UNITED CITIES AND LOCAL GOVERNMENTS

ASIA-PACIFIC

TERMS OF REFERENCE

Vacancy No:	018/UCLG ASPAC/CRIC/V/2024
Project Title:	Procuring Website Development Vendor for CRIC Project
Division:	KM and Communication Division
Duration:	22 July 2024 – 9 October 2024
Posting Date:	11 July 2024
Closing Date:	19 July 2024

Background

The Climate Resilient and Inclusive Cities (CRIC), a 5-year project of UCLG ASPAC, is being implemented in 10 Indonesian pilot cities, Bandar Lampung, Banjarmasin, Cirebon, Gorontalo, Kupang, Mataram, Pangkalpinang, Pekanbaru, Samarinda and Ternate. The project aims to support city governments in building a climate-resilient and inclusive city through three pillars: knowledge exchange and production, climate action plan, and capacity development. Several activities have been completed since 2020, such as climate-related training and workshops and Urban Analysis Reports of the ten pilot cities.

To support the capacity development of cities' stakeholders in generating climate profiles and developing their climate action plans (CAPs), the CRIC project also facilitates a series of training and technical assistance which is grouped into mitigation and adaptation. As a result, the cities' CAP will in the end contain evidence-based measures to reduce greenhouse gas emissions and preventive measures to reduce potential climate impacts on its population.

As part of the CRIC project's external communication, the project has a website which serves as a knowledge hub for project activities and achievements and will be maintained long after the project's completion to, among others, preserve the project's knowledge and resources, disseminate project findings and continuous lessons learned on how city governments can mainstream climate actions in their development agenda. Such knowledge will also help contribute to achieving the NDCs' targets as part of the global commitment to the Paris Agreement.

In addition to these specific uses, the CRIC project website will also be a valuable resource for any stakeholders interested in climate change, resilience, and inclusive urban development for years to come. To amplify that, UCLG ASPAC through the CRIC project, is planning to recruit an individual Website Development consultant to revitalise the current CRIC's website to be more efficient and interactive in terms of user interface and user experience.

The current website is operated through the Content Management System (CMS) software of **Joomla**, and the content is primarily managed by the CRIC Project Management team in the UCLG ASPAC Secretariat in Jakarta. The website hosting and domain are currently managed by CRIC Partner, Pilot4Dev based in Brussels.

Due to those underlying circumstances, while the current website is acting as a sufficient platform, it presents several obstacles that include the following:

- Overly long loading time (more than 10 seconds).
- Lack of alignment to CRIC project's branding identity (main colour scheme is relatively dark)
- Does not integrate content shared by the project's quarterly e-newsletter and social media accounts (primarily Twitter). The audience has to search across multiple platforms to access all content produced by the project.
- Designs need a more contemporary and viewer-friendly layout, and the navigation can be improved to provide more intuitive and prominently placed access to the project's current and future knowledge products (factsheets, CAP reports, etc.).

Scope of Works:

The vendor will be working with the CRIC project's Project Manager and a KM and Communications Officer to deliver items that include but are not limited to:

- Take over the CRIC website domain and hosting from CRIC Partner initially in charge of developing the website - Pilot4Dev, and secure the CRIC website database and other website assets to be hosted and managed in Indonesia (including providing hosting and domain services for the CRIC website).
- Redesign and improve the current CRIC website under the **Joomla** CMS to be more visually appealing, such as a cleaner, more contemporary design with a colour scheme that complements the project's logo and a user experience-led interface.
- Recommend and execute best practices to integrate the project's social media platforms and/or features into the website, such as social sharing tools for web articles, allowing visitors to post on their platforms and social media feeds within the homepage.
- Recommend and execute improved website functionality and responsiveness, such as a search button which is currently lacking, that allows users to obtain the information they need quickly, and activation of SEO (Search Engine Optimisation) as part of website design, featuring a link to sitemap in the footer, etc.
- Provide suggestions – if needed - of a different CMS that is more instinctive, easy to use, and can be updated as well as maintained easily by CRIC project's team members in charge of communications and knowledge management, especially after the CRIC project ends.
- Provide 6-month website support and maintenance as the CRIC Project website will remain existing and maintained for 5 years after the project ends e.g handover of knowledge to CRIC project team.
- Any additional items not listed above to continue providing a fully operational website, e.g recommendation of analytic tools or services.

Qualifications:

The vendor should demonstrate and provide examples of previous experience in the performance of similar services as follows;

- A reputable vendor with at least 3 years of prior experience in creating visually appealing and navigation-friendly websites.
- Familiarity and relevant experience in using different Content Management Systems (CMS), particularly in Joomla and WordPress.

- Knowledge of current trends in graphic design, web design, online video publishing and social media.
- Demonstrate the ability to create an innovative and visually appealing website design.
- Adequate proficiency in code writing and programming languages such as HTML, Java or PHP.
- Good interpersonal, collaboration, and communication skills.
- Keen attention to detail and advanced troubleshooting skills.
- Note that individual or company-based applicants/vendors are welcome to apply and submit a proposal.

Document to be attached in the proposal

- A proposal describing the previous work done.
- CV of the vendor team's expert in charge.
- A financial proposal outlining a lump-sum fee that includes all considerations for the work.

How to apply:

Any interested candidates are welcome to apply, by sending a CV, Portfolio, and letter of motivation and send to recruitment@uclg-aspac.org, copy to wirda.damanik@uclg-aspac.org and cemara.dinda@uclg-aspac.org.

E-mail subject: Website development for CRIC Project

Submission: no later than **19th July 2024**. (17:00 WIB)

Only selected candidates will be contacted.