Background
UCLG ASPAC as the lead implementing agency, in partnership with international development partners from Europe namely Pilot4Dev, ACR+, ECOLISE, and the University of Paris-Est Marne-la-Vallée, as well as All India Institute of Local Governments from South Asia, is currently engaging in one of current EU projects – Climate Resilience Inclusive Cities (CRIC). It is a five (5) year-project with overall objectives to propose a long-lasting and unique cooperation through triangular cooperation between cities and research centres in Europe, South Asia (India, Nepal, Bangladesh), and Southeast Asia (Indonesia, Malaysia, Philippines, Thailand). The Project will also contribute to sustainable integrated urban development, good governance, and climate adaptation/mitigation through partnerships, and tools such as sustainable local action plans, early warning tools, air quality and waste management in consultation with experts’ panels.

The target groups of the Project are local governments, cities, and urban stakeholders working on climate resilience, climate mitigation and adaptation, and good governance of inclusive cities. With final beneficiaries include but are not limited to the local community of the cities/provinces, including women, marginalised sector, civil society, and private sectors.

The Project has the following 3 Pillars as the targeted outcomes of the activities:

Pillar 1: Knowledge production and exchange
- Improved institutional, financial and administrative capacities of cities and LAs;
- Strengthened mechanisms for consultation, coordination and cooperation among public, private, civil society sectors and other relevant stakeholders in the decision-making and production of urban development policies;
- Strengthened policy dialogue on urban policies, urban challenges, and climate change.

Pillar 2: Local action plans for climate resilient and inclusive cities
- Strengthened cities and LA’s capacities in the design and implementation of inclusive public policies;
- Improvement of the quality, delivery and equitable access to basic services and infrastructure;
- Enhanced capacities of cities and LAs in managing urban waste and air pollution, Promoted green and low carbon and climate resilient urban development and urban circular economy;
- Enhanced capacities of cities, villages and LAs in managing (multi-hazard) disaster risks, and promoting shock-responsive and resilience infrastructure and services.
Pillar 3: Communication and Capacity Building

- Improved institutional, financial and administrative capacities of cities and LAs;
- Strengthened mechanisms for consultation, coordination and cooperation among public, private, civil society sectors and other relevant stakeholders in the decision-making and production of urban development policies;
- Strengthened capacities of cities and LAs in using smart technologies,
- Improved public-private partnerships and schemes for the local economy.

The financial statement accurately reflected in the project implementation includes all material aspects, funds allocated to the project and funds usage following the applicable contractual conditions. Consequently, the expenditures that comply with financial management principles and the internal control system shall be established to manage project risk. This shall be appropriately designed and effectively implemented during the audit period. To further ensure compliance with expenditures, UCLG ASPAC is recruiting an identified candidate for Project Finance and Administrative Consultant for three (3) months.

Scope of Works/Key Duties:

- Supporting the Project Activities in completing the Project CRIC’s Supporting Documents in accordance with detailed administrative and financial SOP of the UCLG ASPAC and Donor during the period from January 2020 to 31 December 2023
- Completing and ensuring the timely control of documentation on the CRIC interim reports, procurement, staffing and all administration and financial compliance with UCLG ASPAC SOP and donor’s regulations.
- Ensuring all supporting documents are properly scanned and readable. He or she must be able to develop a good filling structure which easy to access and easy to identify.

Period Cover:
The Financial Documentation will be conducted in accordance with the Financial Reporting Cycle as follows:

- January – December 2020
- January – December 2021
- January – December 2022
- January – December 2023

Deliverables and Schedule:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Expected completion date</th>
<th>Estimated Schedule of Delivery (Period Year of documents per agreed timeline)</th>
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<td>Sources of data:</td>
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<td>4. EU Letters &amp; Official emails.</td>
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<td>5. EU General Condition &amp; Special Condition Document for CRIC.</td>
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<td>6. EU Financial Guideline (Kick-off document)</td>
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<td>7. CRIC Grant Agreement &amp; MoU with Partners.</td>
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**Supporting Team**
She or he shall be supervised by the Finance and Admin Coordinator and Project Manager, and her/his work is reviewed and approved by the Finance Accounting Manager of UCLG ASPAC.

**How to Apply:**
Identified candidate must submit the CV and Cover Letter to recruitment@uclg-aspac.org, by latest 15 June 2024.