Terms of Reference

Project Assistant

Location : Quezon City with required travel to project cities  
Duration : March to December 2024  
Conditions : Project Based

About ICLEI

ICLEI - Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

ICLEI Southeast Asia Secretariat (ICLEI SEAS) serves members in Indonesia, Thailand, Malaysia, 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 to implement programs on urban resilience, low emission development, integrated resource management, and other sustainability themes. ICLEI SEAS continuously inspires and invites local governments from provinces, cities, municipalities, and urban regions to forge partnerships for sustainability concerns specifically in terms of addressing climate change vis-à-vis urbanization; and encourages them to make this an important consideration in local development planning.

About the Project

The contract for the “Climate Resilient Cities (CRC) - Climate Disaster Risk Assessment (CDRA) and Local Climate Change Action Plan (LCCAP) Consultant” was awarded by the Catholic Relief Services (CRS) to ICLEI – Local Governments for Sustainability Southeast Asia Secretariat (ICLEI SEAS) last March 03, 2023.

Funded by the United States Agency for International Development (USAID), the CRC project is a five-year activity that embodies a consultative and collaborative approach for advancing benchmarks for urban climate resilience in the Philippines. The CRC project supports six cities; namely, Batangas, Borongan, Cotabato, Iloilo, Legazpi, and Zamboanga. The ICLEI SEAS team shall work closely with the CRC team and the target local governments in the attainment of the project goal.

The overall CRC project objective is to improve resilience by strengthening the adaptive capacity of cities to adapt to, mitigate, and manage the impacts of climate change and disasters. It will develop robust
multi-stakeholder capacity for climate information generation, analysis, use, and climate change adaptation (CCA) and climate change mitigation (CCM) planning, support local government units (LGUs) to fund projects that improve climate resilience, and implement evidence-based, nature-based, and gender-sensitive solutions that are locally identified and context-specific.

**Specific Duties and Responsibilities**

- Provide technical assistance in the development of Climate and Disaster Risk Assessment and Local Climate Change Action Plan of the target cities
- Travel to project cities and act as a resource person in capacity-building activities. The Project Assistant will be presenting on topics such as:
  - Overview/Basics of climate change
  - Climate Change Adaptation and Mitigation
  - Climate and Disaster Risk Assessment process
  - Local Climate Change Action Plan process
- Coordinate with project partners and project cities
- Assist in project management tasks such as preparing cash advances, activity designs, activity reports, slide presentations, trip liquidation, etc.
- Perform other tasks that may be assigned

**Qualifications**

1. **Degree** in environmental science/management, urban and regional planning, or other relevant degree; or a combination of relevant education and experience.
2. 1-2 years of experience in developing local climate change action plans, comprehensive development plans, and/or other equivalent local development plans
3. Good command of the English language, both written and spoken.
4. Proficiency in Microsoft Office applications (e.g. Excel, Word, PowerPoint) is a must.
5. Proficiency in Geographic Information Systems (GIS) is an advantage.
6. Familiarity with the climate change policy landscape at the national level.
7. Understanding of the local-level planning process
8. Demonstrated understanding and working knowledge of data collection and analysis.
9. Ability to facilitate multi-stakeholder workshops at a local and national level
10. Previous experience in development work or related work for donor organizations, government institutions, NGOs, and private sector/consulting firms is a strong advantage.

To apply, please submit a **Cover Letter** that demonstrates your relevant experience and qualifications, along with your **latest CV**.
Please send all materials in one PDF via email with subject “APPLICATION - ICLEI SEAS CRC Project Assistant” no later than February 9, 2023 to: jose.gochoco@iclei.org. Applicants who do not comply with the instructions will not be considered.

Please use English for all communications. Only successful candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit http://icleiseas.org/.