclg-aspac.org/apps/>

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