

United Cities and Local Governments Asia-Pacific

Terms of Reference

Vacancy No	:	002/UCLG ASPAC/UA/I/2025
Position	:	Research Consultant for Integrating Climate Targets into Local Planning at the City Level
Division	:	Programme
Project/Programme	:	The Integrated Urban Climate Action for Low-Carbon & Resilient Cities (Urban-Act)
Budget line	:	50651 Urban-Act Project; Budget line 50651.2.2 National/Local Experts
Supervisor	:	National Project Coordinator
Duty Station	:	Remote or based in Padang City
Duration	:	15 February to 14 August 2025 (6 Months)
Posting date	:	24 January 2025
Closing date	:	7 February 2025

BACKGROUND

The United Cities and Local Governments Asia Pacific (UCLG ASPAC) represents cities and 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 regional challenges and enhance the quality of life for the communities.

One of UCLG ASPAC's flagship initiatives, Urban-Act, supports the transition to low-carbon and resilient urban development in partnership with consortium partners GIZ, UNESCAP, IREUS Stuttgart, and TU Dortmund. It also contributes to implementing national climate change targets and the Sustainable Goals in China, India, Indonesia, Thailand, and the Philippines. Commissioned by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) and funded through the International Climate Initiative (IKI), Urban-Act aims to improve institutional frameworks 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 Urban-Act project promotes vertical coherence by aligning national policies with local plans and programmes for effective climate action. In Indonesia, this alignment is particularly crucial as cities play a central role in achieving national climate goals. However, local development plans such as the Local Medium-Term Development Plan (RPJMD), Strategic Plan (Renstra), and/or Work Plan (RKPD) often face challenges in fully integrating these targets. This challenge is evident in the pilot cities of Medan and Padang, where Urban-Act is working to address these gaps, especially in Padang City which will need more support.

A policy review conducted by the Urban-Act project on the vertical integration of low-carbon and climate-resilient development revealed that most programmes and activities in key sectors related to low-carbon and climate resilience are not explicitly reflected in the local development plans. Based on these findings, a key recommendation is to **integrate climate targets into local development plans** to ensure local efforts contribute

to national climate goals. By aligning national strategies with local needs, Padang can better incorporate climate resilience and greenhouse gas (GHG) emission reduction efforts into their development plans. This alignment will help both cities build greater resilience to climate impacts while contributing to Indonesia's overall climate action objectives.

To support the alignment process, Padang City needs a comprehensive plan highlighting its efforts in climate change mitigation and adaptation, as it currently lacks such a document. Therefore, the Urban-Act project will assist Padang City in identifying climate challenges, opportunities, and targets through the development of a Climate Action Plan (CAP) which shall be integrated into their overall local development plans. For this purpose, UCLG ASPAC seeks a dedicated consultant to work with the Climate Working Group of Padang City (Pokja Perubahan Iklim) to integrate climate targets, including the CAP development on mitigation and adaptation into local development plans in Padang City.

OBJECTIVES

The consultancy primarily aims to integrate climate targets into local development plans, including the RPJMD, Strategic Plan (Renstra), and/or Work Plan (RKPD). This involves aligning national and local climate targets and developing a Climate Action Plan (CAP) by identifying specific needs, challenges, opportunities, and climate priorities for the city of Padang. The consultancy will have to be conducted with the participation of key stakeholders.

SCOPE OF WORK

- Review existing local plans. Conduct a review of the city's Local Long-Term Development Plan (RPJPD) 2025-2045, Technocratic of Local Medium-Term Development Plan (RPJMD), Strategic Plan (Renstra), and/or Work Plan (RKPD) to assess current alignment with national climate policies and targets (including National Long-Term Development Plan/ RPJPN 2025-2045, Technocratic of National Medium-Term Development Plan (RPJMN) 2025-2029, Enhanced Nationally Determined Contributions (E-NDC), Long-Term Strategy Low Carbon Climate Resilience (LTS-LCCR), etc).
- Gap analysis. Identify gaps between national climate goals and the current local plans, particularly on emissions reduction, climate resilience, and adaptation strategies through climate action plan development. This includes:
 - a. Analysis of Greenhouse Gas (GHG) inventory and vulnerability risk assessment. Review and assess the current GHG emissions (baseline) across key sectors, such as energy, transportation, waste, and land use. Additionally, perform a comprehensive analysis of the city's vulnerability to climate change impacts.
 - b. Developing climate actions. Based on the GHG inventory and vulnerability assessment, identify specific climate mitigation and adaptation actions tailored to the city's needs (priority climate actions).
 - c. Monitoring and evaluation frameworks. Create specific, measurable, and time-bound indicators to monitor the progress of climate actions.
 - d. Documentation and reporting. Detailed records of alignment of climate targets and CAP development, including baseline assessment, target and goals, mitigation and adaptation strategies, monitoring and evaluation framework.

- Stakeholders' engagement. Facilitate discussions (FGD) with local governments and relevant stakeholders to ensure consensus on aligning national and local climate targets and to gather input and foster collaborative climate action planning.
- Capacity building. Provide workshop(s) for local governments and relevant stakeholders to explore and identify any climate targets that can be aligned with local planning.
- Policy recommendations. Develop policy recommendations and action points to ensure that national climate targets are effectively incorporated into local plans while maintaining relevance to local conditions.

DELIVERABLES

Integrating Climate Targets into Local Plans

1. Workplan, timeline and report outline.
2. Report of Review of Local Plans and Gap Analysis outlining existing climate policies.
3. Stakeholder engagement and data collection, including concept notes of the workshop(s) or roundtable discussion(s), workshop materials, and event reports.
4. Baseline of GHG Inventory and Vulnerability Risk Assessment.
5. The final report of the CAP document, including baseline assessment, target and goals, mitigation and adaptation strategies, monitoring and evaluation framework.
6. Final report on the overall alignment process, including findings and recommendations aligned in the local plans.

(more details in the annex)

Available resources for the consultant's reference:

- a. Low Carbon Development Indonesia (LCDI/PRK – Pembangunan Rendah Karbon) and Climate Resilience Development Indonesia (CRD/PBI – Pembangunan Berketahanan Iklim) policy document.
- b. Indonesia National Climate Targets and Planning Documents (RPJPN, RPJMN, Renstra, RKP, etc).
- c. Planning documents of Padang City (RPJPD, RPJMD, Renstra, RKPD, etc).
- d. Draft of UCLG ASPAC Climate Action Plan Development guideline.
- e. Policy review: Vertical Integration on Low Carbon and Climate Resilience Development in Indonesia (Case study: Medan and Padang City).

DURATION

The consultancy will be carried out for 6 Months, from February 2025 to August 2025 with a maximum working day of 108 days.

QUALIFICATIONS AND EXPERIENCE

- A master's degree in relevant fields, such as urban planning, sustainable development, environmental studies, public policy, or climate change-related disciplines.
- Have over five years of experience in developing climate-related plans, climate research, data processing and analysis.
- Based in Padang City, Indonesia (or willing to be based in Padang City) and demonstrated a good knowledge of local contexts.

- Familiarity with local governance systems in Indonesia, including local plans such as RPJPD, RPJMD, Strategic Plan, etc.
- Deep understanding of national and regional climate policies, such as e-NDCs, Indonesia’s Low-Carbon and Climate Resilient Development Initiative, LTS-LCCR, etc.
- Experience in facilitating multi-stakeholder workshops and consultations, engaging with local government officials, sectoral experts, and community representatives.
- Ability to conduct evidence-based research, collect and analyse data, and translate research findings into actionable policy recommendations.
- Experience in writing comprehensive reports.
- 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 is more preferred.
- Computer skills:
 - Intermediate to advanced MS Office skills and publication software.
 - Ability to use GIS and other spatial mapping software is preferred.

SUPPORTING TEAM

The position will be supervised directly by the National Project Coordinator – Urban Act in coordination with the Climate Project Officer.

HOW TO APPLY

Interested candidates are invited to submit CV outlining the capacity and experience in consultancy services to recruitment@uclg-aspac.org with a copy to helmi.abidin@uclg-aspac.org and rendy.primrizqi@uclg-aspac.org.

Only shortlisted candidates will be contacted. Applications must be submitted online by 07 February 2025 at 17.00 pm (Jakarta Time or GMT+7).

