

United Cities and Local Governments Asia Pacific

Terms of Reference

Job Title	Technical Research Assistant (Intern) for Urban Climate Resilience Programme
Division:	Strategic & Programme Division
Supervisor:	Regional Project Manager (Urban-Act)
Duty Station:	UCLG ASPAC Secretariat (hybrid)
Duration:	4 September 2023 – 3 December 2023 (3 Months)
Publish date :	09 August 2023
Closing date :	23 August 2023

1. Background

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognized voice of local governments by the United Nations. UCLG Asia Pacific (ASPAC), the largest regional section of United Cities and Local Governments (UCLG), has linkages to more than 7,000 cities and local governments. It represents over 3.76 billion people - more than half 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 Asia-Pacific. It promotes democratic local government, supports cooperation between cities, local government, and their associations, and facilitates programs, 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, decentralization, municipal finance, gender equality, women leadership and empowerment, and good governance.

Under the Urban-Act Project, UCLG ASPAC, in collaboration with GIZ and UNESCAP, plans to carry out several activities regarding the integrated urban climate action for low-carbon & resilient cities in Indonesia, Philippines, Thailand, China, and India from 2022-2026. UCLG ASPAC gives final years students and recent graduates the opportunity to get a taste of UCLG ASPAC's community and mission as our commitment to enhancing youth capacity and awareness of Urban Issues, especially in Climate Change scope and area. Under the Urban-Act Project, UCLG ASPAC requires interns to assist in developing and managing technical and administration materials.

2. Objectives

The main objective of the Internship Programme under UCLG ASPAC is to provide professional exposure to final years students or fresh graduates through involvement in the programs and activities of UCLG ASPAC, especially those focusing on climate action, in which further specifications have been mentioned in the background. UCLG ASPAC interns will also be able to develop expertise in applying theory from their various backgrounds to the practical issues of local governance, sustainable development, and other relevant works of UCLG ASPAC. It is expected that interns can obtain in-depth knowledge of the UCLG ASPAC Secretariat

functional activities and apply their knowledge and skills of their respective backgrounds while learning new skills and knowledge, encompassing issues of local governance and sustainable development result of the internship period.

3. Roles and Responsibilities

The internship program aims at providing an opportunity for outstanding graduate students to acquire practical experience in UCLG ASPAC's program work on Urban-Act Project, more specifically relating to:

- a) Conduct research and article(s) on integrated urban climate action for low-carbon & resilient.
- b) Support the preparation and development of various knowledge and communication product.
- c) Taking notes of meetings, events, webinar sessions, workshops, and pieces of training.
- d) Assist other relevant assignments from the supervisor and Urban-ACT Project team, and/or secretariat team if needed.

4. Qualifications

To qualify for the UCLG ASPAC Internship Programme, the following conditions:

- a) At least a final year student or the 5th semester of their undergraduate program in Social and Political Sciences, Education, Urban Planning, Environment Studies, or other related majors.
- b) The interest in Climate Change scope and area or Urban Climate Resilience (have a research proposal draft or currently conducting thesis research on Climate Change Issues and Urban Climate Resilience, especially for the candidate who is interested in research)
- c) Familiar with the operation of Microsoft Offices (word, excel, PowerPoint)
- d) Excellent English both speaking and writing skills.
- e) Have experience in research, learning, and/or climate change activity such as organisation or project.
- f) Be proactive and determined.

5. Duration of Internship and Outcome

The minimum duration of an internship is three (3) months, which may be extended depending on the office's needs to a maximum period of six months. The internship programme is normally on a full-time basis and the Intern is expected to work five full days a week (including one day of work from home) with the Urban-Act Project which has selected them under the supervision of an experienced staff member. The individual will be supervised by the Urban-ACT Regional Project Manager and/or his team and will deliver a presentation and final report detailing the intern's experience and work assigned during the period of internship. The Interns shall also develop post-activities reports for all seminars, workshops, or conferences attended (where applicable).

6. Expenses

The UCLG ASPAC does not remunerate interns in any way. All costs related to an intern's participation in the programme must be borne by the applicant, who will have to arrange travel, and accommodation, etc. Interns do not receive a salary or emoluments from the UCLG ASPAC. Costs incurred by an intern in the discharge of their functions shall be reimbursed by the UCLG ASPAC under the same rules as costs reimbursed to staff members.

7. Expenses 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 of UCLG ASPAC.

8. How to apply

Any interested intern is encouraged to apply by sending their CV and motivation letter to recruitment@uclg-apac.org, cc to helmi.abidin@uclg-aspac.org; agung.zulhatta@uclg-aspac.org. By 23rd August 2023 at 05:00 PM (Jakarta time) the latest.

Subject : Internship programme – Urban Act