Terms of Reference for a Web Developer (Full Stack) (Indonesia)
IKI Ambitious City Promises project
As of 28 February 2020

1. About the Ambitious City Promises project

The Ambitious City Promises: Commitments for low-carbon urban development in Southeast Asian large cities is a 3.5-year international project being implemented by ICLEI – Local Governments for Sustainability with support from the International Climate Initiative (IKI) of the German Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU).

The project aims to support selected large cities in Indonesia, the Philippines and Vietnam to establish strong greenhouse gas (GHG) reduction commitments, local climate action plans directed by concrete targets, enhanced multi-stakeholder engagement and integrated strategies. “City Promises” (city’s Local Climate Change Action Plan) shall be developed in three model cities and their implementation shall be outlined and initiated. Throughout the project period, each local government will design locally-appropriate targets and action plans on the basis of their development framework and priorities.

In Indonesia, the project works with DKI Jakarta, Tangerang, and Bekasi. In 2019, Yayasan ICLEI Indonesia has successfully completed a round of public consultations in Jakarta to develop City Promises. These community-based engagements surfaced insights and opinions regarding climate action; particularly the lifestyle changes that residents of Jakarta are able and willing to pledge and commit to as a way to support the city’s pursuit of low emission development.

In order to serve a two-pronged goal of capturing these pledges from the citizens and presenting up to date and compelling information about climate change, low emission development, energy efficiency, sustainable transportation, solid waste management, and others, the project team and Provincial Government of Jakarta seeks to develop an online stakeholder engagement platform. This platform is envisioned to be simple, functional, and appealing to the stakeholders of DKI Jakarta. It should also be supported with a robust database to ensure that all pledges are collected along with all of the data shared by the user.

2. Terms of Reference for Web Developer

The project requires the services of a web developer to design the layout and user experience of the platform, develop the wireframe, code, test, and review the platform, and offer support for maintenance and debugging.

The content will be shared with the consultant and shall serve as basis for further steps of the platform’s development.

1 For the purposes of this ToR, the expert will only work with Jakarta.
2.1 Scope of work

The following activities will need to be undertaken in order to help meet the objectives of the project.

<table>
<thead>
<tr>
<th>Wireframe</th>
<th>• Develop the wireframe with the project team; ensure that user experience and user interface are responsive and interactive</th>
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</table>
| Design and Layout | • Lead the development of the platform’s visual elements particularly the layout of the platform itself  
• Deliver the visual design package, including raw files (EPS, PSD, INDD, XD, SVG, SKETCH, and others) that will be used on the site and other material related to the platform’s branding  
• Ensure that design and layout effectively visualize the content and demonstrate the platform’s functionality  
• In coordination with the project team, collect and curate relevant elements such as photos, logos and icons  
• Present the design and layout for the approval of the project team (The project team is entitled to two rounds of review: one round once the consultant has presented the design plan and another one once the visual elements have been assembled and completed) |
| Development | • Lead the backend development of the platform  
• Identify a suitable Content Management System (WordPress is preferred)  
• Ensure indexing and SEO (includes keyword plan and metatags for Google Analytics) |
| Testing, Review, and Delivery | • Ensure that all pages of the platform have been tested for full compatibility and functionality (for desktop and mobile)  
• Lead the final regression ahead of the beta test  
• Lead the beta test of the platform with select project team members and Jakarta representatives  
• Implement any additional edits or changes based on the results of the beta test  
• Lead the platform’s launch and provide assistance for any bugs encountered during  

*Note: ICLEI will own the copyright of the platform, its visual design, and all related elements.* |
| Maintenance and Updating | • Provide maintenance support for the first six months  
• Lead and develop a capacity-building/turnover workshop for platform administrators |

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2ICLEI will assume ownership of all design files including drafts and raw files (EPS, PSD, INDD, XD, SVG, SKETCH, etc). The Consultant should turnover all materials to the project team after the platform’s launch.
2.2 Deliverables and time frames

The work will entail leading the development and delivery of online stakeholder engagement platform. The consultant is expected to work closely with the project team at Yayasan ICLEI Indonesia, the ICLEI Southeast Asia Secretariat, ICLEI World Secretariat, and representatives of Jakarta Provincial Government.

A maximum of **55 working days** are estimated to complete the deliverables as stated below. The engagement and consultation with ICLEI and Jakarta Provincial Government will be made both in-person and online (e.g. via e-mail). The following table lists the deliverables and their respective delivery date.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Indicative number of working days</th>
<th>Indicative timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitemap and Wireframe</td>
<td>5</td>
<td>3rd week of April 2020</td>
</tr>
<tr>
<td>Design and Layout</td>
<td>15</td>
<td>1st week of May 2020</td>
</tr>
<tr>
<td>Coding and Testing</td>
<td>20</td>
<td>3rd week of June 2020</td>
</tr>
<tr>
<td>Delivery</td>
<td>5</td>
<td>4th week of June 2020</td>
</tr>
<tr>
<td>Maintenance</td>
<td>10</td>
<td>3rd week of December 2020</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>55</strong></td>
<td></td>
</tr>
</tbody>
</table>

3. Payment

Yayasan ICLEI Indonesia shall pay the web developer for the services herein stipulated. Payment will be made in cheque following the schedule of tranches.

<table>
<thead>
<tr>
<th>PERCENTAGE (%)</th>
<th>MILESTONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Upon contract signing (Mobilization Fund)</td>
</tr>
<tr>
<td>25%</td>
<td>Upon delivery and approval of design plan and visual elements</td>
</tr>
<tr>
<td>40%</td>
<td>Upon beta testing and launch of the platform</td>
</tr>
<tr>
<td>5%</td>
<td>Upon the completion of the maintenance and support period (until December)</td>
</tr>
</tbody>
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4. Service provider requirements

The successful service provider must provide evidence of:

- A portfolio of similar work completed for the last three years
- Business license (SIUP) for company, National ID Card (KTP) and Tax Identification Number (NPWP) for individual, National ID Card (KTP) and Tax Identification Number (NPWP) of the leader for groups, and other proof of eligibility.
- At least five years of experience as backend developer
- Experience in developing and implementing custom and complex WordPress websites
- Hands-on modern PHP and knowledge of PHP front-end frameworks such as Symfony
- Proficient with popular JS application frameworks such as Angular, Vue, React, Node, and Ember
• Excellent working and demonstrated knowledge of HTML, CSS, Jquery, and experience with responsive design and development
• Ability to write secure and clean code and documentation
• Experience in editing WordPress plugins
• Excellent knowledge of MySQL
• Good communication skills
• Ability to conduct performance debugging, benchmarking, and able to identify resolutions
• Experience working with nonprofit organizations

5. Reporting requirements and management

• The expert will report to Mr. Selamet Daroyni, Project Officer for Ambitious City Promises (ACP) Project of Yayasan ICLEI Indonesia and the activities in Jakarta will be implemented in close collaboration with Ms. Happy Tiara Asvita, Project Assistant for Ambitious City Promises (ACP) Project of Yayasan ICLEI Indonesia, Ms. Dhyanayu L. Almitra, Communications Officer of Yayasan ICLEI Indonesia, and Ms. Val Bugnot, Communications Officer of ICLEI Southeast Asia Secretariat. The expert shall also liaise with representatives of the ICLEI World Secretariat.
• Regular meetings/calls to report on progress on specific tasks and deliverables will be required.
• Payment of the service provider will be contingent on the timely submissions of deliverables listed in this term of references.

6. Requirements for the proposal

The following information must be provided in the proposal:
• Letter of Intent addressed to Mr. Selamet Daroyni, Project Officer for Ambitious City Promises (ACP) Project of Yayasan ICLEI Indonesia
• A proposal based on the Scope of Work (proposal should have the following attachments: Work Plan and Budget Plan)
• CV of team members, organizational profile, organogram for company; CV of team members for group; and CV for individual
• Portfolio of previous relevant work for the past three year

7. Closing date for submission of proposals

To apply, please submit a Letter of Intent that demonstrates your experience, qualifications, and proposed professional fee along with your latest CV, proposal (work and budget plan), portfolio and supporting documents

Please send all materials in one PDF document via email with subject “Consultant: Full Stack Web Developer (Indonesia)” to iclei-indonesia@iclei.org with CC to val.bugnot@iclei.org no later than Monday, 30 March 2020

For any queries related to submission, please contact Yayasan ICLEI Indonesia via the e-mail address above.

Please use English for all communications. Only successful candidates will be contacted. Due to the volume of applications being received, our office would not be able to entertain phone calls. For more information about ICLEI Southeast Asia Secretariat and ICLEI Indonesia Office, visit http://icleiseas.org/.