

TERMS of REFERENCE

Procurement No	:	007/UCLG ASPAC/VI/2026
Procurement Title	:	Development of Guidelines and Monitoring & Evaluation Platform for Localising the ASEAN Community Vision (ACV) 2045 in ASEAN Cities and Local Governments
Purpose	:	To develop a guideline and MoNeV platform of the localisation of the ASEAN Community Vision (ACV) 2045
Division	:	Programme Division:Urban-Act Project and ASEAN Governors and Mayors (AGMF) Forum Secretariat
Duty Station	:	Remote, with required stakeholder engagement activities in Jakarta
Date	:	June 2026 – Dec 2026
Posting Date	:	16 June 2026
Closing Date	:	26 June 2026

A. BACKGROUND / INTRODUCTION

The ASEAN Community Vision (ACV) 2045 sets out a long-term roadmap for ASEAN’s development, guiding the region toward deeper integration, inclusivity, and resilience in the face of geopolitical, socio-economic, and environmental challenges. It reaffirms ASEAN’s shared commitment to political cooperation, economic growth, social development, and environmental sustainability as the foundation for collective prosperity.

Local governments play a crucial role in transforming this regional vision into concrete actions. The United Cities and Local Governments Asia Pacific (UCLG ASPAC)—the largest local government association in the Asia-Pacific, representing over 7,000 members—has consistently promoted sustainable urban development, stronger local governance, and inclusive growth through advocacy, capacity building, and collaboration.

For more than a decade, UCLG ASPAC has also served as the Secretariat of the ASEAN Governors and Mayors Forum (AGMF). This platform has become a key mechanism for ASEAN cities to cooperate, exchange knowledge, and contribute to regional and global agendas, including the UN Sustainable Development Goals (SDGs), the New Urban Agenda (NUA), the Paris Agreement, and the Sendai Framework for Disaster Risk Reduction (SFDRR).

With the adoption of ACV 2045, UCLG ASPAC and the AGMF are spearheading efforts to localise the Vision, ensuring that cities and local governments align their priorities with ASEAN’s long-term goals while addressing their own contexts. At the heart of this initiative are two complementary instruments—the Guidelines for Localising ACV 2045 and the Monitoring and Evaluation (M&E) system. The Guidelines will serve as a practical roadmap, providing approaches, frameworks, and examples of good practice to help translate ACV 2045 into concrete local strategies, policies, and programmes, while also highlighting areas of alignment with national and regional agendas. The M&E system will function as a structured mechanism not only for implementation tracking but also to strengthen monitoring and evaluation processes. This platform will allow cities and local governments to collect data consistently, measure progress against targets, identify gaps, and generate evidence-based insights that improve accountability, support adaptive planning, and feed into ASEAN’s reporting processes.

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Under the initiative from the Urban Act project (Integrated Urban Climate Action for Low-Carbon & Resilient Cities), it will support dialogue within the AGMF and partners, given its relevance as a well-established city platform and the only local government network affiliated with ASEAN. Urban Act project is a forward-looking initiative funded by the Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) of Germany through the International Climate Initiative (IKI) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) in collaboration with UCLG ASPAC, the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), and other consortium partners. At the subregional level, Urban-Act's Output supports and builds on and complements prior AGMF declarations related to integrated planning, disaster risk management and climate resilience. Urban-Act further considers opportunities to support the relevant ASEAN strategies and action plans, including ACV 2045 localisation platform development for strategic regional advocacy and engagement.

B. Objectives

1. Establish a systematic mechanism for monitoring and tracking progress of local governments against ACV 2045 targets and indicators.
2. Strengthen evidence-based decision-making, adaptive planning, and accountability at the local level by generating timely and reliable data.
3. Facilitate structured reporting to the AGMF, the ASEAN Secretariat, and other relevant regional forums, ensuring local contributions are reflected in regional policy processes.
4. Support peer learning and knowledge exchange among ASEAN cities and local governments by making comparative data, good practices, and lessons learned accessible.

C. Scope of Work

The consultant(s) will be responsible for undertaking and delivering the following tasks:

1. Design and build a practical tool that enables ASEAN cities and local governments to track progress against ACV 2045 commitments and indicators.
2. Define the tool's technical specifications, including data fields, indicator sets, collection mechanisms, validation processes, and automated analysis features.
3. Pilot the tool through stakeholder workshops, refine it based on feedback, and ensure usability and policy relevance.
4. Produce the finalised platform accompanied by a user guide, training modules, and technical documentation.
5. Support the dissemination and official rollout across ASEAN networks.

D. Deliverables

The Consultant(s) is expected to provide the following outputs:

1. **Inception Report:** A brief report (maximum five pages) outlining the technical development plan, timeline, and coordination mechanism with the Framework and Guideline outputs.
2. **Technical Design Document:** A specification document defining the system architecture, indicator framework, data fields, validation logic, dashboard layout, and data visualisation approach.

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3. **Beta Version of the M&E Web Portal:** A functional prototype demonstrating data entry, validation, progress tracking, dashboard visualisation, and automated analysis features, supported by a short pilot testing summary.
4. **Finalised M&E Web Portal:** A completed and fully functional online platform incorporating revisions from pilot testing and verified to meet all acceptance criteria.
5. **User Guide and Training Package:** A comprehensive manual with step-by-step instructions for data input, monitoring, and reporting, accompanied by one PowerPoint training presentation.
6. **Validation and Dissemination Report:** A concise report documenting pilot implementation, stakeholder engagement, FGD outcomes, and key recommendations for regional rollout.
7. **System Handover Package:** All source codes, databases, configuration files, credentials, and documentation submitted in editable format, with full ownership and intellectual property rights retained by UCLG ASPAC.
8. **Post-Launch Technical Support:** Minimum 3-months technical support period to address bugs, configuration issues, or adjustments arising from real-world use during rollout. All documents, data, and materials developed during this assignment remain the property of UCLG ASPAC and must be treated with strict confidentiality.

E. Qualifications

Requirements for the consultant (individual or institution):

1. Advanced university degree, with a minimum of 5 years' proven experience in monitoring and evaluation, policy analysis, or local governance in the Southeast Asian context
2. Strong skills in data architecture design, database development, and visualisation tools (knowledge of Excel VBA Macro is an advantage; experience with alternative scalable platforms is highly desirable).
3. Demonstrated ability to work with governments, regional organizations, and/or international development partners, preferably in ASEAN-related initiatives
4. Be familiar with issues related to local governance, decentralisation, and regional integration, preferably in the ASEAN context.
5. Strong analytical, writing, and facilitation skills, with a proven track record of producing high-quality knowledge products (e.g., guidelines, toolkits, policy briefs, databases).
6. Proficiency in the English language (written and spoken).
7. Positive work ethic with a willingness to cooperate
8. Considerable travel may be required.

F. Supporting Team

The Consultant will work under the supervision of the Secretary General of UCLG ASPAC, in close collaboration with the Urban-Act Project and AGMF Secretariat

G. Application Procedure

Interested consultants (individuals, research institutions, or consulting firms) are invited to submit applications consisting of the following documents:

1. Company profile (for institutions only) and CV(s) of individual expert(s) (for independent consultants or experts engaged within institutions), outlining relevant expertise, capacity, and experience to deliver the consultancy services
2. Technical Proposal (maximum 15 pages, excluding annexes) – including:

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- Proposed methodology and tools;
 - Concise work plan (maximum 1 page) responding to this ToR;
 - Sample(s) of relevant evaluation reports, guidelines, or knowledge products previously developed and published.
3. Conflict of Interest Statement – identifying any past, present, or planned consultancies related to ASEAN, local governance, or related initiatives that may pose a conflict of interest, along with proposed mitigation measures.
 4. Financial Proposal, including:
 - A detailed budget in EUR
 - Itemised financial breakdown demonstrating cost-efficiency and value-for-money;
 - Justification of costs based on comparable scope and service benchmarks.

Evaluation of proposals will be based on Technical (60%), Experience (20%), and Financial (20%) components. Incomplete applications will not be considered.

How to apply: Interested consultants should submit their application by 26 June 2026 (COB) to recruitment@uclg-aspac.org cc aseangovernorsandmayorsforum@uclg-aspac.org and helmi.abidin@uclg-aspac.org

Note: The client reserves the right to negotiate the scope of work, and timeline with the selected consultant based on mutual agreement and project requirements.

H. Budget

The estimated total budget allocated for this consultancy for the product is EUR 8,000

