
Term of Reference (TOR)

Job vacancy no :	035/UCLG ASPAC/Urban Act/XII/2023
Post Title:	National Project Coordinator
Division:	Programme
Duty Station:	UCLG ASPAC Secretariat, Jakarta
Duration:	One (1) year with extendable
Supervisor:	Regional Project Manager (Urban-Act)
Publish Date:	29 December 2023
Closing Date:	05 January 2024

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the United Cities and Local Governments (UCLG) in which its Secretariat is based in Jakarta, Indonesia, and hosted by the Provincial Government of Jakarta. 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 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 programmes, 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 community development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development comprising poverty alleviation, climate change, disaster resiliency, culture, strategic planning, decentralisation, local finance, gender equality, women leadership, and empowerment as well as good governance.

As part of the consortium, UCLG ASPAC in partnership with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), and TU Dortmund, IREUS University of Stuttgart, are engaging in one of Internationale Klimaschutz Initiative (IKI) project – Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act). It is a four (4) years project that started in 2022 and it covers five countries including Indonesia. The project objectives are to enhance vertical integration and enable conditions for planning and implementation of evidence-based and inclusive urban climate action in line with Sustainable Development Goals (SDGs) and Nationally Determined Contributions (NDCs). The project is implemented at five countries such as China,

India, Indonesia, the Philippines, and Thailand and it provides targeted support both at the regional level (Asia-Pacific region), and national level (Indonesia). The Project has the following four targeted outputs of the work plan activities:

Output 1: Improved Institutional Environment for Climate-Sensitive Urban Development.

Output 2: Evidence-Based and Inclusive Climate-Sensitive Spatial and Urban Planning.

Output 3: Project concepts for urban climate action investments identified.

Output 4: Enhanced Knowledge Through Regional Networking, Exchange, and Learning.

At the national level, Urban-ACT is closely supporting the Ministry of Bappenas as the strategic partner and for project implementation. Further, UCLG ASPAC is partnering with GIZ Jakarta, and in close collaboration with the selected pilot cities (Padang and Medan). To strengthen the vertical integration of Urban Climate Resilient, UCLG ASPAC also works closely with relevant ministries such as the Ministry of Environment and Forestry (KLHK), Ministry of Home Affairs (Kemendagri), and Ministry of Finance (Kemenkeu). Therefore, the strong coordination among consortium and partners is the key deliverable for the UA project implementation in Indonesia and UCLG ASPAC is recruiting the National Project Coordinator for a one-year (1) period with the possibility of extension, based on satisfactory performance.

Objective and goal:

1. Act as focal coordinator in providing assistance to strategic partners, consortium partners, and pilot cities in achieving the Urban Act output in Indonesia with support from partners and experts on behalf of UCLG ASPAC;
2. Develop and maintain communication with external parties at all levels;
3. Provide the project output achievement report for the Indonesia component;
4. Support the management of strengthening capacity building through the delivery of national workshops/training based on the project activities.

Key Duties and Scope of Works

1. Coordinating, Communications, Reporting, and Outreach (60%)
 - Regularly liaises and coordinates directly with consortium partners (GIZ Jakarta and other five GIZ Countries), and other relevant stakeholders in Urban climate resilience sectors;
 - Actively communicate with two pilot cities, and/or Training Provider(s) for the development of each key sector activity;
 - Actively coordinate with the Climate Project Officer and local consultants on the output achievement at the pilot cities;
 - Gather feedback, questions, or other queries from pilot cities and link with partners and/or Training Provider(s) to provide the appropriate response to the queries;
 - Work closely with the communication and knowledge management team on the learning/training activities to result in project visibility on the media platform;
 - Act as the main focal point to communicate with key stakeholders and pilot cities within the regions (join the regular working group meetings);
 - Bridge the communication with key stakeholders, the pilot city in Indonesia with other UA pilot cities (from four countries).
 - Prepare monthly reports with the Climate Project Specialist to address achievements, identity risks, and challenges in project implementation and to enhance the quality of reporting.

- Prepare regular monitoring and evaluation reports for the project status are relevant to the development of each key sector activity;
2. Technical Management and Support (40%)
- Work closely with the Regional Project Manager to deliver the implementation of the project activities in Indonesia in accordance with the project objectives;
 - Assist in strengthening country capacity by organising national workshops/training in achieving the project output;
 - Be responsible for the coordination and management of capacity-building events in Indonesia with the support of the Climate Project Officer, Project Administrative, and Finance Officer;
 - Contribute fully to the UCLG ASPAC organisation's strategic aims and objectives, which include advocacy, capacity building, and research, as well as promote the value of its planned activities;
 - Perform any tasks from time to time as requested by the Regional Project Manager and/or the Secretary-General.

Qualifications:

- ❖ Education:
 - Minimum Master's degree in Urban or Sustainable Development/Natural Science and/or related fields.
- ❖ Experience:
 - Minimum 8 (eight) years of professional experience in the projects and working in a similar position in an International Organization or NGO and/or National Corporation (EU, USAID, DFAT, GIZ, World Bank Funded project).
 - Demonstrated experience working with national and local governments, multi-donor agencies, and/or development partners.
- ❖ Skills and competencies:
 - Advanced computer skills, particularly MS Office.
 - Fluency in written and spoken English (with Certificate: TOEFL/IELTS)
- ❖ Special Requirements of the Assignment:
 - Demonstrates ability in project reporting.
 - Has strong analytical, communication, and interpersonal skills.
 - Demonstrates detail orientation, proactive attention to outcomes and expectations
 - Has working experience in international cooperation development projects.
 - Be willing to travel during the project's implementation when required.
 - Has the ability to work in a team and individually.
 - Honest, trustworthy, and demonstrate sound work ethics.
 - Ability to quickly establish professional rapport with colleagues and other persons.
 - Ability to work under pressure and to deadlines required.

- Experience in working in an international environment, respecting different cultures and nationalities.
- Effective verbal, presentation, and listening communication skills.
- Positive work ethic with a willingness to learn.

Supporting Team

She/He shall be supervised by the Regional Project Manager under the Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act) Project.

Reports

1. Monthly progress report (in coordination with PM).
2. Monthly Timesheet.

How to apply

Identified candidate is invited to submit an updated CV with a cover letter to: recruitment@uclg-aspac.org copy to helmi.abidin@uclg-aspac.org citing the subject: National Project Coordinator-Urban Act

Kindly submit the application (cover letter and CV) before 5 January 2024.