

Term of Reference (TOR)

Vacancy No:	009/UCLG ASPAC/Urban Act/IV/2025
Post Title:	National Coordinator
Division:	Programme / Urban-Act
Duty Station:	UCLG ASPAC Secretariat, Jakarta
Duration:	One (1) year with extendable
Supervisor:	Project Manager (Urban-Act)
Posting Date:	19 May 2025
Closing Date:	5 June 2025

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the biggest regional section of the UCLG in which its Secretariat is based in Jakarta, Indonesia, and hosted by the Provincial Government of Jakarta. UCLG is a worldwide association of local governments and the officially recognized voice of local governments by the United Nations. UCLG ASPAC has linkages to more than 7,000 local governments. It represents well over 3.76 billion people - more than half of the world population - and incorporates economically fast developing countries such as China, India, and Indonesia. 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, networks, and partnerships to develop the capacity of local governments and 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 poverty alleviation, climate change, disaster resiliency, culture, strategic planning, decentralization, local finance, gender equality, women leadership, and empowerment as well as good governance.

As part of the project consortium, UCLG ASPAC in partnership with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), IREUS University of Stuttgart, and TU Dortmund, is implementing one of the Internationale Klimaschutz Initiative (IKI) project – Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act) funded by Ministry of BMWK Germany. The project period has been implemented since December 2022 and it covers five pilot countries (China, India, Indonesia, the Philippines, and Thailand). Furthermore, the project objectives are to enhance vertical integration and enable conditions for planning and implementation of evidence-based and inclusive urban climate action in line with Sustainable Development Goals (SDGs) and Nationally Determined Contributions (NDCs).

At the regional level, UCLG ASPAC is partnering with UNESCAP and GIZ country representatives of Urban-Act from five countries, and for Indonesia, the partners are closely collaborating with GIZ Jakarta. Further, the consortium partner also works with strategic partners from five pilot countries and the Project has the following four targeted outputs:

Output 1: Improved Institutional Environment for Climate-Sensitive Urban Development

Output 2: Evidence-Based and Inclusive Climate-Sensitive Spatial and Urban Planning

Output 3: Project concepts for urban climate action investments identified

Output 4: Enhanced Knowledge Through Regional Networking, Exchange, and Learning

At the national level, the Ministry Planning/Bappenas is our strategic partner, and the coordination is under GIZ Indonesia for national component. The Urban-Act project has two pilot cities (Padang and Medan) and all the coordination is under UCLG ASPAC work package. To strengthen the vertical integration of Urban Climate Resilient, this project also works closely with relevant ministries such as the Ministry of Environment (KLH), Ministry of Home Affairs (Kemendagri), and Ministry of Finance (Kemenkeu). Strong coordination between consortium and political partners is one of the key indicators for the project implementation in Indonesia, therefore, UCLG ASPAC is recruiting the National Project Coordinator for a one-year (1) period with the possibility of extension, based on satisfactory performance.

Objective

1. Act as focal coordinator to assist pilot cities with consortium partners in achieving the Urban Act output in Indonesia with support from experts on behalf of UCLG ASPAC.
2. Achieve the all-project outputs (IDN work packages) with highly acknowledged by the strategic partners in Indonesia.
3. Support the regional project management team to deliver the regional/national/local activities based on project deliverables.

Key Duties and Scope of Works

1. Coordination and Management (40%)
 - Regularly liaises and coordinates communications with Pilot cities, Strategic partners (Ministry Planning/Bappenas), with Consortium partners (GIZ Indonesia and other five Countries), and other relevant stakeholders in Urban climate resilience sectors.
 - Actively supervise the work of experts, consultants to achieve the outputs (supported by Climate Project Officer).
 - Bridge the communication with key stakeholders, the pilot city in Indonesia with other UA pilot cities.
 - Prepare monthly project report to address achievements, identity risks, and challenges in project implementation.
 - Prepare regularly monitoring and evaluation reports for the project status.
 - Work closely with the communication and knowledge management team to monitor the project visibility.
2. Technical (60%)
 - Conduct a policy review and provide a national policy instrument for climate-sensitive urban planning.
 - Assist pilot cities to integrate the climate change indicators in urban development plans.

- Support cities to outreach for urban climate action planning and bankable project concept and proposal; support city-to-city knowledge exchange at the national and regional level.
- Provide national and local level capacity building (workshops/training in achieving the project output).
- Work closely with the Climate Project Officer to provide technical analysis and strategic review on urban climate resilient (refers to all the IDN outputs).
- Perform any tasks from time to time as requested by the Regional Project Manager and/or the Secretary-General.

Qualifications:

❖ Education:

- Minimum master's degree in urban or Sustainable Development/Natural Science and/or related fields.

❖ Experience:

- Minimum 5 (five) years of professional experience in projects and working in a similar position in an International Organization or NGOs (EU, USAID, DFAT, GIZ, World Bank Funded projects).
- Demonstrated experience working with national and local governments, multi-donor agencies, and/or development partners.

❖ Skills and competencies:

- Advanced computer skills, particularly MS Office.
- Fluency in written and spoken English (with Certificate: TOEFL/IELTS)

❖ Special Requirements of the Assignment:

- Demonstrates ability in project reporting.
- Has strong analytical, communication, and interpersonal skills.
- Demonstrates detail orientation, proactive attention to outcomes and expectations
- Has working experience in international cooperation development projects.
- Be willing to travel during the project's implementation when required.
- Has the ability to work in a team and individually.
- Honest, trustworthy, and demonstrate sound work ethics.
- Ability to quickly establish professional rapport with colleagues and other people.
- Ability to work under pressure and to deadlines required.
- Experience in working in an international environment, respecting different cultures and nationalities.
- Effective verbal, presentation, and listening communication skills.
- Positive work ethics with a willingness to learn.

Supporting Team

She/He shall be supervised by the Regional Project Manager under the Integrated Urban Climate Action for Low-Carbon and Resilient Cities (Urban-Act) Project.

Key output

1. Monthly progress report
2. Monthly Timesheet

How to apply

Interested candidates are invited to submit an updated CV with a cover letter to: recruitment@uclg-aspac.org, copy to helmi.abidin@uclg-aspac.org citing the subject: National Project Coordinator-Urban Act.

Kindly submit your application latest by 5 June 2025.