

## CALL FOR PROPOSALS

# E-Learning Web and Mobile App Developer

### Overview

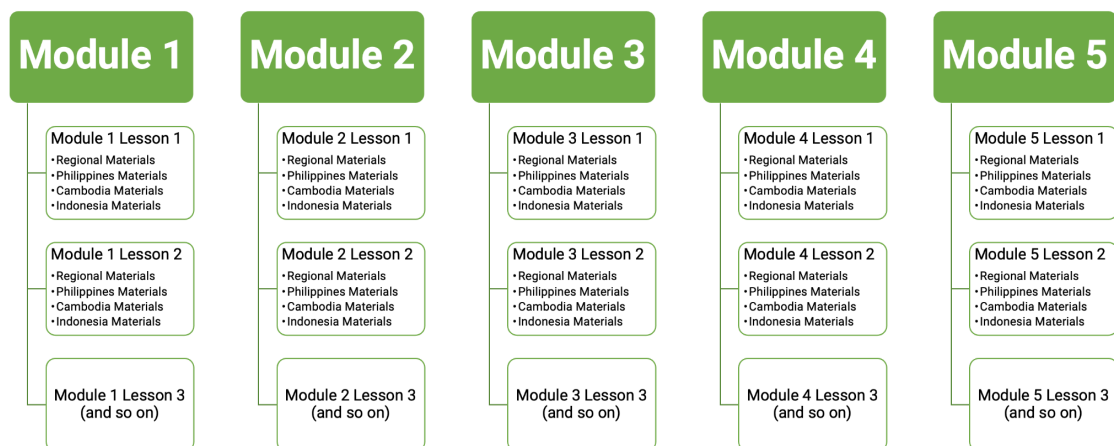
[Brot für die Welt \(BfdW\)](#) and the Institute for Climate and Sustainable Cities (ICSC), with regional partners from the Philippines, Cambodia, Indonesia, and Vietnam, are currently leading the implementation of **Building One ASEAN of Sustainability and Solidarity with a Partnership between Youth, CSOs and the Member States (A-SASSY)**, a project that aims to build partnerships with youth, civil society, and local leaders in advancing climate action, environmental protection, and disaster risk reduction (DRR) initiatives in the ASEAN region.

One of the main objectives of A-SASSY is to facilitate environmental education programs for the youth in the region through an e-learning platform, in web and mobile application forms. **In line with this, ICSC is looking for a developer who will lead the establishment and maintenance of the web and mobile e-learning platforms under the A-SASSY project.**

### Deliverables

The developer must be able to provide the following deliverables:

1. **Develop, design, and establish a Moodle-based e-learning website, with 5-7 modules\* on climate action, energy transition, and biodiversity protection and conservation in the ASEAN.** Each module will also have corresponding regional and country-specific versions (in their respective local languages), visualized below;



*\*Final number of modules and individual lesson content to be specified once the web and mobile app developer is hired.*

2. **Transform the website version of the e-learning platform and develop into a mobile application compatible with multiple mobile operating systems** (Android, iOS, etc.) for easier access of target stakeholders; and
3. **Once live, provide technical support and maintenance services for both the website and mobile application** until the end of project duration.

## Project terms

### 1. Website Development

- a. The developer will be responsible for:
  - i. Examining [previous skeleton of the e-learning website](#), which was formed in the initial stages of the project;
  - ii. Based on the results of the evaluation, improving the previous skeleton/developing a new skeleton for the e-learning website;
  - iii. Hosting the domain of the e-learning website, but providing access to ICSC and completely turning over access upon project completion;
  - iv. Based on the branding guidelines of ICSC and the A-SASSY project, developing the design/look and feel of the e-learning website;
  - v. In coordination with ICSC and A-SASSY regional partners, integrating the modules and corresponding educational materials (in multiple media forms, such as reading materials, video/audio lectures with subtitles, etc.) in the e-learning platform;
  - vi. Incorporating evaluations (such as short quizzes and tests), submission portals, and interactive components to facilitate communication between regional partners/facilitators, teachers, and learners; and
  - vii. Facilitating smooth and efficient user experience respectively for ICSC and A-SASSY regional partners, teachers, and learners.
- b. ICSC will be responsible for:
  - i. Developing module content and organizing educational materials for integration into the e-learning platform;
  - ii. Coordinating with project partners for content development and translation of modules;
  - iii. Developing branding guidelines for basis of the web and mobile app developer in creating the website and mobile app design; and
  - iv. Facilitating overall coordination between ICSC, BfdW, A-SASSY regional partners, and developers.

## **2. Mobile Application Development**

- a. The developer will be responsible for transforming all e-learning website assets into a mobile application to provide access to teachers and learners who do not own computers/laptops, with the following considerations:
  - i. Ensuring compatibility with multiple mobile operating systems available in project areas (Android, iOS, etc.);
  - ii. Ensuring efficient user access and experience, taking into account different smartphone models; and
  - iii. Optimizing user access and experience, taking into account limited/slow internet access in select areas and utilizing offline capabilities.

## **3. Knowledge and Skills Transfer**

- a. ICSC will be responsible for conducting briefings on the A-SASSY project once the developer is hired.
- b. The developer will be responsible for:
  - i. Developing user manuals for system administrators and support staff from ICSC, BfdW, and A-SASSY regional partners to support website and mobile app administration, login protocols, content management, feedback mechanisms, and system maintenance; and
  - ii. Facilitating workshops with system administrators and support staff from ICSC, BfdW, and A-SASSY regional partners to walk through the user manuals.

## **4. Technical Support and Maintenance**

- a. Once the e-learning website and mobile application go live, the developer will be responsible for providing technical support and system maintenance duties for the project duration.

## **5. Handover of Assets**

- a. The developer will be responsible for conducting a complete handover of assets and credentials and facilitating a walkthrough of the handover process to ICSC upon completion of the A-SASSY project. Ideally, the developer can begin the handover process three months before project completion.

## **Project duration**

The A-SASSY project will conclude in two years, with **April 2027** as the date of closing. The development, establishment, and maintenance of the e-learning website and mobile application will follow this recommended timeline:

PROVISION OF SERVICES		TIMELINE*
1	Development, testing, and establishment of the e-learning website and mobile application	April 2025 to October 2025
2	Technical support and system maintenance	November 2025 to March 2027
3	Handover of assets and credentials	January 2027 to March 2027
4	Contract closure	March 2027

*\*Subject to change based on a detailed timeline to be agreed upon, considering specific stages of website and mobile application development.*

## Inclusion

The developer should provide a detailed financial proposal, all-inclusive of the production price for the required deliverables, incidental expenses, and other factors related to the project. The developer must provide the gross and net costs in the financial proposal.

**The financial proposal should be outlined in tranches based on the following service provisions:**

1. Initial costs of project development (downpayment);
2. Presentation of e-learning website development plan;
3. E-learning website development and testing;
4. Go live of e-learning website;
5. Presentation of e-learning mobile application development plan;
6. E-learning mobile application development and testing;
7. Go live of e-learning mobile application; and
8. Technical support and system maintenance costs.

## Application requirements

To apply for this project, the developer must submit the following requirements to [jobs@icsc.ngo](mailto:jobs@icsc.ngo) (cc [communications@icsc.ngo](mailto:communications@icsc.ngo)) on or before **April 2, 2025**:

- Detailed project plan and proposal based on the terms indicated, elaborately outlining the timeline recommendations;
- Formal quotation/financial proposal subject to ICSC's approval;
- Identification documents and curriculum vitae of project point persons;
- Letter of intent addressed to ICSC's Communications Manager, **Ira Dominique Guerrero**;
- Certified copies of valid business registration documents (BIR, DTI, etc.); and
- Portfolio/sample works related to the project.