

**TERMS OF REFERENCE (TOR)
ASEAN Community Vision (ACV) 2045 Localisation Consultant**

Vacancy No	004/UCLG ASPAC/UA/III/2026
Position	Consultant for the Localising of the ASEAN Community Vision (ACV) 2045 Framework and Guideline
Division	Strategic & Programme Division
Project/ Programme	Urban Act Project & ASEAN Governors and Mayors Forum (AGMF)
Supervisor	Regional Project Manager – Urban Act Project/ AGMF Coordinator
Duty Station	Remote, with required stakeholder engagement activities in Jakarta
Duration	April 2026 – August 2026
Posting date	2 March 2026
Closing Date	10 March 2026

A. BACKGROUND / INTRODUCTION

The **ASEAN Community Vision (ACV) 2045** outlines a long-term roadmap for ASEAN’s development, guiding the region toward deeper integration, inclusivity, and resilience in response to evolving geopolitical, socio-economic, and environmental challenges. It reaffirms ASEAN’s collective commitment to political cooperation, economic growth, social development, and environmental sustainability as the foundation for shared prosperity.

Local governments play a important role in translating this regional vision into concrete local actions. The **United Cities and Local Governments Asia Pacific (UCLG ASPAC)**—the largest local government association in the Asia-Pacific, representing more than 10,000 members—has consistently championed sustainable urban development, strengthened local governance, and inclusive growth through advocacy, capacity-building, and partnerships.

For over a decade, UCLG ASPAC has also served as the **Secretariat of the ASEAN Governors and Mayors Forum (AGMF)** (formerly known as ASEAN Mayors Forum) – an accredited entity of ASEAN. This platform has become a key mechanism for ASEAN cities to collaborate, exchange knowledge, and contribute to regional agenda including the ASEAN Community Vision (ACV) 2045 and the global agendas.

With the recent adoption of ACV 2045, UCLG ASPAC and the AGMF are leading efforts to **localise the Vision**, ensuring that cities and local governments in ASEAN align their priorities with ASEAN’s long-term goals while addressing their specific local contexts. At the core of this initiative are two complementary instruments: the **Framework and Guideline Documents for Localising the ACV 2045** and the Monitoring and Evaluation (M&E) Platform (Web Portal) on local actions towards the ACV 2045.

The **Framework Document** will serve as a practical roadmap, offering approaches, frameworks, and examples of good practices to help translate ACV 2045 into local strategies, policies, and programmes, while highlighting synergies with national and regional development agendas. Meanwhile, the **Web Portal** will act as a structured mechanism not only for tracking implementation of local actions, but also for strengthening monitoring and evaluation systems. It will enable cities and local governments to collect data consistently, measure progress against agreed indicators, identify gaps, and generate evidence-based insights that enhance accountability, support adaptive planning, and feed into ASEAN's reporting processes.

Under the initiative from the Urban Act project (Integrated Urban Climate Action for Low-Carbon & Resilient Cities), it will support dialogue within the AGMF and partners, given its relevance as a well-established city platform and the only local government network affiliated with ASEAN. Urban Act project is a forward-looking initiative funded by the Federal Ministry for Economic Affairs and Energy (BMWK) of Germany through the International Climate Initiative (IKI) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) in collaboration with UCLG ASPAC, the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), and other consortium partners. At the subregional/local level, Urban-Act supports and builds on and complements prior AGMF declarations related to integrated planning, disaster risk management and climate resilience. Urban-Act further considers opportunities to support partner countries in their engagement in the relevant ASEAN Working Groups, such as the ASEAN Working Group on Environmentally Sustainable Cities (AWGESC) and ASEAN Working Group on Climate Change (AWGCC) in line with the relevant ASEAN strategies and action plans, including the ACV 2045.

B. Objectives

The overall objective of this consultancy is to support **the localisation of the ASEAN Community Vision (ACV) 2045** by developing practical instruments that guide and monitor implementation at the local level. Specifically, the consultancy aims to:

1. **Develop a structured and practical set of frameworks** to help ASEAN cities and local governments integrate the ACV 2045 into their local development agendas.
2. **Establish a systematic mechanism** for monitoring and tracking the progress of local governments against ACV 2045 targets and indicators.
3. **Strengthen evidence-based decision-making, adaptive planning, and accountability** at the local level through the generation and use of reliable and timely data.
4. **Facilitate structured reporting** to the ASEAN Governors and Mayors Forum (AGMF), the ASEAN Secretariat, and other relevant regional platforms, ensuring that local government contributions are reflected in regional policy processes.
5. **Promote peer learning and knowledge exchange** among ASEAN cities and local governments by making comparative data, good practices, and lessons learned accessible through shared platforms and tools.
6. **Provide a policy brief** with recommendations for climate action (joint statement) for discussion at the AGMF 2026 in Manila.

C. Scope of Work

The consultants will be responsible for carrying out and delivering the following tasks:

1. Conduct a comprehensive review of ASEAN, national, and local government development plans to identify areas of alignment and convergence with ACV 2045, as well as opportunities for integration and localisation at the city and local government levels.
2. Facilitate structured consultations with the ASEAN Secretariat, subject-matter experts, and local government representatives to ensure the Framework's contextual and regional relevance.
3. Draft, validate, and finalise the Framework Document, incorporating stakeholder feedback, regional perspectives, and examples of good practices.
4. Support advocacy, dissemination, and communication of the Framework across ASEAN platforms and networks.
5. Provide a policy brief with recommendations for climate action (joint statement) for discussion at the AGMF 2026 in Manila.

D. Deliverables

The consultant responsible for developing the *framework* shall deliver the following tangible outputs:

- 1) **Inception Report/Proposal:** A document (maximum five pages, in Word or PDF format) detailing the methodology, work plan, and timeline for the development of the Framework and Guideline.
- 2) **Initial Report:** An analytical report (in Word or PDF format) mapping ACV 2045 priorities against ASEAN, national, and local development frameworks, identifying areas of alignment, gaps, and potential integration pathways.
- 3) **Draft ACV 2045 Localisation Framework Document:** A complete draft (in Word format) outlining the proposed framework, methodology, tools, and examples of good practices to support ASEAN cities and local governments in localising ACV 2045. The document shall also describe which components of ACV 2045 can be localised at the city or local government level, forming the conceptual basis for subsequent localisation tools.
- 4) **Draft ACV 2045 Localisation Guideline and Indicators:** A document (in Word format) providing practical implementation guidance derived from the Framework, including a set of measurable indicators for tracking localisation progress. These indicators will later be integrated into the Monitoring and Evaluation (M&E) Web Portal to be developed by the Web Portal Consultant.
- 5) **Short Version of the ACV 2045 Localisation Framework, Guideline, and Indicators:** A concise, reader-friendly version (in Word or PDF format) suitable for wider dissemination to local governments and stakeholders.
- 6) **Dissemination Summary Report and Presentation Deck:** A brief report (in Word or PDF format) documenting dissemination activities, event details, participant lists, key feedback, and relevant photos related to the development of the ACV 2045 Localisation Framework, Guideline, and Indicators and a PowerPoint presentation summarising the key elements of the Framework, Guideline, and Indicators for use in AGMF meetings, ASEAN forums, and dissemination events.
- 7) **Post-Validation Revision:** The consultant shall incorporate all comments and recommendations from the validation workshop and ASEAN Secretariat review into the final version of the Framework and Guideline before submission.

- 8) **Knowledge and Data Handover Package:** All data sources, literature, drafts, workshop materials, interview notes, and analytical tools used in the development of the Framework and Guideline shall be submitted to UCLG ASPAC in editable and reusable format. UCLG ASPAC shall retain full ownership and intellectual property rights over all materials produced.

NB: All documents, data, and materials developed, collected, or produced during the course of this consultancy shall remain the sole property of **UCLG ASPAC**. The consultant(s) are prohibited from using, reproducing, sharing, or disseminating any part of these materials, **whether for personal, institutional, or third-party purposes**, without prior written authorisation from UCLG ASPAC.

E. Qualifications

- Advanced university degree (Master’s or higher) in International Relations, Public Policy, Urban Studies, Development Studies, or a related field.
- Minimum of eight (8) years of proven experience in community affairs, local governance, decentralisation, policy analysis, or sustainable development within the ASEAN region.
- Demonstrated experience in developing policy guidelines, toolkits, or framework documents for international or intergovernmental organisations.
- Proven ability to conduct comparative policy research and facilitate multi-stakeholder consultations at regional and local levels.
- Strong understanding of ASEAN’s working protocol and culture, preferably including the ASEAN Secretariat’s inner working dynamism, institutional frameworks, SDGs localisation, and multi-level governance processes.
- Excellent analytical and writing skills, with the ability to produce clear, practical, and evidence-based knowledge products.
- Ability to synthesise diverse stakeholder inputs into coherent policy recommendations.
- Full professional proficiency in English (written and spoken); knowledge of an ASEAN language is an advantage.
- Availability to participate in stakeholder meetings, FGDs, and dissemination events (online or in person).
- A team player who has a positive work ethic and ability to deliver high-quality outputs under tight timelines with minimal supervision.

F. Supporting Team

The Consultant will work under the supervision of the Regional Project Manager of Urban-Act Project in close collaboration with AGMF Secretariat.

To maintain the rigorous research standards of this project, it is anticipated that a team-based approach will be used, where the lead consultant provides strategic direction while a support team can assist with foundational research and documentation.

G. Application Procedure

Interested **consultants** — whether individuals, research institutions, or consulting firms — are invited to submit applications consisting of the following documents:

- **Profile and Curriculum Vitae (CVs)**
 - For **individual applicants**: a detailed CV outlining relevant qualifications, expertise, and professional experience.
 - For **institutions or firms**: a company/institutional profile summarising organisational capacity, expertise, and relevant past projects, portfolio, accompanied by CV(s) of the key expert(s) proposed for this assignment, legal entity documents.
- **Technical Proposal** (*maximum 15 pages, excluding annexes*)
The proposal should demonstrate a clear understanding of the assignment and include:
 - Proposed methodology and tools.
 - Concise work plan (*maximum one page*) responding to this Terms of Reference.
 - Sample(s) of relevant guidelines, evaluation reports, databases, or other knowledge products previously developed and published.
- **Conflict of Interest Statement**: A declaration identifying any past, current, or planned consultancies related to ASEAN, local governance, or related initiatives that may present a conflict of interest, along with proposed mitigation measures.
- **Financial Proposal** – A comprehensive financial proposal submitted in EUR – (converted in IDR for Indonesian applicant), including:
 - An Itemised budget that clearly reflects cost efficiency and value for money.
 - A detailed justification of the proposed cost, supported by comparable benchmark and aligned with the scope of work as the payment to be made based on itemised deliverable
 - The consultation fee will be paid on a deliverable basis, with a maximum amount of EUR 10,000 or equivalent, allocated for the Framework Document for Localising the ACV 2045.

Evaluation Criteria:

Proposals will be evaluated based on the following components:

- Technical Approach – 60%
- Experience and Expertise – 20%
- Financial Proposal – 20%

Incomplete or late applications will not be considered.

Submission Details: Applications must be submitted by latest 10 March 2026 (**COB**) to procurement@uclg-aspac.org and copy to aseangovernorsandmayorsforum@uclg-aspac.org; complete the submission by filling this following online form : <https://www.surveymonkey.com/r/ACV2026>

Note: UCLG ASPAC reserves the right to negotiate the service fee, scope of work and timeline with the selected consultant(s) based on mutual agreement and project requirements.

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I. Timeline													
The estimated timeline for producing the outputs can be described as follows:													
No	Deliverable	2026											
		April		May		June		July		August			
1	Inception Report / Proposal: A brief report (maximum five pages) outlining the methodology, work plan, and timeline for developing the Framework and Guideline.												
2	Initial Research Report: An analytical paper mapping ACV 2045 priorities against ASEAN, national, and local frameworks, identifying alignments, gaps, and integration opportunities.												
3	1st Draft ACV 2045 Localisation Framework Document: A comprehensive draft describing the proposed framework, methodology, and tools, including which ACV 2045 components can be localised at city or local levels.												
4	1st Draft ACV 2045 Localisation Guideline and Indicators: An implementation guide with measurable indicators for tracking localisation progress, to be integrated later into the M&E Web Portal.												
5	Final Draft ACV 2045 Localisation Framework Document: A comprehensive draft describing the proposed framework, methodology, and tools, including which ACV 2045 components can be localised at city or local levels.												
6	Final Draft ACV 2045 Localisation Guideline and Indicators: An implementation guide with measurable indicators for tracking localisation progress, to be integrated later into the M&E Web Portal.												
7	Short Version of the ACV 2045 Localisation Framework, Guideline, and Indicators: A concise and user-friendly summary version for wider dissemination to local governments and partners.												
8	Dissemination Summary Report and presentation deck: A short report documenting dissemination activities, participants, key feedback, and relevant photos and a presentation deck.												
9	Post-Validation Revision: The final version incorporating comments and recommendations from the validation workshop and ASEAN Secretariat review before submission.												
10	Knowledge and Data Handover Package: All data sources, materials, and analytical tools submitted in editable format, with full ownership and intellectual property rights retained by UCLG ASPAC.												