

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL SELECTION)

The Government of Indonesia

Global Environment Facility Indonesia Sustainable Cities Impact Project

Grant No.: TF0B8114

Assignment Title: Information Technology Specialist

Reference No.: ID-DIT.PD-384998-CS-INDV

The Government of Indonesia through the Ministry of National Development Planning/National Development Planning Agency (Bappenas) has received financing from the World Bank toward the cost of the Global Environment Facility Sustainable Cities Impact Project (GEF-SCIP) and intends to apply part of the proceeds for consulting services.

The individual consultant services include but not limited to:

a. Website Design and Development

- i. Identify appropriate system requirements and needs for the website development.
- ii. Develop functionalities for information sharing, data storage, retrieval, user management, and collaboration tools. The functionalities must facilitate GRM aspect of the project.
- iii. Develop a logical structure for content and data on the platform and create an intuitive and aesthetically pleasing layout for the platform, making it easy to find and use. This includes the arrangement of content, navigation menus, and interactive elements as well as ensuring the design is responsive and functions well across various devices and screen sizes. The design of the website must be accessible to all users, including those with disabilities, following the Web Content Accessibility Guidelines (WCAG).
- iv. Choose and customize a Content Management System (CMS) that suits the project's needs, allowing for easy content updates and management. Ensure the platform can handle dynamic content updates and user-generated content efficiently.
- v. Develop the back-end infrastructure including database management, server-side logic, and integration with other systems or APIs.
- vi. Implement robust security measures to protect data and user privacy, including encryption, secure data storage, and protection against cyber threats.
- vii. Test all features and functionalities for performance and reliability and to ensure the platform is user-friendly and meets user experience goals.
- viii. Set up hosting, configure the server environment, and deploy the website.

b. Website Management and Maintenance

- i. Monitor website and provide ongoing maintenance to ensure the platform remains up-to-date, secure, and functional.
- ii. Plan for future updates or enhancements based on user feedback, bug reports, and technological advancements.
- iii. Regularly prepare and curate website's content, ensuring its alignment with the Bappenas' guidelines and objectives. The Consultant will coordinate with the Urban Specialist to ensure the substance of the website contents. The content must receive Bappenas' approval prior to being uploaded to the designated sections of the website. This process includes ensuring that the content is correctly formatted, optimized for search engines, and accessible to all users, including those with disabilities. The content must be available in both English and Indonesian language.

c. Training and Documentation

- i. Create technical documentation of the website and detailed user manuals for all level of users.
- ii. Provide regular trainings to website's user or as requested by Bappenas.

- iii. Prepare regular website report that consist of website's statistics, analytics, bug report, monitoring, and evaluation.

All expenses pertaining to server hosting, as well as the purchase or subscription of necessary software, will be fully covered by the employer (Bappenas). This includes costs associated with initial setup, ongoing maintenance, upgrades, and any licensing fees required for the operation of these services.

The individual consultant services are expected to start in April 2024 and performed over a period of 21 months. Further detailed Terms of Reference (ToR) for the assignment can be found in the attachment.

The Directorate of Local Development at the Ministry of National Development Planning/National Development Planning Agency (Bappenas) now invites eligible individual consultant ("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. The shortlisting criteria are:

- A bachelor's degree in Engineering Technology or a related field such as Information Technology, Computer Science, Communication, or Graphic Design;
- Demonstrable experience in website and software development, with a preference for expertise in knowledge management systems, Content Management System (CMS), Management Information Systems (MIS), or project management software; and
- A minimum of seven years of professional experience as a website or software developer.
- Prior experience working with the Government of Indonesia and/or International Organization;
- Preferably have a certification for Search Engine Optimization (SEO); and
- Willingness to travel to the project cities to support work. The selected individual consultant **will be based in the Jakarta (Indonesia) office.**

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers dated November 2020 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant Selection** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours (09.00 to 17.00 GMT+7).

Interested applicant must be submit the comprehensive curriculum vitae of individual consultant **before 1 April 2024** at 10.00 WIB to the following address:

Pokja VII Unit Kerja Pengadaan Barang/Jasa

Kementerian PPN/Bappenas

Email: ulp@bappenas.go.id

Jakarta, 15 Maret 2024



TERM OF REFERENCE

INFORMATION TECHNOLOGY SPECIALIST

FOR WEBSITE DEVELOPMENT AND MANAGEMENT

Global Environment Facility (GEF)
Indonesia Sustainable Cities Impact Program (SCIP)
Grant Agreement No. TF0B8114

**MINISTRY OF NATIONAL DEVELOPMENT PLANNING/
DEVELOPMENT PLANNING AGENCY
DEPUTY OF REGIONAL DEVELOPMENT
DIRECTORATE OF LOCAL DEVELOPMENT**

OUTLINES

1. BACKGROUND AND OBJECTIVES	5
2. SCOPE OF WORKS	6
3. DELIVERABLES AND DURATION	7
4. QUALIFICATIONS AND REQUIREMENTS	8

Annex Summary of Global Environment Facility (GEF) Indonesia Sustainable Cities Impact Program (SCIP)	9
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1. BACKGROUND AND OBJECTIVES

Currently, 53% of Indonesia's population lives in urban areas, which is estimated to reach more than 70% by 2045. On the other hand, the decline in biodiversity in urban areas, uncontrolled urban expansion, the practice of non-integrated planning, and environmental degradation in urban areas, including high-carbon development patterns, have implications for the quality of life of millions of Indonesia's people. The Indonesian Sustainable Cities Impact Program (SCIP), funded by the Global Environment Facility (GEF) through the World Bank, aims to strengthen the capacity of cities to prepare sustainable and integrated development plans and to prioritize capital investment planning by considering carrying capacity and accommodating biodiversity, as also stipulated by the National Urban Policy, Environmental Development Policy, and Low Carbon Development Policy in the 2020-2024 RPJMN (5 Year Indonesia Medium-Term Development Plan). SCIP is also directed at providing an impact on changes in the behaviour of development actors in thinking holistically and sustainably in building cities that pay attention to social, economic, and environmental aspects in a balanced way.

Project implementation will be integrated with ongoing sustainable development programs such as the National Urban Development Project (NUDP) and Low Carbon Development Indonesia (LCDI), which have the same ultimate goal: towards a sustainable city emphasizing low-emission and low-carbon development. Therefore, GEF activities will support previous projects in finding sustainable city approaches and indicators based on lessons learned from pilot cities. In addition, integrating GEF activities and existing programs is expected to increase the program's impact, which will be even more significant and act as leverage for applying sustainable development principles in urban development in Indonesia.

SCIP activities will be carried out in at least 5 (five) pilot provinces/cities, adjusted to the city selection criteria based on environmental elements. The 5 (five) cities consist of Palembang, DKI Jakarta, Semarang, Balikpapan, and Bitung. The components of the GEF Indonesia SCIP project activities consist of 5 (five), namely, Component 1: Integrated Spatial Planning and Urban Management; Component 2: Catalyzing Integrated Investment in Priority Areas; Component 3: Piloting Innovative Financing Approaches and Instruments; Component 4: Policy Dialogue and Knowledge Management, and Component 5: Project Management.

Component 4 of SCIP will fund a knowledge management platform to facilitate knowledge sharing, activities updates, and information dissemination among stakeholders. Additionally, this platform will function as a Grievance Redress Mechanism (GRM), forming an integral part of the project's Environmental and Social safeguard instruments. The Directorate of Local Development, Ministry of National Development Planning (Bappenas), as the Project Implementing Unit of Component 4 is seeking an

Information Technology specialist to 1) develop and manage a user-friendly, efficient, and secure of knowledge management platform tailored to the GEF Indonesia SCIP's needs and Develop a user-friendly, efficient, and secure knowledge management platform tailored to the project's needs, and ensure the platform supports data management, collaboration, and information sharing among project stakeholders.

2. SCOPE OF WORKS

The Information Technology Specialist is expected to be responsible for the development, management, and maintenance of web-based information system, in particular facilitating efficient and secure information dissemination between stakeholders within the national government and local governments. To achieve this, the Consultant will perform the following tasks in consultation with Bappenas:

d. Website Design and Development

- i. Identify appropriate system requirements and needs for the website development.
- ii. Develop functionalities for information sharing, data storage, retrieval, user management, and collaboration tools. The functionalities must facilitate GRM aspect of the project.
- iii. Develop a logical structure for content and data on the platform and create an intuitive and aesthetically pleasing layout for the platform, making it easy to find and use. This includes the arrangement of content, navigation menus, and interactive elements as well as ensuring the design is responsive and functions well across various devices and screen sizes. The design of the website must be accessible to all users, including those with disabilities, following the Web Content Accessibility Guidelines (WCAG).
- iv. Choose and customize a Content Management System (CMS) that suits the project's needs, allowing for easy content updates and management. Ensure the platform can handle dynamic content updates and user-generated content efficiently.
- v. Develop the back-end infrastructure including database management, server-side logic, and integration with other systems or APIs.
- vi. Implement robust security measures to protect data and user privacy, including encryption, secure data storage, and protection against cyber threats.
- vii. Test all features and functionalities for performance and reliability and to ensure the platform is user-friendly and meets user experience goals.
- viii. Set up hosting, configure the server environment, and deploy the website.

e. Website Management and Maintenance

- i. Monitor website and provide ongoing maintenance to ensure the platform remains up-to-date, secure, and functional.
- ii. Plan for future updates or enhancements based on user feedback, bug reports, and technological advancements.
- iii. Regularly prepare and curate website's content, ensuring its alignment with the Bappenas' guidelines and objectives. The Consultant will coordinate with the Urban Specialist to ensure the substance of the website contents. The content must receive Bappenas' approval prior to being uploaded to the designated sections of the website. This process includes ensuring that the content is correctly formatted, optimized for search engines, and accessible to all users, including those with disabilities. The content must be available in both English and Indonesian language.

f. Training and Documentation

- i. Create technical documentation of the website and detailed user manuals for all level of users.
- ii. Provide regular trainings to website’s user or as requested by Bappenas.
- iii. Prepare regular website report that consist of website’s statistics, analytics, bug report, monitoring, and evaluation.

All expenses pertaining to server hosting, as well as the purchase or subscription of necessary software, will be fully covered by the employer (Bappenas). This includes costs associated with initial setup, ongoing maintenance, upgrades, and any licensing fees required for the operation of these services.

3. DELIVERABLES AND DURATION

The Consultant is recruited for an initial term of 21 months, working on a fulltime basis. While this position primarily allows for remote work, the Consultant must be prepared to attend in-office meetings or fulfill on-site duties as required, with reasonable notice.

This appointment is subject to performance review and may be extended until the projected closing date of the Project in June 2027, contingent upon the Consultant's satisfactory performance. Additionally, this position includes a probationary period of three (3) months, during which the Consultant's suitability for the position will be assessed. Following this period, a formal evaluation will determine eligibility for continued engagement and potential extension.

The deliverables of the Consultant include:

No	Deliverables	Frequency and Time
1.	Approved website design for GEF Indonesia SCIP	One-time; 1 month after contract signing
2.	Deployment of fully developed and functional website in Indonesian and English language	One-time; 2 months after contract signing
3.	Website user manuals for using and managing the website, both for administrator or user	One-time; 3 months after contract signing
4.	Technical documentation for website development, maintenance, and troubleshooting	
5.	Final Report on developing and managing website for GEF Indonesia SCIP, consisting of the website preparation process, problems, follow-up, conclusions, and recommendations for further website development	One-time; at the end of contract
6.	Regular report on website performance, maintenance, monitoring, and evaluation	quarterly
7.	Training	upon request (at least once)

All deliverables must be produced with the following requirements:

- a. Formally approved by both the designated technical supervisor of the Directorate of Local Development and the Commitment Making Officer (Pejabat Pembuat Komitmen).
- b. Printed and available in digital versions, both PDF and Microsoft Word formats. All high resolutions figures and maps incorporated in the final product should be included in accompanying files.
- c. All raw data and processed data, including tabular data and spatial data must be submitted, ensuring compatibility with the required data format.
- d. Written in Bahasa Indonesia, with an accurate translation copy in English.

The Consultant will report to the appointed representative from Directorate of Local Development who will review and sign off the Consultant's deliverables to ensure work quality.

4. QUALIFICATIONS AND REQUIREMENTS

The selected candidate will be expected to meet the following qualifications and experience:

- a. A bachelor's degree in Engineering Technology or a related field such as Information Technology, Computer Science, Communication, or Graphic Design;
- b. Demonstrable experience in website and software development, with a preference for expertise in knowledge management systems, Content Management System (CMS), Management Information Systems (MIS), or project management software; and
- c. A minimum of seven years of professional experience as a website or software developer.
- d. Prior experience working with the Government of Indonesia and/or International Organization;
- e. Preferably have a certification for Search Engine Optimization (SEO); and
- f. Willingness to travel to the project cities to support work.

Annex Summary of Global Environment Facility (GEF) Indonesia Sustainable Cities Impact Program (SCIP)

The Government of the Republic of Indonesia, through the Ministry of National Development Planning/National Development Planning Agency (Bappenas) in collaboration with the World Bank, is currently developing the Indonesian Sustainable Cities Impact Program (SCIP) from the Global Environmental Facility (GEF), in the future referred to as the GEF Indonesia SCIP Project. This activity will involve five Echelon-I Work Units consisting of the Secretariat Office of the Minister of National Development Planning/Head of National Development Planning Agency, Deputy for Regional Development, Deputy for Maritime Affairs and Natural Resources, Deputy for Facilities and Infrastructure, and Deputy for Development Funding. GEF Indonesia SCIP will be implemented since the signing of the agreement on 3 October 2022 and ends on 30 June 2027.

GEF Indonesia SCIP activities aim to strengthen the capacity of cities in Indonesia in preparing sustainable development plans and integrated and prioritizing capital investment planning by taking into account aspects of the carrying capacity of the environment and the preservation of biodiversity under the National Urban Policy, Environmental Development Policy and Policies Low Carbon Development in RPJMN 2020- 2024 (5 Year Indonesia Medium-Term Development Plan). GEF Indonesia SCIP's activities are also directed to impact changes in the behavior of development actors in thinking holistically and sustainably in developing cities that pay attention to social, economic, and environmental aspects in a balanced way.

The objectives of the GEF Indonesia SCIP Program are as follows:

1. Integrate biodiversity and climate-smart management in preparing priority development plans and capital investments of participating cities, including financing modalities.
2. Strengthen provincial/city capacity both physically and socially. In the physical context, GEF Indonesia SCIP prepares a sustainable development plan, integrates, and prioritizes capital investment planning (CIP), considering aspects of the environment's carrying capacity and capacity and preserving biodiversity. At the social level, the Sustainable Cities Impact Program (SCIP) is directed at impacting changes in the behavior of development actors in thinking holistically and sustainably in developing cities that pay attention to social, economic, and environmental aspects in a balanced way.
3. Innovative approaches and sustainable provincial/city indicators based on lessons learned from pilot provinces/cities. At the same time, it can support previous projects, increase the program's impact, and act as a lever for implementing the principles of sustainable development for provinces and cities in Indonesia.

GEF Indonesia SCIP has 5 (five) selected pilot cities based on project's selection criteria, namely Palembang, DKI Jakarta, Semarang, Balikpapan, and Bitung. Those pilot cities will implement 5 (five) components of GEF Indonesia SCIP, there are:

1. Component 1: Integrated Spatial Planning and Urban Management

This component finances integrated urban development planning activities from the national to provincial/city levels. At the national level, it will provide input in regional/municipal development planning with an environmental perspective. While at the provincial/city level as an effort to support provinces/cities to develop area/corridor based development efforts and spatial plans that are appropriate or consider biodiversity and adaptive to climate change.

2. Component 2: Catalyzing Integrated Investment in Priority Areas

This component finances the preparation of sub-projects in priority areas and corridors based on findings in component 1. Funding will be focused on sub-projects that can conserve biodiversity and anticipate climate change, including *Global Environmental Benefits* on climate change mitigation and biodiversity aspects. The sub-projects of this component will focus on five sectors, namely 1) circular economy and waste management, 2) rainwater and wastewater management, 3) energy efficiency and renewable energy, 4) sustainable transportation, and 5) urban biodiversity and sustainable landscape.

3. Component 3: Piloting Innovative Financing Approaches and Instruments

This component finances activities to identify alternative and innovative financing modalities through a combination of grants, Public-private engagement, such as Public private partnerships, and other financial schemes, especially for sub-projects within priority areas and corridors and areas identified and enhanced through Component 2. This component will support local government capacity building in accessing alternative sources of finance for environmentally friendly financial investments outside the national transfer mechanism.

4. Component 4: Policy Dialogue and Knowledge Management

This component finances activities and stakeholder engagement related to policy dialogue activities, knowledge sharing activities, training and workshops, and knowledge to promote environmentally friendly behaviour change. This collaborative process with stakeholders will inspire recommendations and actions at local, regional, and national levels to advance the urban sustainability agenda.

5. Component 5: Project Management

This component is implemented to ensure that project implementation runs effectively and efficiently. An implementation support framework is urgently needed for the successful implementation of activities. This component will finance these efforts, such as support to project management and implementing units, including technical, fiduciary, procurement, environmental and social safeguards, monitoring and evaluation, and reporting.