



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

Procurement No:	017/GCOM SEA - UCLG ASPAC/X/2026
Post Title:	Content Input and Layout Adjustment Consultant – GCoM Southeast Asia Microsite
Division:	Strategic Services and Programme
Duty Station:	Remote
Duration:	Approximately one (1) month, output-based (26 October – 23 November 2026)
Date Posted:	Friday, 16 October 2026
Closing Date	Wednesday, 21 October 2026 (Jakarta Time: 23:59)

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. UCLG Asia Pacific (ASPAC) as the largest regional section of United Cities and Local Governments (UCLG) has linkages to more than 10,000 cities and local governments. It represents well over 4.1 billion people.

UCLG ASPAC hosts the Global Covenant of Mayors for Climate & Energy (GCoM) Southeast Asia (SEA) Regional Secretariat. The former GCoM SEA website is no longer operational. To keep its content available and give the Secretariat a stable online channel, UCLG ASPAC will host a GCoM SEA microsite within the UCLG ASPAC website. A basic microsite has been set up.

UCLG ASPAC is seeking a short-term consultant to adjust the microsite layout, recover and back up content from the former GCoM SEA website, and input it into the microsite with the required funding disclaimers.

Scope of Work/Key Duties

1. Review the basic microsite, CMS access, and available content sources with the UCLG ASPAC team, and confirm technical feasibility within the existing website system in the first week.
2. Recover content from backup files, archived copies of the former website, and documents provided by UCLG ASPAC; prepare a content inventory and proposed sitemap.
3. Back up all recovered content in an organised folder structure and hand it over to UCLG ASPAC.
4. Adjust the microsite layout (page templates, navigation, banners, and footer) in line with the UCLG ASPAC website design and GCoM visibility guidelines.
5. Input and format content, upload documents and images, and insert the archive and funding disclaimer notices provided by UCLG ASPAC.

6. Test links and display on desktop and mobile, and incorporate consolidated feedback from UCLG ASPAC.
7. Prepare a short user guide and run one online walkthrough session for the UCLG ASPAC team.

Deliverables

1. Content inventory and proposed sitemap.
2. Complete backup of recovered content, handed over to UCLG ASPAC.
3. Adjusted microsite layout, approved by UCLG ASPAC.
4. Microsite populated with the migrated content and disclaimer notices, tested on desktop and mobile.
5. Short user guide, one walkthrough session, and a brief completion report.

Qualifications

- Demonstrated experience in website content management and page layout, preferably in WordPress or a similar CMS.
- Working knowledge of HTML and CSS.
- Experience in content migration or website archiving is an advantage.
- Good written English, with attention to detail.
- Well organised, responsive, and able to meet agreed deadlines.

How to Apply

Please send your Curriculum Vitae (CV), a portfolio with links to at least two websites you have built, managed, or migrated, a brief work plan (maximum one page), and a financial proposal (lump sum, inclusive of applicable taxes) to procurement@uclg-aspac.org, copied to aniessa.sari@uclg-aspac.org, by Wednesday, 21 October 2026 at the latest. Only shortlisted candidates will be contacted.