

TERMS of REFERENCE

Procurement No	:	020/UCLG ASPAC/AMF/VI/2024
Procurement Title	:	AMF-UNCDF Research Consultant #3
Purpose	:	To Research and Produce the Best Practice Compilation Report
Division	:	AMF – Programme
Duty Station	:	Jakarta
Publish Date	:	27 June 2024
Closing Date	:	30 June 2024

A. BACKGROUND / INTRODUCTION

The grant agreement between the UCLG ASPAC/AMF Secretariat and UNCDF aims to implement one of the "Smart Green ASEAN Cities" (SGAC) project deliverables. This ASEAN-wide initiative encourages more sustainable urbanisation in ASEAN cities while lowering their environmental footprint and raising citizens' quality of life. The project's specific goal is to promote the adoption of green and smart city solutions throughout the ASEAN region.

Regarding UCLG ASPAC's participation in providing the Case Study Report, we are developing three thematic short case studies (1 for each term) that address thematic areas of smart green urban development practices within the ASEAN region. We produced two (2) reports in 2022 and 2023. For the last term, UCLG ASPAC will again develop the short case studies that include two examples of city best practices drawn from the ASEAN member states which were not selected/included yet in reports 1 and 2.

The thematic case studies will include a minimum of three areas. To complete the requirements set in the Agreement, we will explore at least 3 thematic issues from 2 cities and select 2 more issues which may significantly add knowledge and value to the reports. These will come from the cities in **Viet Nam, Loa PDR, or Cambodia**. The themes are listed below:

1. Air pollution and clean urban transport solutions
2. **Sustainable urban mobility planning (SUMP)**
3. Water and sanitation
4. Climate-smart and sustainable infrastructure
5. Solid waste management
6. Renewable energy and energy efficiency
7. Green spaces and urban biodiversity

B. OBJECTIVES

The objective of the case study is:

1. Identify the key issues in Smart Green ASEAN Cities (SGAC) and financing related to required topics.
2. Contribute to capacity building and add knowledge for cities and local government financing issues, smart, green, and sustainable development in ASEAN cities and local governments.
3. Showcase an informative SGAC case study, which includes two examples of city best practices drawn from the ASEAN member states that provide a regional balance.
4. Provide recommendations for private and public financing and sustainable development for cities and local governments.

C. EXPECTED RESULT

1. Produce a printed visual report containing an AMF profile showcasing the background, of Smart Green activities in ASEAN cities, with the local governments, associations, partners, and relevant, targeted stakeholders.
2. Produce materials that will be shared with cities, local governments, associations, partners, and relevant stakeholders before, during, or after the special events of the AMF.
3. A thematic case study report gives useful information, education, and communication material that promotes AMF-UNCDF's impact on ASEAN cities and local governments.
4. Attractive product design for the case study report to be submitted to UNCDF.

D. SCOPE OF WORK

1. The researcher's tasks are to:
 - a. Undertake programme-related research, data collection, and analysis on national and local development contexts and the landscape of subnational finance (1 research report, 1 article publication, and financing scheme mapping report).
 - b. Contribute to the production of analytical tools, awareness materials, and practical knowledge products for ASEAN municipal governments.
 - c. Identify and compile good practices in smart green city development and financing in Southeast Asia-related projects.
 - d. Support projects and activities, including the preparation and organisation of capacity-building activities with municipal authorities and urban and/or finance practitioners (webinars, workshops), presentation materials and logistics, the identification/mobilisation of speakers and experts, communication and follow-up with participants, etc.
 - e. Complete the flow of proposed research: a preliminary review of the measurement framework, review of the measurement framework, and preliminary review of best practices.
 - f. Generate preliminary review of best practices: interview guide, revision of interview guide, searching for (Supporting) Secondary Data.

- g. Write, interview, and conduct verbatim transcription, and coding result.
 - h. Complete research on Alternative Financing Options (showcasing the existing project financing scheme).
2. The researcher will work with data and information, ensuring that elements are balanced and viewable. They will need to carefully consider the composition of the content to create a clear flow of information for the readers. The researcher will also need to do the following:
- a. Produce a research paper (thematic case study) to help deliver the AMF-UNCDF issues and needs.
 - b. Present and provide background and comprehensive research development.
 - c. Incorporate changes recommended by the AMF secretariat into the final paper.
 - d. Review the research draft for errors before printing them.

E. SPECIFICATION

The researcher consultant is required to have the following:

1. At least a bachelor's degree or two years of experience in research and data management.
2. Demonstrated good composition and content to ensure the research was balanced and worked smoothly.
3. Demonstrated good analytical skills, which affected the final result of the research.
4. Demonstrated good communication and english writing skills to transfer ideas, questions, and solutions effectively.
5. Familiar with Southeast Asia issues in private and public financing and sustainable development in specific topics.
6. Experience in UCLG ASPAC consultancy works or internship programme is a plus point.

F. TIME FRAME

The timeframe for the production of the AMF-UNCDF Case Study Report #3 is **1 July - 30 September 2024**.

Activities	Time Frame
Researcher recruitment announcement	27-30 June 2024
Produce a draft proposal of the research	1-3 July 2024
Internal approval	4-5 July 2024
A preliminary review of the measurement framework	8-12 July 2024

Data collection, and analysis on national and local development contexts	15-19 July 2024
Produce, conduct and revise interviews, search for (Supporting) Secondary Data	22 July -2 August 2024
Writing, interview, verbatim transcription, and coding result	12 – 25 August 2024
Review the final report by UCLG ASPAC	5 -16 August 2024
Final Submission of the Report and Improvement	19 August 2024 – September 2024

G. How to apply

The candidate is requested to send her CV and letter of motivation to: recruitment@uclg-aspac.org, copy to : lenny.trisnandari@uclg-aspac.org; mohammad.ridwan@uclg-aspac.org.

Subjet : **AMF-UNCDF Research Consultant #3**

This is dedicated for Identified Candidate.