Terms of Reference

<table>
<thead>
<tr>
<th>Title:</th>
<th>Urban-LEDS II Project Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>ICLEI Indonesia Office in Jakarta</td>
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<tr>
<td>Application deadline</td>
<td>30 September 2020</td>
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<tr>
<td>Starting Date</td>
<td>November 2020</td>
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<tr>
<td>Duration:</td>
<td>Contract position with Yayasan ICLEI – Local Governments for Sustainability Indonesia available beginning November 2020 until March 2021.</td>
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<tr>
<td>Salary range</td>
<td>IDR 8,100,000 (all in)</td>
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About ICLEI Southeast Asia

ICLEI is the leading global network of more than 1,500 cities, towns, and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. Local and regional governments across the ICLEI network work alongside a diverse team of global experts in 22 offices active across 124 countries. Together, we address the local impacts of unprecedented global change, from climate change to urbanization, aiming for urban development to have the least possible impact on global systems and to build communities that are people-centered and equitable.

ICLEI firmly believes that sustainable cities are the foundation of a more just and sustainable world. We are doing our part to make urban sustainability an inextricable part of all development at the subnational, national and global levels. More information at [www.iclei.org](http://www.iclei.org).

Based in the Philippines, the ICLEI Southeast Asia Secretariat (ICLEI SEAS) currently operates in Indonesia, Lao PDR, Malaysia, Thailand, Vietnam, and the Philippines. The Secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support for programs on urban resilience, low emission development, integrated resource management, and other sustainability themes. In Lao PDR, ICLEI SEAS implements the Urban-LEDS II project through a team of two, with office at the UN-Habitat Office. For more information about ICLEI Southeast Asia Secretariat, visit [http://icleiseas.org/](http://icleiseas.org/).

About the Urban-LEDS II Project

*Accelerating climate action through the promotion of Urban Low Emission Development Strategies (Urban-LEDS II)*

UN-Habitat and ICLEI-Local Governments for Sustainability are jointly implementing the Urban-LEDS II project: Accelerating climate action through the promotion of Urban Low Emission Development Strategies in more than 60 cities worldwide in the Urban-LEDS II project, using a multilevel governance approach to urban climate action. Through the Urban-LEDS II project, the local governments of
selected cities are guided to create community-scale Urban Low Emissions Development Strategies (Urban LEDS) that also address climate resilience. These will be aligned to and ideally inform the Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs), and implementation of these plans will start in the project lifetime. Further, the local governments will be supported to develop pilot projects and finance models for their Urban LEDS implementation. The overall Urban-LEDS II project aims to strengthen cooperation and information sharing across national and local governments, offering an integrated Measuring, Reporting and Verification (MRV) concept and guidance on multilevel governance, to support all levels of government to better understand the contribution of local level developments to support achieving national and global climate and sustainability goals. The project runs from April 2017 till March 2021.

Specific Objectives:

2. Support and guide selected local governments in developing and approving Urban Low Emission Development Strategies in four new countries (Lao PDR, Bangladesh, Rwanda, and Colombia), resulting in measurable GHG emission reductions and adaptation co-benefits.
3. Consolidate Urban LEDS achievements in cities in existing (Phase I) countries (Brazil, India, Indonesia, and South Africa).
4. Promote international, regional, national, sub-national and local government cooperation on urban climate action, leading to an increase in urban stakeholders’ capacity to implement climate action.

Urban-LEDS II Project Assistant - ICLEI Indonesia Office

Role in Brief:

Assist in the implementation of Urban-LEDS II activities in Indonesia including coordination work with cities, national ministries, and other relevant stakeholders. Specifically, Project Assistant will work closely with the Urban-LEDS II Model Cities (Bogor and Balikpapan) as well as Satellite Cities (Kabupaten Bogor, South Tangerang, Tarakan, Bontang) to achieve project deliverables.

Key Duties and Responsibilities:

- Assist the Project Officer from ICLEI IO and Regional Project Coordinator from ICLEI SEAS in implementing Urban-LEDS II project activities.
- Provide administrative, logistical, and technical support in the organization of events, meetings, and workshops, etc.
- Assist in the preparation of Urban-LEDS II quarterly progress reports in English as required by ICLEI Southeast Asia and ICLEI World Secretariat.
- Assist in the updating of Indonesia’s country profile, city profiles, CDP-ICLEI Unified Reporting System, proceeding, minute of meeting and other requirements as the need arises.
● Assist in conducting research on institutional landscape and multi-level governance approach towards low emission urban development in Indonesia.
● Assist in generating communication materials, website content, and articles for the project newsletter, etc.
● Assist in the implementation of pilot/demonstration projects in both model and satellite cities.
● Provide assistance on the conduct of vertical integration activities in coordination with national ministries (e.g. the ICER pilot project in partnership with MoEF).
● Provide translation and interpreting support of Indonesian language materials to English and vice versa.
● Participate in Urban-LEDS II project team calls and other face-to-face meetings with other ICLEI offices, as the need arises.
● Prepare official communications for cities and national governments including relevant follow-up and coordination as required by the Urban-LEDS II project.
● Participate in meetings and dialogues with the national government and other key stakeholders.
● Perform other tasks as may be assigned from time to time.

**Working Competencies:**

● Bachelor’s degree in Environmental Science, Urban Planning, Energy, Development Studies, Community Development, Public Policy, Social Science or other related fields. Master’s degree is an advantage.
● Indonesian nationality.
● At least two years of relevant experience in project management/implementation, stakeholder engagement, strategic planning and event arrangement.
● Knowledge in local development planning with a focus on policy development, climate action planning, energy and transport, and other related topics.
● Experience in local development planning with a particular focus on policy development, climate action planning, greenhouse gas inventory, and low emission development.
● Previous experience in development work or related work for donor organizations, government institutions, NGOs, private sector/consulting firms is a strong advantage.
● Experience in project management, capacity building programs; stakeholder engagement; strategic planning, and event coordination is an advantage.
● Knowledge in local development planning with a focus on policy development, climate action planning, energy and transport and other related topics.
● Excellent command of the English language, both oral and written, is a must.
● Good knowledge of local, provincial, and national government systems in Indonesia is an advantage.
● Good research skills.
● Excellent writing, presentation and communication skills.
● Excellent relevant computer and software skills (Microsoft Office: Word, Excel and Power Point).
Corporate Competencies

- Demonstrate commitment to ICLEI's vision, mission, and values.
- Strong leadership and organization skills.
- Communicating and Information Sharing: Facilitates and encourages open communication, and strives for effective communication.
- Self-management and Emotional Intelligence: Ability to work under pressure and stay composed and positive even in difficult moments and handles tense situations with diplomacy and tact.
- Conflict Management: Addresses conflicts proactively, striving for mutually acceptable solutions.
- Ability to work independently with minimum supervision and as part of a dynamic group in multicultural environment.
- Ability to manage multiple tasks at the same time without compromising both the quality of output/s and project deadlines.
- Creative, motivated, with keen attention to detail and highly organized.
- Must be willing and able to travel domestically and internationally.

Reporting

The project assistant will directly report to ICLEI Indonesia Office Project Officer Rika Lumbang Gaol. Main contact person at ICLEI SEAS is Mr. Renz Cerillo, Project Officer.

Application

Interested candidates are requested to apply before not later than **Wednesday, 30 September 2020 at 18.00 WIB** by sending the following documents through email with subject “PA ULEDS2 – [your name]” to iclei-indonesia@iclei.org with copy to rika.lumbangaol@iclei.org.

- **Cover letter** that demonstrates your experience, qualifications and why you feel you would be the right choice for this position. Please address the cover letter to:
  
  **Country Manager**
  Yayasan ICLEI - Local Governments for Sustainability Indonesia

- **Latest CV** and completed [Key Selection Criteria Response Form](#)