
CDIAs Young Asian Professional (YAP) Programme **Contractual Framework**

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 Program (YAP) 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, which is embedded under the training program of the German Development Cooperation (GIZ) in the Philippines, 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 program 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 program, 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 4-6-month program, 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.

CDIA is supported by:



Orientation components

CDIA will provide the YAPs guidance, training and mentoring as well as the office space and facilities to host the inductees. 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 the German Development Cooperation (GIZ);
- 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;
- Provide a training budget for each YAP to enable YAPs to participate in relevant training programs related to investment infrastructure planning and finance; and
- 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.

Table 1: Scope of training overview

Scope of training	M1	M2	M3	M4	M5	M6
<ul style="list-style-type: none"> • In office orientation on CDIA's mission, mandate program objectives, approaches, clients, partners and working procedures; • Investment planning and programming, PFS, toolkits, guidelines 	█	█				
<ul style="list-style-type: none"> • Assignment to CDIA mentor (according to professional background and country focus) 	█	█	█	█	█	█
<ul style="list-style-type: none"> • Enrollment in external capacity development events (Intermittent: subject to interest and availability of training programs) 			█	█	█	█
<ul style="list-style-type: none"> • Participation at selected CDIA & partner events (national and international); (Intermittent: subject to interest and occurrence of events) 	█	█	█	█	█	█

Individual Training: As part of their training, opportunities will be sought by CDIA to enroll them in relevant capacity development programmes as a supplement to the on-the-job training. Additionally, the selected persons will have opportunities to participate in regional seminars and workshops through CDIA's partner network.

Mentoring: While at the Manila Head Office of CDIA, the YAPs will be partnered with a CMT member as a mentor that will coach them in understanding application of CDIA procedures, as well as guide them through practicing in specific country contexts while working towards program objectives.

Compensation & Benefits

Stipend: During the training period, the YAPs will receive a basic subsistence allowance per month to cover costs of rental accommodation, living expenses, commuting costs etc..

Health, Life, Accident and Other Insurance Programs: Where the inductees are not covered under existing frameworks (e.g. outside their home country), a lump sum of \$300 will be provided to the individual to purchase separate health/medical insurance (proof of insurance cover has to be provided to CDIA by YAP).

Paid Leave: During this period, 4-6 working days of paid leave will be provided depending on the total duration of the assignment.

Relocation Travel: CDIA will cover the cost of 1 return flight between their country of residence and Manila.

Relocation Grant: An advance lump sum of \$ 1,200 will be provided upon arrival from a foreign country other than the Philippines to facilitate renting accommodation and initial settlement costs.

Capacity Development: CDIA will cover the cost of enrolling the person within or up to two national/international short-courses and related to CDIA's mandate (urban investment infrastructure programming, financing, and monitoring). The specific course(s) will depend on interest, availability, topics and timing issues.

Visa: CDIA/GIZ will support the processing of Visa (multiple entry) required for stay of the YAP in the Philippines as well as Visa for countries to be visited within the framework of activities to be covered under CDIA.

Tax Allowance: Each person will be responsible for payment income taxes, if applicable.

Table 2 outlines the estimated personal allocation, fully covered by CDIA, associated with the proposed 4-6 months training for YAP program participants.

Table 2: Cost breakdown for international YAP program participant

<i>Item</i>	<i>Amount (USD)</i>	<i>Units</i>	<i>Total (USD)</i>
Lump sum upon arrival (settlement allowance)	\$1,200	1 time	\$1,200
Monthly stipend (to cover accommodation and living costs)	\$1,100	6 months	\$7,600
Return economy airfare	\$500	1 return flight	\$ 500
Medical insurance for duration of the program	Lump sum of \$300	To cover 4-6 months outside home country in the Asia region	\$300
Additional items covered by CDIA to facilitate Training/Mentoring			
Regional travel & accommodation as part of in-field activities and project missions	\$ 1,000	Estimated 2 trips	\$ 2,000 (estimate)
Participation in international training courses and in selected CDIA & partner events (national and international)	\$ 1,000	Up to two 2 times	\$ 2,000
Total per person			\$13,600