# TERMS OF REFERENCE

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| Procurement No. : | UCLG ASPAC/019/VI/2021 |
| Duties: | Call for Proposal – Website Developer and consultant for 8<sup>th</sup> UCLG ASPAC Congress and International Conference |
| Division: | Bureau of Secretariat |
| Venue: | UCLG ASPAC Secretariat and/or remote |
| Duration: | Short term contract |
| Publication Date: | Wednesday, 16 June 2021 |
| Closed Date: | Friday, 21 June 2021 |

## Context

**8<sup>th</sup> UCLG ASPAC Congress and International Conference on "From Steady Recovery to Sustained Prosperity in Post COVID Asia Pacific"**

The United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section of United Cities and Local Government. Its members – representing local administrative and political leadership from cities and local governments across Asia Pacific – have set a high priority on achieving the SDGs by 2030 and have been working with partners from around the world to accelerate its localisation. UCLG ASPAC Secretariat and its members have also been active in strengthening cooperation and building resilience to control the COVID-19 pandemic in the Asia Pacific region.

This year, UCLG ASPAC will organise the 8<sup>th</sup> UCLG ASPAC Congress in conjunction with an International Conference titled "*From Steady Recovery to Sustained Prosperity in Post COVID Asia Pacific.*" The event will be co-hosted by the Zhengzhou Municipal People's Government and the Chinese People's Association for Friendship with Foreign Countries (CPAFFC) with the support of UCLG ASPAC strategic partners in the region. It will be held virtually from 7 to 9 September 2021.

## Objectives

The 8<sup>th</sup> UCLG ASPAC Congress and International Conference will have four main objectives:
1) to promote sustainable development through city- and local government-led actions in Asia-Pacific region;
2) to drive sustained prosperity and well-being in Post-COVID-19 Asia and the Pacific;
3) to officially adopt the UCLG ASPAC Manifesto 2021-2025, and;
4) to conduct UCLG ASPAC Statutory Meeting – the 2<sup>nd</sup> Session of UCLG ASPAC Executive Bureau 2021.

The 8<sup>th</sup> UCLG ASPAC Congress and International Conference with the theme "From Steady Recovery to Sustained Prosperity in Post-COVID-19 Asia Pacific" will serve as a platform to discuss comprehensive policies and best practices on driving long-term prosperity in post COVID-19 including through city-to-city international cooperation, while ensuring sustainable

development and addressing urbanisation impacts. At the same occasion, UCLG ASPAC will hold the 2nd Session of UCLG ASPAC Executive Bureau 2021.

For this purpose, the 8th UCLG ASPAC Congress and International Conference requires to have a website as a platform to distribute and share the information prior, during and post event, and we are looking for **a Website Developer** for this particular event.

**Qualifications:**
1. Having a good knowledge on IT and Website Development programme, such as HTML and CSS.
2. Solid knowledge and experience in programming applications.
3. Having a good knowledge on animation design programme.
4. Having experience more than 5 years on creating, developing, and maintaining a website.
5. Having a good communication skill to collaborate with UCLG ASPAC staff.
6. Able to develop ideas and processes and clearly express them.
7. Willing to make any revision needed.
8. It can be a company or individual/team.

**Expected results**
1. Nice, attractive, simple and yet user friendly website.
2. The website is accessible internationally.
3. The website provides English and Chinese languages, voting feature for photo contest, and attractive feature for virtual exhibition.

**Timeline**

| 21 June 2021 | **Closing submission – Followed by selection** |
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| 23 June 2021 | **Calling applicants** |
| 25 June 2021 | **Proposal and design sample by developer** |
| 25 June 2021 | **Decision for developer** |
| 26 June 2021 | **Starting the project** |
| 8 July 2021 | **1st presentation after decision followed by revision** |
| 14 July 2021 | **2nd revision** |
| 19 July 2021 | **Soft launching of the website** |
| 19 July 2021 - onward | **Uploading consultation and training – Maintaining process** |

**Sitemap**

To have a better idea on how UCLG ASPAC want to develop the website please check the link below

https://app.creately.com/diagram/ayqP8szxWd4/edit

**How to apply**

Please submit your website design sample and your proposal mentioning price estimation to: procurement@uclg-aspac.org (copy to: dbadmin_assistant@uclg-aspac.org) Subject: "Website Developer 8th Congress Event" before **21st June 2021.**

**Only selected candidates will be contacted.**

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