



UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC

TERMS OF REFERENCE

Procurement No:	001/UCLG ASPAC/I/2024
Event Title:	UCLG ASPAC – Internet Provider
Division:	Bureau of Secretary General
Duty Station:	UCLG ASPAC Secretariat
Posting date:	23 January 2024
Closing date:	30 January 2024

Background

UCLG ASPAC is the key knowledge management hub on local government issues in the Asia-Pacific region. It promotes democratic local government, supports cooperation between cities, local governments, and their associations, and facilitates programmes, network and partnerships to develop the capacity of local governments and the associations. Moreover, UCLG ASPAC represents local governments politically within the international community and with the United Nations and its agencies. It also promotes inclusive societies, which safeguard equality, social and economic justice, and sustainable community development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development, including poverty alleviation, climate change, disaster resilience, culture, strategic planning, decentralisation, local finance, gender equality, women's leadership and empowerment, and good governance.

In order to support its daily operational activities, the UCLG ASPAC secretariat requires a new internet provider that offers competitive price. Following previous experiences and considering the total number of UCLG ASPAC staff as users, the UCLG ASPAC secretariat would need a minimum internet connection of **100 MBPS**. This specification would ensure a stable connection at the Secretariat.

The following are the details of procuring an internet provider for the Secretariat:

Item:

- Internet Provider

Timeline

3rd-4th week of January 2024	Publish TOR
1st - 2nd week of February 2024	Vendor interview and selection
3rd week of February 2024	Vendor selection decision and announcement
4th week of February 2024	Process of Contract making
1st week of March 2024	Installation of new internet provider

Specific Service:

In order to ensure that any issue or problem related to the internet connection is promptly addressed by the provider, a dedicated PIC for the UCLG ASPAC Secretariat is suggested to be provided by the selected internet provider.

How to apply:

For any interested internet provider, kindly submit your proposal to procurement@uclg-aspac.org, copy to Noviandri.yotighana@uclg-aspac.org. Latest proposal submission 30th January 2024, 17.00 (Jakarta time).

Kindly mention : “internet provider proposal” on the email subject.
