

TERMS OF REFERENCE

Vacancy No	:	013/UCLG ASPAC/IKI/IV/2024
Procurement Title	:	APLG Website Developer – Consultancy Basis
Division	:	Urban Act Project & Learning – Training UCLG ASPAC
Duty Station	:	Remote
Posting date	:	April 19, 2024
Closing date	:	April 30, 2024

A. BACKGROUND / INTRODUCTION

The pivotal role of the United Cities and Local Governments Asia-Pacific (UCLG ASPAC) in learning, knowledge dissemination, and capacity building for cities and local governments in the region is underscored by its emphasis on regional networking, city pairing, and exchange to enhance knowledge and localize global agendas such as the SDGs, Paris Climate Agreement, and Sendai Framework. Serving as the coordinator of the Asia Pacific Local and Regional Government Coordinating Body (APLG), UCLG ASPAC accelerates advocacy efforts and fosters decentralized cooperation for sustainable development, collaborating with esteemed partners including ICLEI, C40, Citynet, and related UN agencies. Under the Urban-Act project, APLG will serve as a regional platform to support pilot cities in enhancing urban climate resilience, wherein UCLG ASPAC will develop an online platform for city pairing to strengthen city-to-city cooperation among pilot cities, utilizing the new developed APLG Learning and Knowledge Hub, ultimately benefiting cities committed to addressing climate change and fostering connections with potential partners for further collaboration.

To support the achievement of these goals, a comprehensive procurement process is initiated to select a website developer capable of delivering a solution that meets the stakeholders' needs in a timely and creative manner. The selected developer, under the supervision of the Learning & Training and Urban Act project team, will produce outputs that align with UCLG ASPAC's guidelines, ensuring the success of the initiative.

B. OBJECTIVES

The objective of the assignment is to provide Website development services for the APLG Learning and Knowledge Hub website, which serves as the central hub for accessing resources, courses, and information related to local governance. It will feature an intuitive user interface, responsive design, and essential engagement features.

C. TIMELINE

19 - 30 April 2024	Publish TOR
1 st – 2 nd week of May 2024	Vendor Interview & Evaluation

3 rd week of May 2024	Vendor selection & announcement
4 th week of May 2024	Negotiation & Contract Processing
June 2024	1 st development
July 2024	Launching Website

D. SPECIFICATION of GOODS / SERVICES

Specifications for APLG Learning and Knowledge Website Development:

- a. User-Friendly Interface: Design an interface that is easy to navigate, visually appealing, and accessible to a diverse audience.
- b. Responsive Design: Ensure seamless functionality across desktops, tablets, and mobile phones.
- c. Content Management System (CMS): Implement a CMS to facilitate easy content updates and additions by authorized personnel.
- d. Resource Catalog: Develop a robust system for cataloging learning materials, reports, and other knowledge-related resources.
- e. Search Functionality: Incorporate an efficient search mechanism for quick content and course retrieval.
- f. Engagement Features: Integrate interactive elements like forums, discussion boards, and user feedback mechanisms to foster community engagement.
- g. Branding Consistency: Ensure alignment with APLG's branding guidelines for a cohesive and professional visual identity.

Deliverable:

The output of this service will be a fully functional website meeting the above specifications, ready for launch and use by APLG and its stakeholders.

E. HOW TO APPLY

Interested candidates can email the expression of interest to: procurement@uclg-aspac.org, and copy to amelia.sari@uclg-aspac.org & agung.zulhatta@uclg-aspac.org by latest in **April 30, 2024, 12 PM (Jakarta time)**.

Please include the proposal describing the previous work done in this area; and portfolio of previous works of websites with similar functionalities developed.

Subject: **APLG Learning Website Developer**