

TERMS OF REFERENCE (TOR)

Consultant for Website Development of The Project for Human Resources Development in Food-related Areas through Partnership with Universities in ASEAN Region (HRD Project) – Phase 3

I. Background

The Project for Human Resources Development on Food-related Areas through Partnership with Universities in ASEAN Region (hereinafter referred to as The HRD Project) was established as part of Japan-ASEAN Cooperation to promote the cooperation on Food Value Chain which covered the connection from farmers to consumers through a collaboration between public-private sectors. The Projects aims to directly contribute to Human Resources Development in ASEAN with enhanced knowledge and skills relevant and necessary for the sound development of the broad arena of food-related industry. The HRD Project was established from 1st October 2014. Since then, the Project has completed its first phase on 31 December 2017 and 2nd phase on 31 December 2020.

To facilitate communication and sharing information among Partner Institution in AMSs as well as with all related stakeholder, the Project require the service of a website developer to design, develop, implement, manage and maintain a dynamic and interactive website. The website will be a gateway for the target universities to reach and share the information related with partnership program under the project. Hence, the website will be an outreach platform to disseminate the Project Outcome.

The development of the HRD Project website will comprise 3 key activities: (I) development of the website; and (II) maintenance and upgrading the website; (III) final report.

II. Objectives

The Project aims to provide a website platform for Partner Institution in AMSs and all related stakeholders as a gateway to reach and share the information related to the Partnership Program under MAFF HRD Project Phase 3 as well as part of the outreach activities for disseminating Project Outcome.

III. Scope of Work

The web designer cum programmer (hereinafter referred to as the “consultant”) will be expected to undertake the following activities.

Activity I: Development of the Website

Stage 1: Scoping and conceptual design

- Identifying scope and coverage including assessment of specific requirements and availability of information.
- Designing a conceptual and operational framework and navigational structure to define information flow and interfaces.
- Developing a prototype website (design model)

Stage 2: Implementing the Website and Information System Design

- Developing the actual website, designing the pages
- Developing applications including databases and search engines (document system and content management system)
- Consolidating and organizing all information materials. The content and textual information including schedule, teaching material and all related project activities data are to be provided by HRD project.
- Populating the website/ encoding of information content.
- Testing and evaluation.
- Deployment of the system including installation and socialization.

Stage 3: Integration

- Preparing the user manual and system documentation. The mechanism for reporting, collecting, sharing, coordination and updating of data and information will have to be provided by HRD Project.
- Identifying additional future requirements and developing a framework for a comprehensive information system.
- Linking to the ASEAN Secretariat website, ASEAN Food Industries Human Resources Development Association (AFH) website, MAFF Japan website

Activity II: Maintenance and Upgrading of the website

- Update the information posted at the HRD project website, as required;
- Re-design and modify the website, as required;
- Update and maintain the database and application required in the website;
- Update user manual and document repository for public restricted access;
- Perform other tasks as may be assigned by the HRD Project.

Activity III: Final Report

- Submit the report which cover all the progress of the website development and documentation.

IV. Expected Tasks, Timelines, and Deliverables

I. TIME FRAME & MILESTONES

The duration of the HRD project website construction and maintenance is until 30 November, 2023. The consultant will prepare and submit a detailed Work Plan with deliverables and timeline for development as well as maintenance and update of the website in accordance with the target set out as follows:

No	Milestone	Duration	Target
1	Activity I: Website Development	3 (three) weeks	
	Stage 1: Kick Off Meeting	1 day	Early September 2022
	Stage 2: Scooping and development of the conceptual design	2 (two) weeks	Mid September 2022
	Stage 2: Development of the website and information design system	4 (Four) weeks	End of September 2022
	Stage 3: Integration into the ASEAN information system (and linking to the ASEAN and relevant website i.e. AJ-FHRD, Partner Universities)	3 (three) weeks	Mid October 2022
	Stage 4: Finalization of the web for public use	2 (two) weeks	End of October 2022
2	Activity II: Maintenance and Upgrading	14 months	End October 2022 – End of November 2023
3	Activity III: Final Report	1 weeks	End November

V. Administration, Reporting and Coordination

The Contract for this assignment will be issued by the ASEAN Secretariat. The consultant will coordinate and closely work with HRD Project management team in carrying out the activities as set out above. In this context, the HRD Project will be providing the necessary material and inputs in the development of the website, as well as its content/substance. The HRD Project will monitor the progress of work of the consultant based on the above-mentioned milestones. The consultant is expected to keep the HRD Project updated with monthly progress report as well as final report with format report provided by HRD Project Team.

VI. Requirement for the Submission

The prospective bidder is required to submit the following:

1. Technical

- Interested candidates including consulting firms and individual consultants are invited to submit an application package in English including work plan with costings (quotation) and all the expected outputs in accordance with the milestones set in Roman IV above. The interested candidate also needs to submit the following documents and requirements:
- a. Provide sample of website development and a Curriculum Vitae (CV) that highlights the following criteria:
 - Demonstrate extensive knowledge and experience on website development and system administration including designing and developing website for international organizations and/or multinational companies.
 - Demonstrate extensive knowledge and experience on development of the Content Management System especially using open source CMS as base engine.
 - Demonstrate extensive knowledge and experience on technical experience both Operating systems and Relational Database Management System (RDBMS).
 - Demonstrate extensive knowledge and experience in hardware, server application and software language will be an advantage

2. Financial

The bidder may submit quotation with USD or IDR. The rate will be following ASEAN Secretariat Rate. The payment for the selected consultant will be based on the achievement of the milestones, which is set as follow:

Activity I: Development of the website:

- 20% of the budget upon completion of the milestone no 1 with stage completion until stage 2.
- 40% of the budget upon completion of the milestone no 1 with stage completion until stage 4.

Activity II: Maintenance and upgrading of the web:

- 30% of the budget upon completion of the milestone activity II.

Activity III: Final Report

- 10% of the budget upon completion of the milestone activity III upon submission of completed assignment in activity III and satisfactory evaluation of HRD Project Team. no 1 with stage completion until stage 4.

The consultant is required to visit the ASEAN Secretariat, at own cost, to discuss with HRD Project team for scoping work and reporting.

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