

Terms of Reference

Ambitious City Promises – Local Government Associate (Vietnam)

(Last updated 27 May 2018)

Position Title	:	Local Government Associate, Ambitious City Promises Project
Direct Supervisor/s	:	Country Liaison Officer / Project Adviser (Vietnam); Regional Program Manager (ICLEI Southeast Asia)
Location	:	Hanoi, Vietnam
Classification	:	Consultant
Conditions	:	Project basis, position available from July 2019 to March 2020
Working hours	:	Primarily output-based but expected to report in office at least three times a week (eight hours per day); periodic communication with global partners may require work beyond office hours
Starting date	:	July 2019
Payment	:	25,900,000 VND per month. Final salary will be commensurate of applicant's professional experience and qualifications.

About the Project

The Ambitious City Promises: Commitments for low-carbon urban development in Southeast Asian large cities (ACP) is a 3.5-year international project being implemented by ICLEI – Local Governments for Sustainability with support from the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU). The project aims to support selected large cities in Indonesia, the Philippines and Vietnam to establish strong greenhouse gas (GHG) reduction commitments, local climate action plans directed by concrete targets, enhanced multi-stakeholder engagement and integrated strategies. “City Promises” (city’s low emission development strategies) shall be developed in three model cities and their implementation shall be outlined and initiated. Throughout the project period, each local government will design locally appropriate targets and action plans on the basis of their condition framework and priorities.

General Function

Project Coordination and Support

- Assist in setting up meeting schedules with participating cities, national government agencies, and other partners as the need arises.
- Provide periodic update/s on the progress of Hanoi’s pilot projects and formulation of Promise of Hanoi in coordination with the Country Liaison Officer
- Assist in mobilizing city representatives during relevant national project activities.

Technical Inputs and Support to Project Outputs

- Support the implementation of Hanoi’s pilot projects including but not limited to preparation of procurement-related documents, Terms of Reference, among others.

- Support in formulation/review of the draft Promise of Hanoi by providing technical inputs on feasible low emission development measures in close cooperation with the Hanoi DONRE and Country Liaison Officer

Data Collection, Encoding, and Management

- Maintain a database of collected data and information in relation to the public hearing/s, pilot project/s, formulation of City Promise in Hanoi.
- Conduct an analysis of the data collected and provide recommendations where appropriate.
- Assist the project team in translation of project-related documents as necessary.

Others

- Other related tasks as assigned from time to time.

QUALIFICATIONS

Education

- At least a Bachelor's degree in environmental science/ management, urban and regional planning, development studies, communication, community development, urban economics or other relevant degrees; or a combination of relevant education and experience. Moreover, giving priority to those who have experience in urban and climate action planning as well as international relations.
- Ability to communicate in English is a must.

Working Competencies

- Proficiency in Microsoft Office applications (e.g. Excel, Words, Powerpoint) is a must.
- Previous experience in development work or related work for local/ national government institutions, NGOs, the private sector is important.
- Knowledge of local government operational frameworks and processes in Vietnam is an advantage.

Corporate Competencies

- Demonstrates commitment to ICLEI's vision, mission, and values.
- Good communication and organization skills.
- Ability to work in an international environment, independent, proactive, and is willing to learn.
- Creative, motivated, with keen attention to detail and highly organized.
- Ability to communicate concisely and clearly and to facilitate the decision-making process.
- Demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time without compromising both the quality of output/s and project deadlines.

To apply, please submit a **Cover Letter** that demonstrates your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position, along with your **latest CV**.

Please send all materials in **one .pdf file** through email with subject "**Local Government Associate**" no later than **16.00 on Friday / 21 June 2019**, to giang.hoang@iclei.org and val.bugnot@iclei.org.