



With the financial support of the European Commission

STRATEGIC AIMF – EUROPEAN UNION PARTNERSHIP

CSO/LA 2021/429-286

TERMS OF REFERENCE

Administrative and Financial Assistant to the network of Southeast Asian cities

1. BACKGROUND

AIMF member cities in Southeast Asia face many common problems:

- **Extremely rapid demographic growth marked by accelerated urbanisation:** In 2010, 42% of inhabitants live in cities, with this proportion expected to exceed 50% by 2025;
- **Economic development marked by strong growth:** The region has been growing at a rate of at least 5% per year for 30 years. Rapid growth in the region frequently results in increased inequality and a massive influx of young people into the labour market, especially in cities. One of the issues is integration and sustainable growth for all.
- **Vulnerability to climate change:** in particular due to the large populations living near the coasts; dependence on rice production which is affected by climate change; flooding in urban and peri-urban areas during rainy periods.
- **Strengthening regional integration by means of ASEAN and various regional forums.**

In this context, the member cities of AIMF in Southeast Asia initiated a process of closer cooperation in Vientiane (Laos) in April 2013, which resulted in a series of multi-country conferences on the issues relating to the conservation of cultural heritage and urban development, as well as practical projects. In December 2017 in Hué (Vietnam), subnational authorities from Southeast Asia, meeting as part of the AIMF-EU Strategic Partnership, emphasised the importance and the need to create a network of cities in the Southeast Asian region in order to strengthen cooperation based on respect and mutual trust to promote a peaceful Southeast Asian Community working for regional stability, cooperation and sustainable development. The purpose of this network of cities, working at the subregional and international level, would be to strengthen the influence of the states they represent raise awareness regarding their problems.

With the support of the European Union, the member cities of the AMFI would like to work together to develop and share concepts and best practices in order to prevent crises, connect citizens and promote development.

During the network's preparatory meetings, in particular in Hué in December 2017, as well as in Lille, in parallel with the AIMF General Assembly, the representatives of the three countries agreed to set up a rotating Secretariat, whose headquarters would be based in Phnom Penh initially.

2. PURPOSE OF THE POSITION

The purpose of the position is to support the AIMF Secretariat, the Phnom Penh City Council and all the subnational authorities in the region, in particular Cambodia, Laos and Vietnam, with regard to the administrative and financial aspects involved in setting up the network of Southeast Asian cities and the AIMF-European Union Strategic Partnership.

3. DESCRIPTION OF THE AIMF – EUROPEAN UNION STRATEGIC PARTNERSHIP

3.1 THE AIMF

The AIMF is the global network of French-speaking locally elected officials. Together, they are working to develop the vision of a city of the future capable of sustainable and shared growth, one that places people at the heart of the urban project. They are developing a new form of cooperation that combines collective thinking at the highest level and grassroots action that prioritises innovation and local expertise.

The AIMF comprises more than 307 cities and Associations of Cities across 52 countries.

Its mission is to give its members a voice to help ensure that their views are taken into account in the various decision-making forums, to facilitate the incubation of projects and to implement tangible projects in the area of urban development.

3.2 Background

On the occasion of the General Assembly of the AIMF, which was held from 4 to 7 November 2014 in Kinshasa, the network's mayors expressed the wish that the AIMF intervene to help ensure that more consideration is given to local authorities in national and global decision-making processes.

During the discussions, the mayors thus outlined the problems they face in the exercise of their responsibilities:

- i) incomplete legal framework, in particular the absence of decrees implementing fundamental laws;
- ii) partial transfer of powers, and lack of clarity with regard to the division of powers between State authorities and the different levels of local authorities;
- iii) technical and financial means not commensurate with the responsibilities being devolved;
- iv) lack of qualified human resources;
- v) insufficient project management resources;
- vi) difficulty in fully exercising their powers, specifically: difficulties concerning the administration of public records, waste management, urban mobility, strategic planning and town planning, energy, education, health and cultural services;
- vii) difficulty in being recognised and taken into account by international decision-makers in the areas in which they nevertheless play a major role (combating climate change, sustainable development objectives, etc.)

As part of this effort to support local elected representatives with a view to making them more effective and more involved in the maturing of initiatives that have an impact on local development issues, a framework agreement for the AIMF-EU Strategic Partnership was concluded on 28 January 2015 between the President of the AIMF, Ms Anne HIDALGO and the European Commissioner for Development, Mr Neven MIMICA for the period 2015-2020.

3.2 Specific objectives of the Local Authority Advocacy Support Project 2019-2021

- To consolidate and entrench the recognition of the role and legitimacy of LAs and Local Authority Associations (ALA) in national, regional and global policy decision-making;
- To support Local Authorities and their Associations (national and regional) in EU partner countries;
- To support the creation of sustainable advocacy processes and content by Local Authorities and Local Authority Associations in various countries.

To achieve these objectives, this partnership proposes to act at the following 2 levels:

- at the level of the bodies responsible for conveying the views of local authorities with a view to changing legislation, in particular the associations of local authorities, specifically by strengthening and organising them;
- and in terms of the content to be passed on by local authorities and these bodies, specifically by providing evidence-based arguments (based on analyses that will be shared with the parties that the LAs are attempting to convince) as well as preliminary work by experts aimed at assessing the existing situation.

4. JOB DESCRIPTION

4.1 Responsibilities

Reporting to the AIMF Permanent Secretary, and based at Phnom Penh City Council (Cambodia), the Administrative and Financial Assistant:

- Is responsible for accounts and administrative management of activities related to the establishment of the network of Southeast Asian cities and the implementation of all activities relating to the AIMF-European Union Strategic Partnership: preparation of estimated and follow-up budgets, relations with suppliers, monitoring of expenditure and processing of supporting documents;
- Ensures compliance with procurement procedures;
- Monitors and ensures compliance with EU administrative and financial procedures;
- Prepares financial reports for the various bodies on subjects of interest to the association and the European Union;
- Prepares any financial document requested by the AIMF;

- Participates in identifying potential sources of funding and seeks the funding needed to carry out concrete projects;
- Is available to handle queries in person and over the phone;
- Provides logistical support to the AIMF Secretariat when it comes to the organisation of the association's events.

4.2 Profile and experience sought

Type of position: Coordinator for the Network of Southeast Asian cities

Profile

- Bachelor's degree (Bac+2/+3) in Management, Finance, Accounting
- Good knowledge of budget and accounting management software
- At least 2 years of professional experience
- Knowledge/experience in European project management procedures
- Proficiency in Khmer
- Proficiency in French and/or English
- Some knowledge of Lao and Vietnamese a plus

4.3 Place of work

The successful applicant will be based at Phnom Penh City Council (Cambodia).

Periodic trips to countries throughout Southeast Asia and elsewhere will be necessary in order to perform the tasks involved.

4.4 Type of contract

Service agreement.

4.5 Duration of the contract

The contract is for 12 months (renewable)

5. RECRUITMENT PROCEDURES

5.1 Procedure

Recruitment is carried out by the AIMF and its partners, based on a call for applications. Applications are evaluated with reference to the profile and experience criteria being sought. The applicants selected will be interviewed

5.2 Application

The application consists of:

- a Letter of Application setting out the candidate's reasons for applying, his/her understanding of the challenges and responsibilities involved in the position;
- a detailed Curriculum Vitae;
- a copy of a valid passport or national identity card.

If the candidate is selected, the following documents must be provided before the AIMF interview:

- a certified copy of the original of all credentials, degrees, and certificates of qualification;
- a medical certificate attesting that the applicant is physically fit to carry out his/her duties.

Applications, written in French, should be sent by e-mail to the following addresses only: sp@aimf.asso.fr; a.ardesi@aimf.asso.fr / c.alfred@aimf.asso.fr; vannak_seng@phnompenh.gov.kh; nuonpharat@hotmail.com

5.3 Calendar

27 th June 2022 at midnight	Deadline for applications
July 2020	Interviews
July 2020	Intended start date