



Cities Development Initiative for Asia

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CDIA's Young Asian Professionals (YAP) – Implementation Proposal

CDIA is actively seeking candidates to participate in the CDIA Young Asian Professionals development program.

Objectives

In pursuing its long-term aims, the Cities Development Initiative for Asia (CDIA) is seeking to help enhance capacity among Asia's young urban practitioners and active national/ regional organizations directly supporting local government authorities by establishing a Young Asian Professionals Programme under its umbrella of operations. CDIA recognizes the importance of contributing its efforts to help build a pool of qualified urban practitioners by training and mentoring talented young Asian professionals from selected organizations who have a demonstrated commitment to contribute to city development within the Asian region. Inductees are expected to be national staff, recommended by partner organizations, who have already gained some professional experience and demonstrated their commitment to supporting city governments in their development efforts.

The program will offer unique opportunities for inductees to work as part of CDIA at the regional level, enabling them to broaden their project management and specific technical skills within the urban development field. Such a program therefore endeavors to build capacities of individuals and organizations within Asia to take an increasingly greater role in the direction setting and operation of CDIA's work.

Expected Results

The YAP program recognizes that significant strides have been made in strengthening city and urban infrastructure planning within Asian countries. While there are a number of improved competencies in this regard, there is still a significant gap in the level of support available to assist cities in moving from plan formulation into plan implementation. Introducing the YAP programme within CDIA offers a means to build capacity among some of the future drivers of city development that can potentially have an impact across many cities and urban places. By the end of the programme, the YAP will be able to offer enhanced support to local government entities in the area of helping them bridge the planning => infrastructure financing gap through supporting cities in the area of urban service delivery especially related to strengthened project programming and prioritization. Under the program, YAPs will be expected to make increasingly significant professional contributions as part of the team of experts to operations with client cities and within the CDIA office .

Upon completing the 6-month programme, the YAP will return to their original employer where they would be expected to make significant contributions to city development and enhance organizational collaboration within the framework of bridging the gap between planning and infrastructure financing. In this regard, they would be seen as serving as CDIA Ambassadors and a national capacity building focal point.

Supported by:



Orientation components

CDIA will provide the expert guidance, training and mentoring as well as the office space and facilities to host the inductees. For each year, it is anticipated that three (3) YAP positions will be made available. These elements include the following specific components:

- Orientation on general procedures and processes as well as specific training on mechanisms and knowledge materials within CDIA operations at the CDIA headquarters in Manila, Philippines;
- Assignment of specific mid-level professional tasks, responsibilities and expected outputs corresponding to the background and objectives of the selected individual;
- Direct mentoring by an international Core Management Team (CMT) expert which will include both in-office as well as in-field activities where the YAP will learn directly from the expert including accompanying team members as part of mission personnel (e.g.: fact-finding, attending steering committee and working group meetings, monitoring, and/ or supporting regional training events);
- Exposure to the key partners of CDIA including the Asian Development Bank (ADB) and German Technical Cooperation (GTZ);
- The YAP will typically be assigned to gain experience in countries other than their home nation so as to build their regional experience;
- CDIA will provide office space and equipment necessary for them to perform their task to a professional level in an international setting; and
- Provide a training budget for each YAP to enable YAPs to participate in relevant training programme related to investment infrastructure planning and finance;
- Provide a one-time settling in allowance as well as monthly stipend in addition to reimbursement for related mobilization and travel costs for CDIA assignments;

Recruitment Process

CDIA will circulate a request for nomination of individuals according to qualifications/ criteria to partner organizations active in the region.

Once the deadline for submission is reached, CDIA CMT will undertake a review of the applications and formulate a prioritized shortlist.

The applicants will be interviewed in the order of the prioritized shortlist. Upon successfully passing the interview, the most qualified candidates will be offered a position until all vacancies are filled. In the event that an applicant initially accepts, but subsequently withdraws prior to start of the induction, the position will be offered to the next person on the shortlist.

Applicant qualifications

Applicants for participating in CDIA's Young Asian Professionals programme will meet the following qualifications and criteria:

- Masters Degree in related urban field (civil engineering, urban planning, urban environment, land economics, etc.);
- Citizen and resident of one of ADB's DMCs;
- Minimum 5 years experience in related profession working with city governments/ national associations on local development issues; linkages with national government oversight agencies;
- Have at least 2 years experience at Project manager/ Coordinator / Researcher level;
- Knowledge/ experience in local government focused strategic/ development planning processes;
- Candidates with experience in working with international development co-operation projects including direct experience in working in areas of urban environmental improvement; urban poverty reduction and cities' climate change initiatives are given priority;

- Letter from employer nominating the candidate and confirming he/she is allowed to participate in the YAP programme and will be allowed to return to the organization upon completion of the programme.
- Experience in working in a cross-cultural environment would be an asset;
- Typical age range will be from 25-32;
- Proven English language skills (written, spoken, comprehension);
- Available for a minimum of 6 months.

CDIA actively strives to ensure a gender balance in its recruitment of YAPs.

Induction framework

The following table outlines the typical induction process for each batch of YAPs:

| | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 |
|--|----|----|----|----|----|----|----|----|----|-----|
| Recruitment & selection | | | | | | | | | | |
| In office orientation on Program objectives, approaches, clients, partners and procedures | | | | | | | | | | |
| Assignment to CDIA mentor (according to professional background and country focus) | | | | | | | | | | |
| Enrollment in an capacity development activities (Intermittent: subject to interest and availability of training programmes) | | | | | | | | | | |
| Attendance at selected CDIA & partner events (Intermittent: subject to interest and occurrence of events) | | | | | | | | | | |
| In-field mission work | | | | | | | | | | |
| Assessment/ feedback | | | | | | | | | | |
| Inception report clarifying expectations and interests of the YAPs | | | | | | | | | | |
| Final report completing YAP assignment and specifying steps forward | | | | | | | | | | |
| Wrap-up/ debriefing/ agreement on further collaboration | | | | | | | | | | |

Timeframe

Time-frame for the YAP recruitment:

- Mid January/ -May/ -September: sending out of letters to partner institutions and blast to CDIA mailing list;
- **15th-March/ -July/ -November:** Application deadlines;
- Within 10 days after the deadline: short-listing of candidates;
- End of March/ July/ November: telephone-interviews with shortlisted candidates;
- Mid-April/ -August/ -December: Contracting selected candidates;
- Mid-June/ -October/ -February: Start of orientation programme in Manila for each intake of YAPs;
- After completion of their 6-month assignment YAPs return to home organization.

In exceptional cases, the 6 month assignment can be extended to a maximum of 9 months subject to written approval of the organization employing the YAP.

Subject to positive evaluation of the YAP programme, availability of budget and sufficiently qualified candidates, subsequent batches of YAPs will be mobilized.

Further information

For more information on the YAP programme, please contact David Villeneuve or Henning Hillmer at the following:

- david.villeneuve@cdia.asia
- henning.hillmer@cdia.asia

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Applications

Applications from possible candidates should include the following:

- Completed YAP application form;
- Current CV and copies of academic degrees and relevant certificates
- Letter from employer nominating the candidate and confirming the candidate can return to the organization upon completion of the YAP programme and will subsequently be appointed as the CDIA focal point within their organization;

Applications should reach the CDIA office on the 15th of each designated deadline month either in hard- or soft-copy using the following contact details:

Cities Development Initiative for Asia
Suite 202-203 Hanston Building, Emerald Avenue
Ortigas Center, Pasig City
1600 Metro Manila, Philippines

Email: yapp@cdia.asia

Note: In cases where applications miss the deadline, applicants will be asked if they want their applications to be considered for the subsequent intake period (requiring an updated endorsement letter from their home organization).