

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)**

Project: SOUTHEAST ASIA REGIONAL PROGRAM ON COMBATING MARINE PLASTICS (SEA-MaP)

Loan No./Credit No./ Grant No.: E 051 / P175659

Assignment Title: Selection of Consultant IT Specialist (Part-time)

Reference No. ID-ASEAN-399365-CS-INDV

The Association of Southeast Asian Nations (ASEAN) has received financing from the World Bank toward the cost of the Southeast Asia Regional Program on Combating Marine Plastics (SEA-MaP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include IT Specialist, part-time (est. up to 100 days a year from February 2024).

The detailed Terms of Reference (TOR) and template CV for the assignment as below.

The SEA-MaP Project Management Unit (PMU) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

- A bachelor's degree in computer science, Software Engineering, or a related field.
- Experience working with government agencies, civil society organizations, and development partners to provide similar services.
- Experience working with the ASEAN Secretariat to provide similar services is highly desirable.
- Extensive experience in programming and CMS development, search engine optimization, Google Webmaster tools, Google developer tools, or Mobile device adaptation.
- Must have minimum of 7 years of experience in website, software development and cloud infrastructure.
- Strong expertise in key programming languages and frameworks (PHP, JavaScript, SQL, Ruby, ROR, etc)
- Ability to develop unit testing of code components or complete applications.
- Excellent analytical, problem-solving, communication, and interpersonal skills
- Fluency in English
- Experience providing similar assignments to the ASEAN Secretariat or similar organisations is highly desirable.

The attention of the interested Consultants is drawn to the Section III, Para 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers, July 2016 and updated in November 2020", setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours i.e., 0900 to 1700 hours.

SEA-MaP PMU - ASEAN Secretariat, 1st Floor, Heritage Building,
Jalan Sisingamangaraja 70A, Kebayoran Baru Jakarta 12110 - Indonesia
Email: seamap_procurement@asean.org

Expressions of Interest should be in English sent via e-mail by 29 January 2024 at 17.00 local time.

The Procuring Entity (PE) reserves the right to accept or reject any or all EOIs without assigning any reason whatsoever. All decisions by the PE are final

TEMPLATE FOR CURRICULUM VITAE (CV)

Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date _____

TERMS OF REFERENCE (TOR)

INDIVIDUAL CONSULTANT (PART-TIME) IT Specialist, SEA-MaP Project Management Unit

Background

SEA-MaP is a regional World Bank (WB)-financed five-year program aiming to support the Member States of the Association of Southeast Asian Nations (ASEAN) to combat marine plastic pollution and address associated negative effects by contributing to the implementation of the ASEAN Regional Action Plan on Combating Marine Plastic Debris in ASEAN Member States. The regional project is designed along three components: (1) Strengthen Regional Policies and Institutions for Plastics Circularity; (2) Establishing Regional Platforms to Promote Innovation, Knowledge, and Partnerships for Plastics Circularity; and (3) Project Management. A detailed description of the project is available in the [Project Appraisal Document \(PAD\)](#).

SEA-MaP is being implemented by the Association of Southeast Asian Nations (ASEAN) through the ASEAN Secretariat (ASEC). The implementation structure is comprised of a Project Steering Committee (PSC), a Project Management Unit (PMU), and a Regional Implementation Support Unit (RISU), and will focus on building the capacity of the ASEC and other stakeholders. UNOPS personnel embedded in the RISU will have clear and well-defined roles and responsibilities and each personnel will have its respective counterpart in the PMU.

The PMU plays a central role in program implementation, coordination, and monitoring, including providing day-to-day project operation and supervision. The PMU works closely with the PSC, RISU, and the relevant departments and divisions in ASEC, and seek their support and advice as needed. To enable effective communication and collaboration, the PMU will be co-located in ASEC's office compounds in Jakarta, Indonesia.

The PMU is developing its website and would like to seek the services of an IT Specialist to support the PMU in this effort, including enhancing and managing the SEA-MaP website and providing related IT/technical advice.

Objective

The IT consultant is expected to provide support to SEA-MaP PMU to enhance and manage SEA-MaP website and other web platforms under the SEA-MaP in close consultation with the PMU and provide technical advice and assistance.

Scope of Work & Description of Tasks:

The Consultant will design, develop, and maintain website including IT and software systems that support the SEA-MaP communication strategies.

1. Enhance/Design and layout of website, testing, review and update:
 - Lead the improvement and development of the website's visual elements particularly the layout of the website itself, following coding standards.

- Deliver the visual design package to enhance the website, including raw files that will be used on the site and other materials related to the website's branding
 - Ensure that design and layout effectively visualize the content and demonstrate the website's functionality
 - Use optimized search functionalities such as microcopy, autocomplete, among others to enhance the user search experience
 - 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.
2. Create a fast-loading, stable and effective user experience that can withstand high traffic and data processing.
 3. Provide technical advices/clarifications for the improvement of SEA-MaP Website.
 4. Create social media buttons (share buttons) for further engagement;
 5. Create new pages and update the content based on PMU's request;
 6. Develop a manual for regular updates of SEA-MaP Website;
 7. Maintain and fix technical problems occurred in the web-server, database, WBE, and CMS, etc;
 8. Upload and regularly maintain website's data backups.
 9. Provide training and capacity building to SEA-MaP staff on regular website management, content updates, and data backups.
 10. Perform other related tasks that may be assigned by the PMU Project Director.

The IT Specialist shall maintain strict confidentiality in all aspects of the work.

Deliverables and Estimated Expert time

The IT Specialist will work on a part-time basis (up to 100 days per year). The duration for the assignment is for one (1) year, renewable based on satisfactory performance of the assigned tasks and availability of the project budget. The IT Specialist is expected to start the role by the 2nd week of February 2024.

Deliverables:

- Provide improvement of UI/UX (User Interaction/Experience) design and functionalities to provide a better experience for mobile and desktop users. This includes revision and additional web pages creations.
- Maintenance support in a timely manner, in particular website security and trouble-shoots, server maintenance, user experience optimization, backups, web performance monitoring and optimization.
- Provide a proper User Acceptance Test (UAT) with all access and source code handover also user manual and training for the project staff and system administrators to perform content upload, system maintenance, and other operations required.
- Provide a well-functioned and secured web server environment of *SEA-MaP* Website that will be hosted in the designated web server
- Troubleshoot response time should be within 3 hours with maximum resolve time within 1x24 hours including backup recovery and or hacker attacks (e.g. a mirror site for back-up purpose) and any other possible risk;
- Visual backend for the content administrator and access management features

- Provide development server, migration to the live server, and environment setup with no cost extension.¹
- Monthly reports on the development version together with the latest information on and updates to the server environment and program source code (CMS, PHP Framework, database, plugins, extensions and any other required files) of the SEA-MaP Website;
- Quarterly reports through Google Analytics which includes analysis and recommendations on how to improve SEA-MaP Website;

Monthly deliverables: Monthly report of progress and achieved outcomes.

Reporting requirements and management

- The consultant will report to the Project Director of SEA-MaP Project Management Unit.
- Regular meetings/calls to report on progress on specific tasks and deliverables will be required
- Payment of the consultant will be contingent on the timely submission of deliverables listed in this term of references and other assigned tasks.

Client's Input

All content, documents, reports, and other materials prepared as part of this assignment shall be the property of SEA-MaP and shall be handed over upon completion of the assignment. The IT Specialist shall maintain strict confidentiality in all aspects of the work throughout the duration of the work and after the conclusion of the contract. All documents related to the SEA-MaP will remain confidential.

Selection criteria:

Selection shall be based on qualification and experience of the candidate and followed by an interview.

The minimum qualification, experience and skills should include:

- A bachelor's degree in computer science, Software Engineering, or a related field.
- Experience working with government agencies, civil society organizations, and development partners to provide similar services.
- Experience working with the ASEAN Secretariat to provide similar services is highly desirable.
- Must have a minimum of 7 years of experience in programming and CMS development, search engine optimization, Google Webmaster tools, Google developer tools, or Mobile device adaptation.
- Must have minimum of 7 years of experience in website, software development and cloud infrastructure.

¹ The SEA-MaP website is being developed and access will be provided to the selected consultant.

- Strong expertise in key programming languages and frameworks (PHP, JavaScript, SQL, Ruby, ROR, etc)
- Ability to develop unit testing of code components or complete applications.
- Excellent analytical, problem-solving, communication, and interpersonal skills
- Fluency in English
- Experience providing similar assignments to the ASEAN Secretariat or similar organisations is highly desirable.

Application requirements

- An up-to-date CV stating details of educational qualifications, work experience, including prior experience of similar work (below template);
- A portfolio showcasing previous projects (minimum 3) to highlight work experience and expertise, including detailed examples of work that align with the provided portfolio, and provide contact information for each client featured in the portfolio for verification and reference purposes.
- A sample portal which is hosted on a complimentary or a self-chosen server, as evidence of the applicant's experience and skills. Please provide us the access to the portal.
- Three client references.