

## **Terms of Reference (TOR)**

### **Project Title**

#### **Development of Interactive Resource Hub**

*Developing a Resource Hub for Knowledge, Best Practices, and Tools of Green Industrial Policy Advocacy in Indonesia*

### **Background**

In the OSF-funded ECP program in Indonesia, numerous knowledge products, resources, and tools have been and will be developed to support and benefit diverse stakeholders promoting Green Industrial Policy (GIP).

In order to centralize and disseminate those materials, there is a need to develop an online **Resource Hub** — a digital repository that consolidates best practices, research outputs, training materials, data, multimedia resources, and policy documents in one accessible platform. It will serve the need for easy sharing, collaboration, and better access to verified high quality information – in short as **knowledge repository** and **learning platform**.

### **Objectives**

The primary objective of this project is to design, develop, and deploy a modern, user-friendly, and scalable Resource Hub website that:

1. Acts as a central repository of documents, media, and tools.
2. Enables easy search, categorization, and filtering of resources.
3. Supports user engagement through comments, sharing, or feedback.
4. Provides responsive and accessible design across devices.

## **Key Activities**

### **A. Planning Stage**

1. Define content architecture and metadata schema (taxonomy, tagging, categories).
2. Identify key users (e.g., researchers, practitioners, activists, policymakers).

### **B. Design Stage**

1. Create **wireframes and mockups** for key pages:
  - a. Home Page
  - b. Resource Library / Repository Page
  - c. Resource Detail Page
  - d. About / Contact Pages
  - e. Admin Dashboard (for content upload & management)
2. Develop a **UI/UX design system** (colors, typography, iconography, component consistency).

### **C. Development Stage**

1. Build the website using a reliable, easy-to-manage platform.
2. Add smart search and filters so users can quickly find what they need.
3. Set up secure logins for admins and editors.
4. Make the site mobile-friendly, accessible to all, and track usage with analytics tools.

### **D. Post Development Stage**

1. System Testing involving the potential users and other outsiders
2. Fixing bugs and performance optimization
3. Writing user guide and provide training for content managers/administrators
4. Technical: deliver source code, admin credentials, and technical documentation

### **E. Project Deliverables**

1. Wireframes and Design Prototypes for all key pages.
2. Functional Resource Hub Website with all features implemented.
3. Admin User Guide and Training Materials.

Final Technical Documentation and Maintenance Plan.

## F. Resource HUB Website Development Timeline (3 Months)

Month	Week	Main Activities	Detailed Tasks	Outputs / Deliverables
Month 1	Week 1–2	Needs Analysis & Planning	<ul style="list-style-type: none"> <li>- Conduct requirement discussions with the NGO team</li> <li>- Identify user roles (admin, contributor, public)</li> <li>- Develop user flow &amp; information architecture- Define technology stack (frontend &amp; backend)</li> <li>- Design initial database structure</li> </ul>	System requirements & technical architecture documentation
	Week 3–4	UI/UX Design	<ul style="list-style-type: none"> <li>- Create wireframes &amp; mockups for main pages, list, detail, login, and dashboard</li> <li>- Conduct internal design reviews</li> <li>- Finalize design in Figma and prepare visual assets</li> </ul>	Final UI/UX design (Figma) & visual design guide
Month 2	Week 5–6	Frontend Development	<ul style="list-style-type: none"> <li>- Implement layout and components from design (HTML, TailwindCSS, Blade/React)</li> <li>- Build main pages: homepage, resource list, detail, and dashboard</li> <li>- Add search and category filter features- Ensure responsive (mobile-friendly) design</li> </ul>	Functional and responsive static frontend
	Week 7–8	Backend Development	<ul style="list-style-type: none"> <li>- Set up database and migration</li> <li>- Develop models, controllers, and CRUD features for Resources, Categories, and Users</li> <li>- Implement authentication (login &amp; role-based access)</li> </ul>	Fully functional backend & database

			<ul style="list-style-type: none"> <li>- Enable document upload and resource link features-</li> <li>Prepare API endpoints (if frontend is separate)</li> </ul>	
Month 3	Week 9– 10	Integration & Functional Testing	<ul style="list-style-type: none"> <li>- Integrate frontend with backend</li> <li>- Test CRUD, login, search, and document upload features</li> <li>- Verify role-based access (admin, contributor, public)</li> <li>- Debug and optimize performance</li> </ul>	Integrated and stable system
	Week 11–12	User Testing & Launch	<ul style="list-style-type: none"> <li>- Conduct internal testing with NGO team</li> <li>- Revise based on user feedback- Set up domain, hosting, SSL, and backup</li> <li>- Prepare admin and user manuals</li> <li>- Soft launch of the website</li> </ul>	Website live and ready for public use

**Summary of Deliverables by Month**

Month	Main Focus	Deliverables
Month 1	Planning & Design	System requirement document, final UI/UX design
Month 2	System Development	Beta version of the website (frontend + backend)
Month 3	Integration & Launch	Live website and user guide

**G. Budget Plan (RAB) – Website Resource HUB**

No.	Activity Component	Task Description	Unit	Volume	Unit Price (Rp)	Total (Rp)
1	Product Manager	Project coordination, system requirements preparation, implementation supervision, result validation	person/month	3	8,000,000	24,000,000
2	Lead Programmer (Fullstack)	System architecture design, main backend & frontend development, system integration, deployment	person/month	3	12,000,000	36,000,000
3	Programmer (Support)	UI page development, CRUD operations, testing, initial data entry	person/month	3	6,000,000	18,000,000
4	Domain & Hosting	Domain purchase, server/hosting setup for 1 year	package	1	2,000,000	2,000,000
5	Admin Training & Documentation	Preparation of system user guide & internal admin training	activity	1	2,000,000	2,000,000

|| Total Estimated Cost || || || Rp 82,000,000 |

### Payment Terms (3 Phases)

Term	Payment Time	Percentage	Amount (Rp)	Description / Deliverable
Term 1	After contract signing & project kickoff	30%	Rp 24,600,000	For planning, requirements analysis, and UI/UX design
Term 2	After completion of system development (frontend & backend beta)	40%	Rp 32,800,000	Beta version of the website is fully functional and ready for internal testing
Term 3	After website integration, testing, and go-live	30%	Rp 24,600,000	Final website is online and delivered complete with documentation and admin training

### H. Team Composition

1. Project Manager – overall responsibilities of the project (timeline, communication, system analysis, training to users)
2. Technical Leader – translating concepts to UI/UX design, Front End and Back End development, content management, testing, training, maintenance)
3. Coder/Programmer – coding and programming based on Technical Leader input and direction
4. User Guide Writer/Developer – writing and designing user guide as well as providing training to users' admin.

### I. Wireframing Concept

1. Home Page
  - Header: Logo, navigation menu, search bar
  - Hero Section: Brief intro + featured categories or “Explore Resources” button
  - Featured Resources: Carousel of latest or highlighted content
  - Categories Overview: Cards for each category (e.g., “Reports”, “Guides”, “Videos”)
  - Footer: Quick links, contact, and social media

## 2. Resource Library Page

- Filter Panel: Category, Date, Author, Format, Tags
- Search Bar: Full-text search with autocomplete
- Resource Cards: Title, type, thumbnail, short description
- Pagination or infinite scroll

## 3. Resource Detail Page

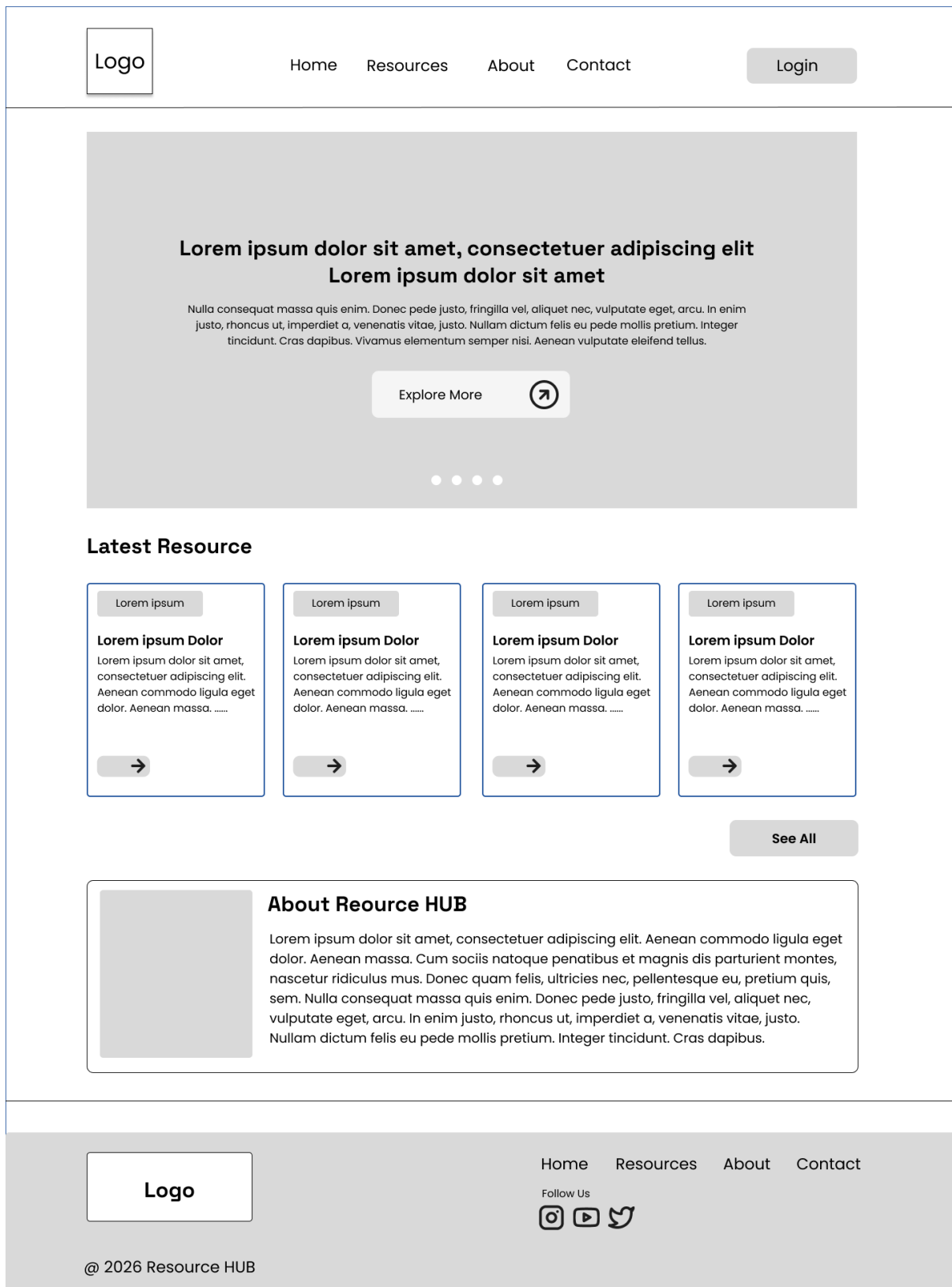
- Resource Title and Metadata (author, date, category, tags)
- Download/View Link
- Summary or abstract
- Related Resources section

## 4. Admin Dashboard

- Content Management: Upload/edit/delete resources
- Category & Tag Management
- User Management
- Analytics Overview (downloads, views, search trends)



## J. Wireframing Visual (Tentative)





Resources > All

## All Resources

16 Resources

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Showing 1-6 of 5 results

Search Resources ....

Filter

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Logo

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[About](#)

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[Login](#)

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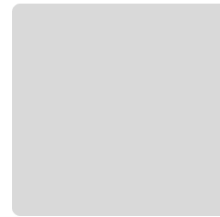
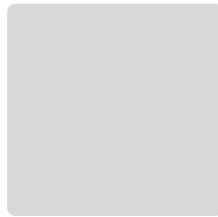
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### Document

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### Resources More



Logo

[Home](#)

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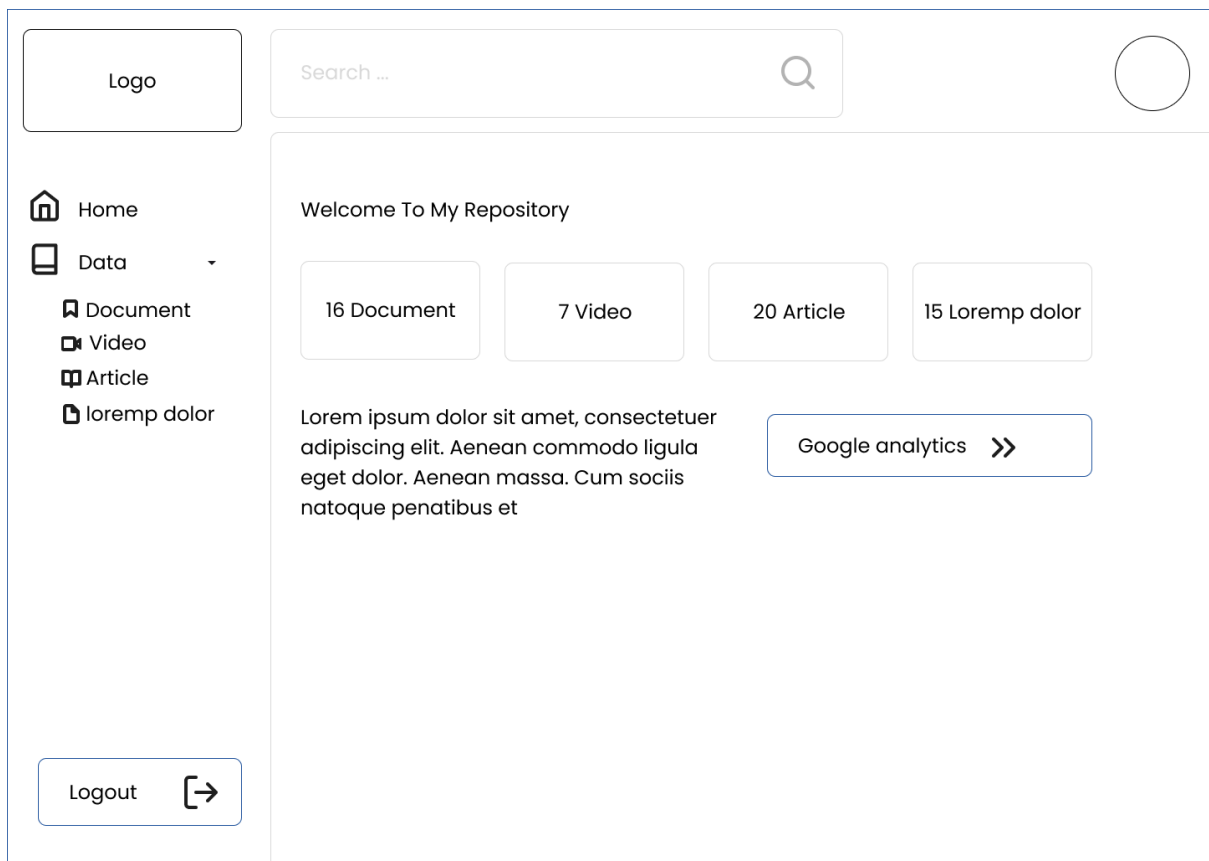
[About](#)

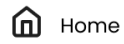
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Data



Document



 Video



Article




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Logout 



Data &gt; Document

Add Document 



Thumbnail

upload date : 31 Okt 2025

Thumbnail

upload date : 31 Okt 2025

A placeholder for a file thumbnail. It consists of a light gray rounded rectangle with the text 'Thumbnail' centered inside. Above the rectangle is the label 'File Name'. Below the rectangle is a small gray circle followed by the text 'upload date : 31 Okt 2025'.

Thumbnail

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A placeholder for a thumbnail image, consisting of a light gray rectangle with the word "Thumbnail" centered in black text.

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[See More](#)