



ONE **ASEAN**
ONE **RESPONSE**

TERM OF REFERENCE

Consultancy: Full Stack Web Developer of Grant and Partnership Management Portal

Reporting to: Resource Mobilisation Officer

Duration: 8 months

BACKGROUND

The AHA Centre – ASEAN Coordinating Centre for Humanitarian Assistance on disaster management is an inter-governmental organisation established by 10 ASEAN Member States: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam, to facilitate cooperation and coordination among ASEAN Member States (AMS) and with the United Nations and international organisations for disaster management and emergency response in the region.

The AHA Centre was established on 17 November 2011 during the 19th ASEAN Summit in Bali, Indonesia, through the signing of “the Agreement on the Establishment of the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre)” by ASEAN Foreign Ministers, witnessed by all ASEAN Heads of State/Government. The AHA Centre’s office also houses the Emergency Operations Centre (EOC), which serves as the central location in monitoring disasters and coordinating ASEAN’s collective response to disasters.

The ASEAN Coordinating Centre for Humanitarian Assistance on disaster Management (AHA Centre) is growing and strengthening its partnership with ASEAN Member States, private sector, academic institutions, and other stakeholders to support the role of the AHA Centre as ASEAN’s primary regional coordinating agency in disaster management.

As collaboration grows and various supports come, the AHA Centre needs to have robust system to manage those supports in form of grant and partnership management tool. The Grant and Partnership Management Tool (GPMT) needs to be developed as an internal web-based portal to manage supports from different partners and donors efficiently and effectively.

Heeding to the above, the AHA Centre wishes to engage a consultant to develop internal web-based portal to manage grant and partnership.

RESPONSIBILITIES

1. Provide input and technical assistance to two current prototypes including website design, troubleshoot, front-end and back-end;
2. Build the front-end website architecture through appealing visual design;
3. Develop and manage well-functioning databases and applications;
4. Work with end-users to determine system requirements and updates;
5. Design excellent user interaction on web pages;
6. Design and develop effective APIs and ensure cross-platform optimisation (especially with AHA Centre ERP system);
7. Provide regular web platform security, protection, and enhancement;
8. Programme testing to ensure that developments are installed into the live system without causing disruption to end-users;
9. Troubleshoot, debug, and upgrade the platform to ensure responsiveness and efficiency;
10. Create security and data protection settings;
11. Perform quality control on all products and deliverables to ensure product releases are fully documented, participate in the design of test plans;
12. Maintain technical documentation for new and existing applications;
13. Assist in the other reasonable IT tasks as assigned by supervisor;
14. Comply with the AHA Centre's rules and regulations.

REQUIREMENTS

Required Skills:

The consultant needs to have the following technical requirements:

1. Minimum bachelor's degree in computer science, Computer Programming, or related field;
2. Minimum 5-year experience in information technology, computer science or computer engineering;
3. Strong understanding of the full-stack web development best practices, programming techniques and tools, including coding standards, code reviews, source control management, build processes, testing, and operations;
4. Fluency or understanding of specific programme languages, such as Java, PHP, Python, or NodeJS, and ability to adhere to coding and documentation standards;
5. Experience in building and maintaining many APIs and SDKs;
6. Experience in knowledge of relational DBMS, SQL, Postgres;
7. Proficiency with HTML, CSS, JavaScript, Sass, Bootstrap, and jQuery;
8. Experience with responsive and adaptive design;
9. Strong knowledge of SEO principles;
10. Ability to work with a team of developers, communicating professionally and effectively to meet assigned deadlines;
11. Analytical, fast, composed, logical and detail-oriented;
12. Good command of English both written and spoken.

Preferred Skills:

Experience in the following skills will be an advantage:

1. Knowledge of SDLC, Agile/Scrum, Continuous Integration;
2. Knowledge of WordPress CMS;
3. Have worked with CRM data and application;
4. Have worked with ticketing and version control service, e.g., Jira, Bitbucket/GitHub (Git).

WORKING SCHEDULE

Monday to Friday with normal working hour is from 9.00 a.m. to 5.00 pm. including allowed for lunch during eight months period. It can also be scheduled later based on the agreement between the AHA Centre and consultant based on milestones.

PAYMENT SCHEDULE

Milestone	Delivery and Output	Stage	Payment %	Comments
1	Requirement definition: scope, feature requirements, system requirements, stakeholders, processes and expectations	Information gathering and planning	30%	10% - paid when contract signed 20% - paid after Milestone 1 completed
	Design web architecture, components and logical sections			
2	Construct the page template, elements and structural layout for wireframes	Design	20%	-
	Develop UI/UX (colors, fonts, styling, images, callouts sizing, and layout)			
3	Translate creative assets to the web and gain internal inputs	Development	20%	-
	Conduct User Acceptance Test (UAT) for checking functions and features			
4	Consolidate input and web portal enhancement	Testing, launching and handover	30%	25% - paid after Milestone 4 delivery and output completed 5% retention: all reports finalised, materials, and final project delivery acceptance signed (maximum 2 months after delivery)
	Assets handover process from consultant to AHA Centre			

APPLICATION PROCESS

The AHA Centre urgently invites the best, most-talented, and highly-motivated individuals to apply for the consultancy position. The interested consultant must provide sufficient information in the proposal to demonstrate compliance with the requirements in the TOR. The proposal shall include, as a minimum:

1. Letter of Interest;
2. Curriculum Vitae (CV) outlining relevant qualifications and experience;
3. Expected fee;
4. A summarised description and brief examples of work on the previous specific project, if applicable.
