

United Cities and Local Governments Asia-Pacific

Terms of Reference

Vacancy No	:	016/UCLG ASPAC/UA/X/2025
Position	:	Consultant for Padang's Climate Action Plan (CAP) Document Review
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
Duration	:	1 Month (November/December 2025)
Posting Date	:	20 October 2025
Closing Date	:	30 October 2025

BACKGROUND

The United Cities and Local Governments Asia Pacific (UCLG ASPAC) represent cities and local governments across the region, advocating for their interests and promoting sustainable urban development, good governance, and effective self-government. With its mission to strengthen the role of local governments and improve community well-being, UCLG ASPAC fosters cooperation, innovation, and knowledge sharing to address common challenges.

One of UCLG ASPAC's flagship initiatives, Urban-Act, supports the transition to low-carbon and climate-resilient urban development in China, India, Indonesia, Thailand, and the Philippines. It is implemented in partnership with GIZ, UNESCAP, IREUS Stuttgart, and TU Dortmund. The project works to improve institutional frameworks for climate-sensitive development (Output 1), strengthen inclusive and evidence-based planning (Output 2), prepare financially viable or bankable project concepts for urban climate action (Output 3), and enhance knowledge through regional networking and peer learning (Output 4).

Specifically, under Urban-Act's Output 2, the project promotes vertical coherence by aligning national policies with local plans and programmes to ensure effective climate action. In Indonesia, this alignment is particularly important, as cities and local governments play a central role in achieving national climate goals. This challenge is evident in the pilot cities of Medan and Padang, both of which require stronger support to mainstream climate considerations into their development planning. In Padang City, particular attention has been given to advancing climate action integration through the formulation of a Climate Action Plan (CAP), which provides the city with a strong basis for designing programmes and activities related to climate action.

A CAP serves as a strategic document that guides a city in identifying climate challenges, setting measurable targets, and outlining priority actions for both mitigation and adaptation. For Padang, the CAP is intended to become a reference that consolidates local efforts on climate change while ensuring coherence with national strategies. By having a CAP in place, the city will be better equipped to coordinate cross-sectoral actions, mobilise resources, and track progress toward reducing greenhouse gas (GHG) emissions and building climate resilience.

A policy review conducted by Urban-Act on the vertical integration of low-carbon and climate-resilient development revealed that most programmes and activities in key sectors are not explicitly reflected in local development plans. Based on these findings, a key recommendation is to integrate climate targets into local planning documents to ensure local efforts meaningfully contribute to Indonesia's national climate goals. By aligning national strategies with local needs, Padang will be better positioned to incorporate climate resilience and GHG emission reduction efforts into its development framework. This alignment will not only strengthen local resilience to climate impacts but also contribute significantly to Indonesia's overall climate action commitments.

Padang City is currently developing its CAP as part of efforts to integrate climate targets into local development planning documents. The CAP development process has been supported through the Urban-Act project, working closely with the Padang City Climate Working Group (*Pokja Perubahan Iklim*). The formulation of the CAP is expected to be finalised in November 2025.

To ensure that the CAP of Padang City is robust, coherent, and implementable, UCLG ASPAC seeks to engage a consultant whose main task will be to review the CAP draft document. The review will ensure that the CAP is aligned with Padang's development priorities, Indonesia's national climate strategies, and relevant policies—particularly the Minister of Environment and Forestry Regulation (PermenLHK) No. 12/2024 on the Implementation of the Nationally Determined Contribution (NDC) in Climate Change Action.

OBJECTIVES

The overall objective of this consultancy is to strengthen the quality of Padang's CAP by:

- Reviewing and providing technical inputs on the draft CAP;
- Ensuring consistency with national policies, including PermenLHK No. 12/2024;
- Recommending improvements to enhance the CAP's feasibility, coherence, and implementability.

SCOPE OF WORK

The Consultant will be responsible for:

1. Document Review

- Analyse the draft CAP prepared by the CAP's consultant and *Pokja Perubahan Iklim* of Padang City.
- Assess the structure, content, and technical soundness of the document.

2. Policy Alignment Check

- Review the CAP against Indonesia's NDC, National Medium-Term Development Plan (RPJMN), and relevant sectoral and local policies.
- Ensure compliance with the provisions of PermenLHK No. 12/2024 and other relevant regulations.

3. Technical Inputs

- Provide feedback on the methodology used in the CAP analysis.
- Provide recommendations on GHG mitigation and adaptation measures, monitoring and evaluation (M&E), and financing mechanisms.
- Suggest improvements to strengthen the CAP's alignment with national and international standards.

4. Final Recommendations

- Prepare a concise review report and summarise key findings, gaps, and proposed revisions.
- Provide actionable recommendations to improve the CAP.

DELIVERABLES:

The Consultant is expected to deliver:

1. A reviewed draft of the Climate Action Plan (CAP) document, with technical comments and analytical feedback inserted directly in the draft.
2. A brief report summarising the review, policy alignment check, key inputs, and recommendations provided for the CAP document.

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 (NDC, RPJPN, RPJMN).
- c. Planning documents of Padang City (RPJPD, RPJMD, Renstra, RKPD, etc).
- d. Draft of UCLG ASPAC Climate Action Plan Development guideline.
- e. The Minister of Environment and Forestry Regulation (PermenLHK) No. 12/2024 on the Implementation of the Nationally Determined Contribution (NDC) in Climate Change Action.

DURATION

The consultancy work will be carried out for 1 (one) Month period, estimated from November or December 2025), based on the deliverables.

QUALIFICATIONS AND EXPERIENCE

- a. A Master's degree in relevant fields, such as urban planning, sustainable development, environmental studies, public policy, or climate change-related disciplines.
- b. At least ten (10) years of professional experience in developing climate-related plans, conducting climate research, and performing data processing and analysis.
- c. Proven experience in formulating or reviewing Climate Action Plans (CAPs) at the city or regional level.
- d. Prior experience working with the Ministry of Environment and Forestry (KLHK) or other relevant government institutions on climate policy and planning is considered a strong asset.
- e. Demonstrated in-depth knowledge of Indonesia's national and regional climate policies, including but not limited to: Enhanced NDCs (e-NDCs), Indonesia's Low-Carbon and Climate Resilient Development Initiative, and the Long-Term Strategy for Low-Carbon and Climate Resilience (LTS-LCCR).
- f. Strong familiarity with local governance systems in Indonesia, including the preparation and alignment of local development planning documents (RPJPD, RPJMD, Strategic Plans, etc.).
- g. Proven experience in drafting and reviewing comprehensive technical reports.
- h. Indonesian nationality, preferably based in Jakarta.

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 nyoman.yoga@uclg-aspac.org. Only shortlisted candidates will be contacted. Applications must be submitted online by 30 October 2025 at 17.00 pm (Jakarta Time or GMT+7).

ANNEX: TIMELINE OF CAP PADANG DOCUMENT REVIEW

No.	Activity	Output/Deliverable	Timeline
1	Kick-off meeting and briefing with UCLG ASPAC and CAP consultant	Agreed scope and expectation	Week 1
2	Initial review of CAP draft	Annotated draft (preliminary comments and key issues)	Week 1-2
4	Technical input and recommendations development	Draft recommendations for improvement of CAP content and structure	Week 2-3
5	Consultation and discussion with UCLG ASPAC and CAP consultant	Agreed revisions and clarifications	Week 3
6	Finalisation of reviewed CAP document	Final reviewed CAP document with detailed comments, including; summarising findings, policy check, and recommendations	Week 4