

Terms of Reference

CONSULTANT: WEBSITE DESIGNER, CREATOR AND MAINTAINER FOR THE EXPANDED ASEAN MARITIME FORUM (EAMF)

Duration	10 July – 9 December 2024 (6 months) for website development, followed by ongoing training, maintenance, and revision for up to five years
Level of Effort	46 days initially: • 40 days for website development • 6 days for maintenance within the period of 6 months after the website is launched
Place of Work	Remote with travel to Lao PDR and another ASEAN Member State(s), if required

BACKGROUND AND RATIONALE

The Asia Foundation (TAF), through the ASEAN-Australia Political Security Partnership (APSP), is inviting proposals from reputable and qualified companies or individuals (hereafter referred to as ‘consultant’) to design, develop, and provide maintenance services to a website for the EAMF.

The EAMF is an annual Track 1.5 mechanism for the discussion of maritime issues among the countries of the East Asia Summit (EAS).¹ The EAMF has discussed a wide range of maritime related issues, including the 1982 United Nations Convention on the Law of the Sea (UNCLOS), maritime connectivity, maritime security and safety, marine pollution, illegal, unreported, and unregulated (IUU) fishing and management, and the protection of marine ecosystems.

The website will enable important EAMF resources and materials that have been developed since its inception in 2012 to be made readily accessible.

QUALIFICATIONS AND CRITERIA OF CONSULTANT

The consultant should have:

- Strong record of website design, creation, and maintenance, as proven by at least three operational sites that can be verified as original (including collaborative) work and accessed for review;
- Experience in working with other ICT specialists to ensure the site’s necessary cyber security precautions and features, archival backup, a password-only section, optimal bandwidth, and other important ICT aspects;
- Experience in handling confidential documents with discretion;
- Proven ability to present original work to an engaged and inquisitive audience;
- Ability to respond constructively to requests and input from different stakeholders;
- Good proficiency in spoken and written English;
- Ability to deliver quality outputs within stipulated timeframes;
- Ability to communicate clearly and effectively with, and deliver training for, non-expert individuals involved with the website;

¹ The East Asia Summit participating countries: ASEAN Member States, Australia, China, India, Japan, New Zealand, Republic of Korea, Russia, and the United States of America.

- Ability to travel at least once and possibly twice to ASEAN member state(s); and
- Availability and capacity to provide website maintenance service for up to five years.

DELIVERABLES

A secure, functional, visually engaging, user-friendly, mobile-friendly, and disability-friendly website, reflective of the EAMF's track 1.5 status and as comprehensive as possible.

- As the website will be hosted under one of the ASEAN Secretariat's (ASEC) hosting platform and using the ASEAN.org sub-domain, the Consultant shall perform the necessary to set-up the website;
- A full working website with functionalities includes: responsive design; open-source repository of materials and papers presented at past EAMF meetings (allow upload of file(s) and link to existing file(s) from other websites); a password-protected with multi-factor authentication (MFA) access for EAMF members-only section; search function; security control; member management, and others;
- A security implementation plan

Knowledge transfer

- Develop a user manual and deliver a training for ASEC staff to perform content upload, system maintenance, and administration.

Source code handover

- Full source code including all developed libraries shall be handed over to TAF.
- All preexisting intellectual property (IP), including text and images will be owned by ASEAN.

Support and maintenance

- Administrative and technical support, including website's security and infrastructure, as well as quality control for up to 6 months (inclusive of bug and design fixing) after the website is launched and upon request (on call basis) for up to 5 years.

Other relevant tasks, including presentations of the draft website to the Steering Committee and ASEAN Senior Officials' Meeting (ASEAN SOM).

ACTIVITIES AND INDICATIVE TIMELINE

Design and creation of the website are expected within 46 days (inclusive of maintenance over the period of 6 months (inclusive of bug and design fixing) after the website is launched but exclusive of other maintenance needs for up to 5 years).² **Timeline and payment for maintenance of the website will be discussed during the hiring stage.**

Dates	Activity	Deliverable	Timeline	Payment schedule
Jul 2024	Agree with TAF on design of the website	Outline of design	1 day	

² 8 hours equals 1 day.

	Develop website in “draft” form	Draft website	4 days	
Aug-Sep 2024	Present draft website virtually to Steering Committee. The consultant will discuss with the Steering Committee the site’s design, optimal bandwidth, necessary cyber security precautions and features, archival backup, and other ICT aspects	Revised website and presentation	1 day	Payment 1 upon revised website
	Revise draft website	Revised website	7 days	Payment 2 upon revised website
	Present draft website to Steering Committee and ASEAN SOM during online Consultation Workshop	Revised website and presentation	1 day	
	Conduct technical training for ASEC dedicated staff	Training, user manual	2 days	
Sep-Oct 2024	Revise draft website	Final website	15 days	
Nov 2024 (TBD)	Launch website at the 2024 EAMF	Presentation of website	3 days	Payment 3 after the training is conducted, website launched, and all other deliverables submitted
Dec 2024-May 2025	Support and maintenance		6 days	Payment 4 in May 2025

MANAGEMENT ARRANGEMENT

The project will be implemented through APSP, supported by the Government of Australia, and implemented by TAF. Technical backstopping for the deliverables will be provided by TAF. TAF will also oversee the consultant, their contract, and their tasks and deliverables.

ASEAN SOM will determine what information will be posted in the open-source and members-only sections.

HOW TO APPLY

Interested companies/individuals are requested to submit an expression of interest/proposal outlining their qualifications, experiences and portfolio/company profile. These should be sent to Benjamin Zawacki, Senior Program Specialist at the Asia Foundation (benjamin.zawacki@asiafoundation.org), by 10 July 2024.

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