
TERMS of REFERENCE (TOR)

Vacancy No:	028/UCG ASPAC/CRIC/IX/2024
Post Title:	National Consultant to Review the Climate Action Plan (CAP) Reports
Division:	Strategic Services and Programmes/ Climate Resilient and Inclusive Cities (CRIC) Project
Duty Station:	Remotely
Duration:	Approximately forty-two (42) working days within 3 months, output-based
Date Posted:	12 September 2024
Closing Date	19 September 2024 (Jakarta Time: 11:00 AM) or earlier
Budget Line:	CRIC 5.2.4 Pilot City Activities

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section of UCLG, an amalgamation of the International Union of Local Authorities (IULA), United Towns Organisation (UTO), and World Association of the Major Metropolises (METROPOLIS). UCLG was established on 1 January 2004 and is headquartered in Barcelona, Spain. Following this unification, UCLG ASPAC was established in Taipei on 14 April 2004, as the new entity of IULA ASPAC.

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, networking and partnerships to develop the capacity of local governments and their 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 local economic development, climate change, disaster resiliency, culture, strategic planning, decentralisation, municipal finance, gender equality, women leadership and empowerment and good governance.

UCLG ASPAC as the lead implementing agency in partnership with international development partners from Europe namely Pilot4Dev, ACR+, ECOLISE, and the University of Gustave Eiffel, as well as All India Institute of Local Governments from South Asia (AIIILSG), is implementing the Climate Resilient and Inclusive Cities (CRIC) Programme. It is a five (5) years programme with the overall objective 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). UCLG ASPAC is currently assisting ten CRIC pilot cities in Indonesia in preparing their sustainable Climate Action Plans (CAPs), with support from Indonesia’s Ministry of Environment and Forestry (KLHK), the Ministry of Development Planning (Bappenas), the Ministry of Home Affairs (MOHA) and the Association of Indonesia’s Municipality (APEKSI). Each city was given a series of Climate Action Plan Training sessions and Technical Assistance supported by CCROM SEAP IPB, and UCLG ASPAC needs a dedicated national consultant to work together with the City Climate Change Working Group (Pokja) in each city and CRIC’s Field Officer to review the CAPs to better

articulate the report with local context and needs.

Objectives

The overall objective of hiring a national consultant is to review the Climate Action Plan (CAP) Reports of ten (10) pilot cities of CRIC.

The specific objectives are to:

1. Articulate and share science-based information, findings and recommendations in city's climate mitigation and adaptation action plans that are produced by CAP consultants and CRIC working group members.
2. Strengthen local mitigation and adaptation data and analysis in Climate Action Plans as a result of CAP Training sessions given in each CRIC Pilot City.
3. Promote buy-ins and ownerships from the city's mayors, its local authorities, working group members, and also national stakeholders as a result of their involvement in the CAP Development.

Scope of Work/Key Duties

The CRIC Project will need one national consultant; he/she will be responsible for reviewing the CRIC Climate Action Plan (CAP) Reports in ten CRIC Pilot Cities.

The City Climate Action Plan reports cover the aspects of climate change and SDGs policy, climate change scientific base, Green House Gases (GHG) Inventory and its reduction target (as part of the Climate Change Mitigation component), and Climate Vulnerability and Risk Assessment and its adaptation target (as part of Climate Change Adaptation component). The CAP reports capture the result from the ongoing series of CAP Training sessions and Technical Assistance recorded by the CRIC team which include:

1. Climate Change Adaptation Training (consists of two trainings and four technical assistance)
 - A1: Scientific Base Training on Climate Change, Climate Risk and Vulnerability
 - A2: Discussion on Calculation of Climate Risk and Vulnerability Results, as well as Adaptation Action Plan Development Training
2. Climate Change Mitigation Training (consists of three trainings and four technical assistance)
 - M1: GHG Emission Inventory Training
 - M2: Baseline Development Training
 - M3: Discussion of Inventory Results, as well as Baselines and Action Plan Development Training

Climate resilience and strategy, social inclusiveness, and disaster risk management are challenging long-term objectives, therefore the national consultant must assist the city government in exploring and identifying cooperation opportunities to implement the local action plans efficiently and articulate them in the CAP Report.

The national consultant needs to ensure that the report has sufficiently integrated climate resilience, disaster risk management, good governance, inclusiveness and SDGs into the local mitigation plans. In the case where the approval of the local action plans will require a strong component of governance, advocacy, and information of national authorities, the consultant also needs to describe the enabling conditions in the report.

Once selected, the national consultant will be required to review climate action plans for no more than three (3)-month period, based on the briefing with the CRIC Team, with the agreed methodology to be defined jointly by the consultant and CRIC Team.

The proposed methodology should at least cover:

- a. Types of the methodology chosen and the rationale for reviewing the local context of climate action plans considering the current situation nationally and locally.
- b. Strategy to ensure inclusive reporting in the CAP report.
- c. Methods of the data analysis

The selected consultant will have access to the city CAP reports jointly developed by CAP Consultants, working group (Pokja) members and local stakeholders. The consultant may conduct FGDs, interviews, and other appropriate data collection methods with the local stakeholders as needed in close coordination with the CRIC Field Officer and the City Pokja.

The climate mitigation and adaptation action plan reports shall follow the minimum requirements of the report outline guided by the Indonesian government (Directorate General of Climate Change, Ministry of Environment and Forestry) which takes into account the result of data collection, analysis methods, and process generated from the CAP Training sessions and Technical Assistance. In the absence of available data, the consultant should identify the means and source of verification and recommend the follow-up actions to be taken by the City's Pokja and CRIC Field Officer.

Deliverables should be prepared mainly in Bahasa Indonesia to ensure accessibility to Indonesian stakeholders, with presentations of the key findings and results of the Climate Action Plan for both internal and external project stakeholders also available in English.

Qualifications:

- ❖ Individual with background education of Master's degree in climate change, urban planning, sustainable development, environment, and/or related fields;
- ❖ Have over ten years of experience in developing climate-related plans, climate research, data processing and analysis;
- ❖ Based in any city in Indonesia and demonstrated a good knowledge of the local context;
- ❖ Excellent analytical skills and report writing skills and able to prepare a clear, concise, and good quality report in Bahasa Indonesia;
- ❖ Demonstrated good communication and facilitation skills, as well as experience working with national and local governments in Indonesia;
- ❖ Demonstrated ability to produce narrative reports that are well-understood by the readers;
- ❖ Willing to and agree to follow the project timeline;
- ❖ Working background as part of SDGs centre is a plus, with a good understanding of the SDGs issues and climate change, local government's role in localising the SDGs and on SDGs attainment in Indonesia;
- ❖ Computer skills:
 - Intermediate to advanced MS Office skills in all basic Microsoft Word programmes and publication software.
 - Ability to use GIS and other spatial mapping software is preferred.

Deliverables

1. Inception report detailing the workplan for reviewing the local climate action plans.
2. Draft of Reviewed Climate Action Plans that include Reviewed Climate Change Adaptation Reports and Climate Change Mitigation Reports.

3. Presentation of the key findings and results of Climate Action Plan reviews for both internal and external project stakeholders in Bahasa Indonesia and English.
4. Final Reviewed Climate Mitigation and Adaptation Action Plans written in Bahasa Indonesia, that are in compliance to national standards and validated with the minimal requirements incorporating any feedback and revision from UCLG ASPAC.

How to apply

Please send your:

1. Latest CV outlining consultant's capacity and experience in consultancy services and/or area of work.
2. Evidence of similar levels of reviews or assessments that the consultant has conducted, and
3. Proposed cost-effective and efficient methodology to gain information from the project stakeholders.
4. Best price for the services before the deadlines.

Please send your offer to recruitment@uclg-aspac.org, before 19 September 2024. And kindly register your profile at <http://recruitment.uclg-aspac.org/apps/>.

Only selected ones will be contacted.
