

## Terms of Reference and Scope of Services

# Research Assistant (Project-based) for ASEAN Roadmap, Sustainable Development Solutions Network (SDSN)

### Project Background :

The Institute for Climate and Sustainable Cities (ICSC) is seeking applicants for research assistants that will be employed for the project on the ASEAN Roadmap Project through the Sustainable Development Solutions Network (SDSN).

The objective of the ASEAN Roadmap Project is to accelerate action for decarbonization and achieve **a sustainable, resilient and prosperous future** for the ASEAN region and ASEAN member states building on their existing commitments and priorities. Through the UN Sustainable Development Solutions Network (SDSN), this project puts forward a coordinated push across ASEAN for a regionally owned strategy towards 2050 based on a decarbonization transition in line with a global 1.5° C trajectory. This effort will take the form of the **2050 ASEAN Roadmap**, building on regional strategies and initiatives, including the recently adopted ASEAN Comprehensive Recovery Framework, the Regional Comprehensive Economic Partnership (RCEP), the 2025 ASEAN Blueprint, and other priorities identified by ASEAN and its member states, including the agenda set forward by Brunei Darussalam as the 2021 ASEAN Chair.

More specifically, the project aims to:

1. Support all governments to use the energy transition to promote economic and social development;
2. Identify the risks to ASEAN of failing to move towards zero net emissions;
3. Demonstrate how sustainable and green economies offer enhanced perspectives for economic development and job creation;
4. Develop deep decarbonization pathways and implementation plans in ASEAN countries consistent with the Paris commitment to a 1.5° C limit on global warming;
5. Identify the benefits of regional cooperation in ASEAN for energy transformation;
6. Consider critical sectors for sustainable development and climate action, including land use, agriculture, industry, cities and transport;
7. Identify areas where ASEAN can and should benefit from international cooperation and financing; and
8. Strengthen ASEAN's ambitions in the lead up to COP26 in Glasgow.

**About ICSC :**

ICSC is an international climate policy group based in the Philippines, working locally, nationally and globally, to promote climate resilience and low carbon development, in particular among climate vulnerable countries. It is engaged with the wider international climate and energy policy arena, particularly in Asia. It is recognized for its role in helping advance effective global climate action and the Paris climate agreement.

**Terms of Reference :**

The researcher-writer shall help prepare the Philippine country research as part of the ASEAN Roadmap of the SDSN. Under the supervision of the Senior Associate for Climate Governance of ICSC, s/he will support the data collection; organize interviews and/or focus group discussions, if necessary; conduct research and analysis of both preliminary and secondary research stakeholder mapping and capacity needs assessment on urban development climate-sensitive planning needed to prepare the country situational report on climate finance mechanism for cities.

**1. Roles and Responsibilities :**

- 1.1. Scan and assess current existing national and local policies related to the Philippine development plans, climate change plans, and their linkages, such as, but not limited to economic and financial mechanisms for climate-sensitive development planning;
- 1.2. Survey all climate- and development-related web sources, including government websites, research institutes' publications, such as journals, papers, and reports;
- 1.3. Identify all other reference materials, such as data sets, charts, graphs, and table, and assess these for relevance, reliability and flaws;
- 1.4. Liaise with pertinent national government agencies, academic institutions, and civil society organizations, in the conduct of research activities;
- 1.5. Organize virtual interviews and/or focus group discussion of key stakeholders, and prepare research questions for stakeholder consultations, if necessary;
- 1.6. Document the interviews and/or focus group discussion and consolidate the results;
- 1.7. Write the research drafts for the Philippine country research in accordance with the provided research guidance outline format;
- 1.8. Revise and assist in the finalization of the country research based on peer reviewers' feedback; and
- 1.9. Regularly consult with ICSC project research team on research-related matters, such as the climate finance and climate governance agenda for their guidance and input;



**2. Qualifications :**

- 2.1. Must have relevant academic background on either public management, national/local governance, climate change, economics, and/or development policy;
- 2.2. Able to quickly understand and contextualize climate and low carbon transition development issues and opportunities in relation to the United Nations Framework Convention on Climate Change (UNFCCC); the Sustainable Development Goals (SDGs), particularly, Goal 11: Climate Action); inclusive development, climate policy finance, governance and energy transition; decarbonization and net zero emissions, etc.;
- 2.3. Able to work with minimum supervision and deliver quality work within deadlines; work effectively in a dynamic, flexible, and fast-paced environment, both independently and within teams, and to manage multiple, simultaneous research tasks; and
- 2.4. Possess fluency in written and verbal English and excellent interpersonal communications skills.

**3. Duration :**

The Researcher Assistant shall be employed by the Institute for the period from **15 May 2021 to 30 June 2021**.

Due to the current pandemic restrictions, ICSC follows a remote work arrangement for all members of the ICSC staff, advisers, consultants, and interns, subject to periodic evaluation. If and when conduct of a thorough evaluation and conclusion that the pandemic present a low risk to the personal health, safety and security to and of the staff, the Research Assistant(s) will be expected to periodically report to the ICSC main office in Quezon City, and in other locations where data collection and research is deemed necessary, without compromise to her/his/their own health, safety and security.

Applications indicating expression of interest for the role herein specified, and determination of fit and qualifications shall be made on the basis of the following, to be submitted to **on or before May 8, 2021 through [jobs@icsc.ngo](mailto:jobs@icsc.ngo)**:

- Letter of Application (addressed to ICSC's Executive Director)
- Resume