

United Cities and Local Governments Asia-Pacific

Terms of Reference

Vacancy No	:	022/UCLG ASPAC/UA/VII/2024
Position	:	Research Consultant for Policy Brief on Enhancing Urban Climate Action
Division	:	Programme
Project/Programme	:	The Integrated Urban Climate Action for Low-Carbon & Resilient Cities (Urban-Act)
Supervisor	:	Regional Project Manager
Duty Station	:	UCLG ASPAC Secretariat/Remote
Duration	:	August to December 2024 (4 Months)
Posting date	:	11 July 2024
Closing date	:	25 July 2024

Background

The United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section of UCLG, the global network of cities and local governments. UCLG ASPAC represents local governments in the Asia-Pacific region, advocating for their interests and promoting sustainable urban development, good governance, and effective local self-government. With a mission to promote the interests of local governments and their citizens, UCLG ASPAC fosters cooperation, innovation, and knowledge sharing among cities and local governments in the region, aiming to address urban challenges and enhance the quality of life for all residents.

The Integrated Urban Climate Action for Low-Carbon & Resilient Cities (Urban-Act) Project is a flagship initiative of UCLG ASPAC that supports the transformation of cities towards low-carbon and resilient urban development in **the Philippines, China, India, Indonesia, and Thailand**. The project contributes to implementing Nationally Determined Contributions (NDCs) and the 2030 Sustainable Development Agenda. It promotes vertical coherence by integrating national policies and frameworks into local plans and programs for effective climate action. At the regional level, Urban-Act supports advocacy through intergovernmental and city-to-city dialogue, facilitated by regional consortium partners such as the UN Economic and Social Commission for Asia and the Pacific (ESCAP) and UCLG ASPAC. The project enables knowledge sharing to scale project results and institutionalise good practices.

The Urban-Act Project aims to achieve several key outputs that support sustainable urban development. These outputs include improving institutional environments for climate-sensitive urban development, evidence-based and inclusive climate-sensitive spatial and urban planning, developing project concepts for urban climate action investments, and enhancing knowledge through regional networking, exchange, and learning. The project works with national government agencies, city governments, and various stakeholders to develop climate-sensitive urban development plans supported by clear investment strategies and underlying budgets.

One of the critical outputs of the Urban-Act Project is the drafting of a policy brief that advocates for consensus building on enhancing the enabling conditions for urban climate action, including considering

Gender Equality, Disability, and Social Inclusion (GEDSI) principles. This involves facilitating regional and country-level city-to-city dialogue and exchange with municipal associations to identify cities' needs, priorities, and potential contributions to NDC implementation and localisation. By ensuring bottom-up feedback from cities, the policy brief will provide actionable recommendations for enhancing urban climate action, fostering collaboration, and promoting inclusive and sustainable development practices in the Asia-Pacific region.

The expected outputs of the Urban-Act Project include improved institutional environments for climate-sensitive urban development, evidence-based and inclusive climate-sensitive spatial and urban planning, development of project concepts for urban climate action investments, and enhanced knowledge through regional networking, exchange, and learning.

Objectives

This consultancy aims to prepare a policy brief that advocates for consensus building on enhancing enabling conditions for urban climate action, including **GEDSI principles**, through regional and country-level city-to-city dialogue and exchange. The policy brief will identify needs and priorities and highlight **potential contributions of cities to NDC (Nationally Determined Contributions)** implementation and localisation, ensuring bottom-up feedback from cities.

Scope of Work

The consultant will:

- **Conduct Research:** Thoroughly research the landscape of urban climate action, including existing initiatives, best practices, and policy frameworks.
- **Engage Stakeholders:** Conduct interviews and surveys with relevant stakeholders (city officials, municipal associations, experts, etc.) to gather insights and perspectives.
- **Analyse Data:** Analyse the collected data to identify key trends, challenges, and opportunities related to inclusive urban climate action.
- **Draft Policy Brief:** Develop a well-structured, evidence-based policy brief that is clear, concise, and impactful.
- **Incorporate Feedback:** Revise the policy brief based on feedback from the project team and stakeholders.

Deliverables

- Inception report outlining the methodology and work plan.
- Stakeholder engagement report summarising input from consortium partners and the pilot cities of Urban-Act.
- Draft policy brief for review by key stakeholders.
- Final policy brief incorporating feedback from stakeholders.
- Summary report detailing the process and findings.

Duration

The consultancy will be carried out for 4 Months, from 1 August to 30 November 2024.

Qualifications and Experience

- Advanced degree in urban planning, environmental studies, public policy, international relations, or a related field.
- Minimum of 5 years of proven experience in policy analysis, climate action, and/or urban development, preferably in the Asia-Pacific context.
- Strong understanding of GEDSI principles and their application in urban development.
- Experience in stakeholder engagement, facilitation of dialogues, and consensus building.
- Excellent research, analytical, writing, and communication skills.
- Previous experience working with municipal associations and urban development projects in the Asia-Pacific region is a strong asset.

Supporting Team

The post will be supervised by the Regional Project Manager – Urban Act in coordination with Research and Learning Officer.

Application Submission Details

UCLG ASPAC invites interested and qualified candidates to apply for the opportunity to develop a policy brief as part of the Urban-Act project. To submit your application, please follow these steps:

- 1) **Complete the online application form:** The form must be completed in its entirety and submitted no later than 25 July at 11.00 pm (Jakarta Time) via the following link;
https://www.surveymonkey.com/r/RC_UrbanAct_PolicyBrief
- 2) **Prepare and submit your supporting documents:** In addition to the application form, please submit the following documents as part of your application package:
 - **Curriculum Vitae (CV):** Your CV should highlight your relevant experience in policy analysis, research, and writing, particularly in areas related to urban development, governance, and climate action.
 - **Cover Letter:** In your cover letter, please briefly outline your interest in this consultancy, your understanding of the Urban-Act project, and your approach to developing the policy brief.
 - **Writing Sample:** Please provide a recent writing sample (e.g., policy brief, research report, or published article) that demonstrates your ability to analyse complex information and communicate it effectively to a policy audience.
 - **Brief Proposal:** Please provide a brief proposal (maximum 2 pages) outlining the following: *a) **Work Plan:** A detailed timeline for the completion of the policy brief, including key milestones and deliverables, and b) **Methodology:** A description of the research and analysis methods you will employ to develop the policy brief.*
- 3) **Submission deadline:** All applications must be submitted online **by 25 July at 11:00 pm (Jakarta Time)**. Late applications will not be considered.

How to apply: Interested candidates should submit the completed online form along with the supporting documents before the above-mentioned deadline to recruitment@uclg-aspac.org and copy

to agung.zulhatta@uclg-aspac.org with subject: **Urban-Act: Research Consultant for Policy Brief.**
Only selected candidates will be contacted.