

TERMS OF REFERENCE

Technical Website Specialist

CONSULTANCY, UNDER THE BUILDING ONE ASEAN OF SUSTAINABILITY AND SOLIDARITY WITH A PARTNERSHIP BETWEEN YOUTH, CSOS, AND THE MEMBER STATES (A-SASSY) PROJECT

ROLE	Technical Website Specialist
FUNCTION	Oversight, maintenance, and technical support for A-SASSY Project web platforms, including the A-SASSY Project Webpage and GenSEA Climate Academy
CONTRACT TYPE	Individual Consultancy, with monthly release of professional fees until April 2027
REPORTING LINE	Communications Team (led by the Communications Manager), with close coordination with the organization's Climate Policy Team
WORKING LOCATION	Hybrid, with mostly work-from-home arrangements and occasional meetings to be held at the ICSC office in Quezon City

Background

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.

Part of the main deliverables for A-SASSY include the development and establishment of an environmental educational programme (EEP), which includes an e-learning platform for climate action and advocacy, called the [GenSEA Climate Academy](#), and the conduct of youth-led social media campaigns through the [ASEAN Green Generation Alliance \(AGGA\)](#). The EEP also includes the establishment of the [A-SASSY Project Webpage](#), which serves as the repository of information for the

project's key outcomes, highlighting the proof of concept of youth advancing climate action and sustainable development.

In line with this, ICSC is looking for a **Technical Website Specialist** who can support the organization in the oversight, maintenance, and technical support for ICSC's web platforms, including the A-SASSY Project Webpage and GenSEA Climate Academy.

Key Responsibilities

1. Oversight and maintenance of the GenSEA Climate Academy Learning Platform, with tasks including:
 - a. Regular monitoring, review, documentation of website performance, and escalation of any arising issues to the appropriate personnel (e.g. Communications Team, IT/System Admin, etc.);
 - b. Troubleshooting of basic technical issues (e.g. web hosting issues, server crashes or downtime, site errors, etc.);
 - c. Generating monthly analytics reports and insights; and
 - d. Developing helpdesk content and articles needed to enhance user experience on GenSEA Climate Academy (FAQs, Privacy Policy update, etc.).
2. Technical support for the Institute for Climate and Sustainable Cities (ICSC) official website, with tasks including:
 - a. Regular updating and maintenance of the A-SASSY Project Webpage, ensuring that content is up-to-date in line with latest developments related to the project, in close coordination with the Communications Team and the Climate Policy Team;
 - b. Assistance in website optimization, specifically in the following areas:
 - i. Navigation and UI/UX; and
 - ii. Back-end optimization for load speed, responsiveness, efficiency, performance.

Qualifications

1. Educational background/professional training in computer science, development, software engineering, or any related field
2. Professional experience on UI/UX, e-learning platform maintenance and updating
3. Proficiency in Moodle-based learning management systems, Wordpress, and other similar software

4. Proficiency in content management systems (CMS), website analytics, and Search Engine Optimization (SEO) principles
5. Must be able to attend online meetings and occasional in-person meetings with the A-SASSY Project Team

Contract Duration

The **Technical Web Specialist** must be able to support the A-SASSY Project Team in the delivery, monitoring, and maintenance of project deliverables starting **June 8, 2026 until April 15, 2027**. The last month of the consultancy must be allotted for turn-over of necessary materials and deliverables to ICSC.

Equal Opportunity Statement

The Institute for Climate and Sustainable Cities is an Equal Opportunity Employer and strongly encourages applications from individuals of diverse backgrounds and experiences.

All applicants must declare any actual or potential conflicts of interest.

Application Requirements

To apply for this project, please submit the following requirements to jobs@icsc.ngo on or before **May 28, 2026**, using the subject line "A-SASSY Technical Web Specialist: [Full Name]":

- Letter of intent addressed to the Communications Manager
- Curriculum vitae
- Sample works related to the role, if any
- Financial proposal or quotation, with monthly rate basis

Due to the number of applications we expect to receive, please be advised that only the shortlisted candidates shall be contacted.