



UNITED CITIES AND LOCAL GOVERNMENTS

ASIA PACIFIC

TERM OF REFERENCE

Vacancy No :	002/UCLG ASPAC/I/2024
Post Title:	Official appointed printing company vendor partner and UCLG ASPAC Stationaries supplier
Division:	UCLG ASPAC Secretariat (Core and Programme/Project)
Duty Station:	Based on vendor(s)
Duration:	01 January 2024 – 30 December 2024, output-based
Posting Date:	09 January 2024
Closing Date:	15 January 2024

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section of UCLG, an amalgamation of the International Union of Local Authorities (IULA), United Towns Organization (UTO), and World Association of the Major Metropolises (METROPOLIS). UCLG was established on 1 January 2004 and is headquartered in Barcelona, Spain. Following this unification, UCLG ASPAC was established in Taipei on 14 April 2004, as the new entity of IULA ASPAC.

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, networks, 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 that safeguard equality, social and economic justice, and sustainable community development. UCLG ASPAC is engaged in all relevant thematic fields for nurturing sustainable development comprising local economic development, climate change, disaster resiliency, culture, strategic planning, decentralization, municipal finance, gender equality, women leadership and empowerment, and good governance.

UCLG ASPAC and its various projects and programmes constantly produce various type of communication tools or publications tools such as : Newsletter, Flyer, brochure, etc. And to support this type of action UCLG ASPAC Secretariat and its Projects/Programmes need to appoint company printing to support the production of publication tools.

In addition, UCLG ASPAC also needs to appoint vendor(s) that can also provide various type of stationaries as supplier.

Scope of Work/Key Duties

As Mentioned on the article above, UCLG ASPAC will propose a long term contract with a company that can support the production of communication or publication tools and supply office stationaries.

Qualifications

- ❖ Having the necessary skills to produce or to edit Communication tools or publication tools such as : Newsletter, Brochure, Flyer, Magazine, etc.
- ❖ Having experience in supporting communication and publication tools production.
- ❖ Willing to deliver the communication or publication tools on time (as requested).
- ❖ Willing to provide stationaries as requested.
- ❖ Computer skills:
 - Good knowledge on application in Magazine, Flyer, Brochure production.

Deliverables

1. Deliverable communication or publication tools based on demand.
2. Deliverable for stationary supplies also based on demand.

How to apply

For interested vendor(s), they are invited to apply and submit their quotation or proposal to procurement@uclg-aspac.org , cc to Noviandri.yotighana@uclg-aspac.org

Kindly submit the quotation and proposal before 09 January 2024 (17.00 Jakarta time)
