

## CALL FOR QUOTATION

Vacancy No	020/UCLG ASPAC/XI/2025
Job Task	<b>Vendor for UCLG ASPAC Member Dashboard Development</b>
Division	Knowledge Management and Member Service Division
Duty Station	Jakarta, Indonesia
Duration	January 2026 – December 2026 (12 months implementation, with minor technical support until June 2027)
Project Code	Secretariate Bureau
Budget Line	4.4.3 Member Dashboard Development
Publish date	20 November 2025
Closing date	30 November 2025

### BACKGROUND

United Cities and Local Governments (UCLG) is a worldwide association of local governments and the officially recognised voice of local governments by the United Nations. Aligning with the subsidiary principle, the United Cities and Local Governments Asia Pacific (UCLG ASPAC) represents the entire Asia and the Pacific region. It is the largest regional section of UCLG that has linkages to more than 10,000 cities and local governments. It covers well over 4.1 billion people - more than half of the world population - and incorporates economically fast-developing countries such as China, India, and Indonesia.

UCLG ASPAC is committed to enhancing its member engagement and collaboration among cities and local governments, and their national associations in the Asia-Pacific region. The Member Dashboard will be an interactive online platform, distinct from the UCLG ASPAC website, allowing members to:

- Raise the profile and visibility
- Showcase initiatives and best practices
- Access shared learning resources
- Initiate regional and sub-regional cooperation
- Explore and establish collaboration with their peers
- Provide and update profile information independently

The Dashboard was first introduced during the UCLG ASPAC Council held in Daejeon in 2022, with a basic template presented in 2023. Further development of the interactive platform will begin in January 2026, following vendor recruitment, and will be transitioned to the **Knowledge Management and Communications (KM & Comms) Division** by mid-2027 for full internal management.

### OBJECTIVES

To develop a secure, interactive, and user-centred Member Dashboard platform, supporting UCLG ASPAC's strategic goals through:

1. **Enhanced Connectivity and Collaboration:** Provide a platform for networking, knowledge sharing, and collaboration.

2. **Raise Profile and Visibility of its Members:** Raise visibility of its members through its excellent practices, leadership, achievement and advancement.
3. **Improved Organisational Capacity:** Leverage digital tools to advance UCLG ASPAC's mission and support members.
4. **Increase Accessibility and Engagement:** Offer easy access to resources, events, and professional networking opportunities.

## SCOPE OF WORK

The Vendor will design, re-develop, test, deploy, and support the Member Dashboard with the following features:

1. **Member Profiles:** Updated and detailed profiles of each member, including member information, expertise or excellence, learning hub, partnerships, and publications.
2. **Excellence Showcase:** Highlight best practices and innovations across members, including climate action, education, water management, and more.
3. **Product Showcase:** Explore a curated collection of sustainable products from members, available for trade and collaboration.
4. **Expert Roster:** Database of thematic experts.
5. **Secure Member Login:** The platform feature is exclusive and limited only to UCLG ASPAC members through a secure login system, providing free access for members to update their profile and latest activity and find peers.
6. **Collaboration Dashboard:** Matchmaking and partnership preferences, such as local economic development, climate actions, and resilience.
7. **Matchmaking Tool:** Algorithm-based recommendations.
8. **Activity Feed:** Member updates and announcements.
9. **Resource Library:** Central repository for knowledge and learning materials.
10. **Calendar of Events:** Regional events and webinars.

A preview of the preliminary internal draft can be found [here](#).

## Phased Timeline and Deliverables

- **Component 1: Planning and Re-design (January – February 2026) – Vendor-Supported**  
**Goals:** Define system architecture, complete stakeholder consultations, and develop wireframes  
**Key Actions:**
  - Conduct needs assessment and data mapping
  - Design wireframes and UX journey
  - Define information architecture and security framework
  - Coordinate with Member Services team on member database inputs
- **Component 2: Development and Testing (March – June 2026) – Vendor-Supported**  
**Goals:** Build secure system infrastructure and perform testing.  
**Key Actions:**
  - Develop backend/frontend functions and database
  - Internal alpha testing and feedback iterations
  - Compliance and security review
  - Beta system preview for July 2026 ExBu Meeting
- **Component 3: Deployment (July – October 2026) – Vendor-Supported**  
**Goals:** Launch live version for full use.

#### **Key Actions:**

- Final migration from staging to production
  - Internal testing by the UCLG ASPAC team
  - Deliver user manuals and technical documentation
  - Upload verified member data
- **Component 4: Soft Launch (November 2026 – Early 2027) – Vendor-Supported**  
**Goals:** Platform presentation at Council Meeting, reach 75% data completion.

#### **Key Actions:**

- Conduct live demos, training, and collect feedback
  - Release user guides and host training webinars
  - Refine platform based on member input
- **Component 5: Transition to Internal Operations (November 2026 – Early 2027) – UCLG ASPAC Operated**  
**Goals:** Enable the Knowledge Management and Communications team to manage the dashboard independently.

#### **Key Actions:**

- Handover dashboard operation and access
  - Provide final training and documentation
  - Minor vendor support until June 2027 (post-sales technical support)

## **MONITORING AND EVALUATION**

To ensure the vendor meets performance expectations within this assignment implementation, the following evaluation criteria will be applied:

### **Mid-Term Review (July 2026)**

- Timeliness and quality of deliverables
- Relevance to KM and Member Services' operational needs
- Effectiveness of internal knowledge transfer.

### **Final Evaluation (December 2026):**

- Achievement of key deliverables and support objectives.
- Reduction of dependency on external vendor.
- Member satisfaction and adoption level.

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## **DELIVERABLES**

- Fully functional Member Dashboard with all outlined features.
- Comprehensive user-friendly guide, technical documents, and CMS manuals.
- Training workshops for UCLG ASPAC staff and members.
- Regular monthly progress report with a gantt chart showing implementation schedule and updates.
- Post-deployment minor support until June 2027.

## **QUALIFICATIONS AND EXPERIENCE**

The ideal candidate should possess the following qualifications and experience:

- Strong proficiency in web development environment, including HTML, CSS, JavaScript, and a backend framework (e.g., PHP, Python, Ruby on Rails, Node.js).

- Experience in designing and developing user-friendly websites and its content management systems (CMS)
- Knowledge of database design and management.
- Understanding of user experience (UX) and user interface (UI) design principles.
- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal skills.
- Knowledge of security best practices for web applications.

## HOW TO APPLY

Applicants should submit the following:

1. Company Profile and Curriculum Vitae of the team member
2. Portfolio of relevant work
3. Technical Proposal: Concept & Ideas, Proposed sitemap, Timeline, Workflow, Team, etc.
4. Financial Proposal: Detailed budget breakdown including taxes. Budget needs to already include the website development services, hosting/VPS, and paid plugins as needed.
5. A Gantt Chart with timeline and milestones must be included in the application, which is strictly followed when awarded
6. Legal documents need to be attached

Interested candidates can submit a proposal along with their company profile and relevant portfolios that outline their capacity and experience in consultancy services and relevant areas of work to [procurement@uclg-aspac.org](mailto:procurement@uclg-aspac.org) with a copy to [mahessa.ardika@uclg-aspac.org](mailto:mahessa.ardika@uclg-aspac.org) , no later than **30 November 2025**.