

RECRUITMENT NOTIFICATION

INKLUSI CONSULTANT SERVICES STANDING OFFER (PANEL) FOR GEDSI EXPERT – REFRESH Year 2025

Service Title : INKLUSI Standing Offer Agreement (PANEL) for GEDSI Expert
Contract Period : Up to December 2025 and possible extension.
Country : Indonesia
Eligible Applicants : Individual / Organization, National / International
Submission Deadline : 31 January 2025, COB (05.00 PM, Western Indonesia Time)
Bid Ref. Number : INKLUSI RFP-2024-21

BACKGROUND

The Australia-Indonesia Partnership Towards an Inclusive Society, or INKLUSI, is working to increase the participation of marginalised groups in, and their benefit from, Indonesia's socio-cultural, economic and political development. INKLUSI works with government and civil society partners to advance their work in gender equality, the rights of persons with disabilities and social inclusion. INKLUSI supports the Government of Indonesia's agenda for inclusion, including through national development plans and the Sustainable Development Goals.

INKLUSI is a five-year bilateral Australian and Indonesian Government program (up to A\$75 million over 2021-2026) with a possible 3-year extension of up to A\$45 million (2026-2029). It is partnering with 11 Indonesian civil society organisations, 8 research partner institutions and their networks across 32 provinces, >120 districts, and >800 villages in Indonesia.

INKLUSI will establish an additional GEDSI and Intersectionality Expert Panel to support and strengthen the existing PANELs for supporting INKLUSI in the delivery and provision of high-quality expertise and services in INKLUSI early priority areas. The establishment of the GEDSI and Intersectionality Expert Panel is made in response to the needs for engaging experts/ specialists to address specific intersectional GEDSI issues in organisations and/or in programs/projects on a demand basis, in a relatively short time. The Expert Panel will consist of highly qualified experts/specialists and development practitioners, who will be selected based on their in-depth knowledge, technical and practical expertise, and experiences in the areas of GEDSI and Intersectionality.

Selected individuals / Organisations will be integrated into the INKLUSI Panel under the Services Standing Offer Agreement arrangement as preferred service providers to support the delivery of the INKLUSI Program until December 31st, 2025.

Please note that bidding on this Standing Offer tender will not disqualify firms / individuals from also bidding on subsequent tenders.

Interested entities or individuals may refer to the following TOR and template for their proposal submission:

1. Annex A. Terms of Reference (TOR)
2. Annex B. Cover Letter & Application Forms
3. Annex D. Financial Proposal

APPLICATION FORMAT

Each individual / organization applicant must provide the following information:

1. Cover letter & Application Form (Technical Proposal)

a. For Individuals

- Covering letter outlining your availability to provide the proposed service category.
- Application Form outlining summary of your qualification and nominate Panel Sub-Category you are applying for and professional referees.
- Curriculum Vitae (CV) and examples of GEDSI related works / publications

b. For Firms / Organizations

- Covering letter outlining your availability to provide the proposed service category.
- Application Form outlining summary of your organisation's qualification and nominate Panel sub-category you are applying for and professional referees.
- Provide organisation / company profile outlining relevant experience.
- Provide CVs of proposed consultants to undertake assignments (include at least two professional referees for each CV).

** Notes:*

- *Do not list more than 5 key consultants in your organisation's application.*
- *Organization applicants are **ALLOWED** to add non-listed consultants to any Service Order proposals at a later period.*

2. Financial Proposal

a. Daily fee rates for proposed consultants

Terms:

- *Only include the rate claimed for the consultants – do not include overheads, travel costs, profit margins etc.).*
- *Daily rates offered need to be in line with local market conditions for local applicants and foreign individuals and organisations.*
- *Cowater reserves the right to negotiate rates prior to selecting /confirming individual consultants that form part of a firm/organisation's proposal.*
- *Daily Fee rate must be stated in Australian Dollars or Indonesian Rupiah (not in other currencies).*

b. Organisational management fees, written as a percentage % rate. Applicants must ensure that Management Fees DO NOT exceed a reasonable rate.

APPLICATION SUBMISSION

- Application should be sent to INKLUSI by email to: procurement@inklusi.or.id, not later than **Friday, January 31st, 2025, COB (05.00 PM, Western Indonesia Time)**
- Please write “**APPLICATION For INKLUSI GEDSI PANEL – Refresh Year 2025**” in the email subject line.

- Any questions or request for clarification related to this RFQ could be addressed by email to: **INKLUSI Procurement (procurement@inklusi.or.id)**.
- **Proposal templates could be downloaded from this link: *[link]***

GENERAL TERMS & CONDITIONS

- INKLUSI is funded by the Australian Government and Managed by Cowater International. We are an equal opportunity employer, basing employment on merit and qualifications as they relate to professional experience and position expectations. Cowater does not discriminate against any employee or applicant on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law.
- We encourage women, men, people with diverse backgrounds and people living with diffabilities to apply.
- Only short-listed candidates will be contacted.
- Individuals or organization who have signed as INKLUSI standing offer agreement / PANEL for other service category, are welcomed to apply for this category.

Annex A. Terms of reference

TERMS OF REFERENCE
INKLUSI CONSULTANT SERVICES STANDING OFFER (PANEL) FOR GEDSI
EXPERT – REFRESH Year 2025

Ref.: INKLUSI RFP 2024-21

BACKGROUND

The Australia-Indonesia Partnership Towards an Inclusive Society, or INKLUSI, is working to increase the participation of marginalised groups in, and their benefit from, Indonesia’s socio-cultural, economic, and political development. INKLUSI works with government and civil society partners to advance their work in gender equality, the rights of persons with disabilities, and social inclusion. INKLUSI supports the Government of Indonesia’s (GoI) agenda for inclusion, including through national development plans and the Sustainable Development Goals. Specifically, INKLUSI works to ensure that all Indonesians benefit from:

- Improved access to services.
- Protection from violence.
- Economic resilience and livelihoods.
- Inclusive participation in development.

INKLUSI is a five-year bilateral Australian and Indonesian government program (up to A\$75 million over 2021-2026) with a possible 3-year extension of up to A\$45 million (2026-2029). It is partnering with 11 Indonesian civil society organisations (CSOs), 8 research partner institutions, and their networks across 32 provinces, >120 districts, and >800 villages in Indonesia. These partnerships are facilitated by the INKLUSI Secretariat.

CALL FOR CONSULTANTS / SERVICE PROVIDERS

INKLUSI aims to refresh its existing GEDSI and Intersectionality Expert Panel to support delivery and provide high-quality technical inputs in priority areas. **The program is seeking qualified individual consultants and/or organisations/companies (“service provider”) to join its GEDSI and Intersectionality Expert Panel.** The service provider will provide strategic advisory, technical inputs and capacity building services, which will be determined based on the future needs of INKLUSI. The service provider may be requested to provide service to the INKLUSI Secretariat, INKLUSI CSO partners, research partners, DFAT and its government counterparts.

OBJECTIVES

The GEDSI and Intersectionality Expert Panel will provide services to help integrate GEDSI into the delivery of INKLUSI outputs, activities and processes. INKLUSI’s GEDSI handbook ([Book 1](#), [Book 2](#) and [Book 3](#)) can be used as reference for this purpose.

SCOPE OF SERVICES

The GEDSI and Intersectionality Expert Panel is expected to provide services in these five focus areas:

1. **Gender equality**
2. **Disability inclusion**
3. **Social inclusion**
4. **GEDSI planning and policy**
5. **GEDSI research**

Services to be provided will include:

- Advisory, technical inputs on INKLUSI policy focus areas, thematic areas/ hubs, guiding strategies and documents, research and advocacy agenda.
- Analysis, articles, briefs to support INKLUSI communications and awareness raising efforts, knowledge management, Monitoring Evaluation Research Learning and Adaptation (MERLA), and program planning.
- Peer review of INKLUSI project/activity concepts, designs, outputs and reports.
- Capacity building for INKLUSI Partners, DFAT, GoI counterparts as appropriate.
- Advisory, technical inputs, capacity building to support GEDSI mainstreaming in national and local government planning, budgeting and monitoring processes (for GEDSI planning and policy)
- Advisory, technical inputs, capacity building to support GEDSI mainstreaming in research (for GEDSI research)

Note that it is not necessary to have capacity and expertise in all focus areas specified in the above scope of services. We encourage interested candidates to specify their specialization and area of expertise and make it clear in their application documents.

SELECTION CRITERIA

Academic Qualifications:

Advanced Degree in Social Sciences, Gender Studies, Disability and Inclusion, Development Studies, or related field.

Experiences and Skills:

- Minimum 8 years' technical advisory experience in the area of expertise.
- Demonstrated experience and technical understanding of GEDSI considerations in the implementation of activities, planning and research in the context of Indonesia.
- In-depth understanding of GEDSI landscape and national/ regional context in Indonesia is required.
- Experience working with CSOs, academicians and government.
- Understanding of ethical considerations and safeguards, preferably based on DFAT requirements.
- Demonstrated expertise in undertaking social research and analysis, with a strong emphasis on inclusive and participatory approaches (For GEDSI research).
- Excellent writing skills both in English and Bahasa.
- Indonesian nationals encouraged to apply.

Attributes:

- Excellent analytical and critical thinking skills.
- Ability to communicate complex technical concepts clearly to diverse audiences.
- Strong engagement skills for working with government officials, CSOs and academicians.
- Cultural sensitivity and experience working in diverse, international contexts.

APPLICATIONS

Interested candidates should submit the following application documents:

- **A cover letter (1 page)**, outlining reasons for interest in providing the services, including specifying the candidates' area of expertise in line with INKLUSI's needs, and an explanation on how the candidate's qualifications and experiences meet each of the selection criteria.
- **Annex 1. Application Form**
- **Annex 2. Financial Proposal**
- **A current CV/resume** (no more than 5 pages) for each individual.
- **Examples of written work** (for individual) and/or Company Profile (for organization).

Individuals / Organizations who have been engaged with INKLUSI in standing offer agreement for other PANEL of expertise is welcome to apply for this service category.

EVALUATION

- Applicants (individual/organization) is welcome to apply for one or more of the focus areas as described on the Scope of Services.
- All applications will be evaluated by INKLUSI evaluation panellist to seek the conformity between the applied technical areas and the applicant's qualifications and experiences as well as the examples of works based on the related selection criteria.

TERMS OF ENGAGEMENT

The selected service provider will be incorporated into the INKLUSI GEDSI and Intersectionality Expert Panel. A Services Standing Offer agreement will confirm the service provider as the preferred sourcing to support implementation of INKLUSI. Members of the Panel will be engaged through specific Terms of Reference (TOR) commissioned by INKLUSI Secretariat as the need arises. The TOR will describe roles, tasks and responsibilities, outputs, activities, and timeframe for each assignment, which can be further developed and agreed upon together with engaged service provider in the contracting process. A Service Order will be issued to the service provider based on the TOR.

*INKLUSI is funded by the Australian Government and Managed by Cowater International.
We are an equal opportunity employer, basing employment on merit and qualifications as they relate to professional experience and position expectations. Cowater does not discriminate against any employee or applicant on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law. We encourage women, men, people with diverse backgrounds and people living with disabilities to apply.*

Annex B. Template of Application

<insert company letter head (for organisation)>

<Insert Date>

<Insert Your Reference>

To:

Cowater International Inc.

For Australian-Indonesia Partnership Towards an Inclusive Society (AIPTIS) / INKLUSI

Jakarta, Indonesia

Email: procurement@INKLUSI.or.id

I/We, the undersigned, declare that:

- a) I/We have read, understood and hereby accept the Terms of Reference describing the required service category and the terms and conditions of Standing Offer Arrangement (PANEL) for *the RECRUITMENT OF INKLUSI CONSULTANT SERVICES STANDING OFFER (PANEL) FOR GEDSI EXPERT – REFRESH Year 2025*,
- b) and hereby confirm our interest to participate in through the submission of the quotation / proposal which is attached hereto.
- c) My/Our proposal shall be valid for a period of 60 (sixty) days from the date of proposal submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) I/We understand that INKLUSI is not bound to accept the lowest evaluated proposal or any other proposal that it may receive.

Signature: _____

Name, Title: _____

APPLICATION FORM
INKLUSI CONSULTANT SERVICES STANDING OFFER (PANEL)
FOR GENDER EQUALITY, DISABILITY INCLUSION AND SOCIAL INCLUSION (GEDSI)
EXPERT - REFRESH YEAR 2025
Service Category: GEDSI SUPPORT

Please complete the form to apply.

APPLICANT DETAILS	
Name of Applicant	
Type of Entity <i>(Individual /Organization; profit / non-profit)</i>	<i>(cross out the one which not applied)</i> [Individual] / [Organization]. [Organization for profit] / [non-profit]
Registration / Identity Number	<i>(Please fill in where applicable)</i> Identity Number (ID Card/Passport): Business Registration / NIB / Deed of Establishment No.:
Contact Person	<i>(name & Title)</i>
Address	
Email Address & website	
Telephone / Mobile phone	
PROPOSED FOCUS AREA OF SERVICES	<i>[Please select which service category(s) that applied to your knowledge, skills, experiences, and qualifications.]</i> <input type="checkbox"/> 1. Gender equality <input type="checkbox"/> 2. Disability inclusion <input type="checkbox"/> 3. Social inclusion <input type="checkbox"/> 4. GEDSI Planning and Policy <input type="checkbox"/> 5. GEDSI Research

<p>SERVICES TO BE PROVIDED</p> <p><i>(Please put “check” mark on the applicable service type)</i></p>	<table border="1"> <tr> <td data-bbox="574 184 646 302"></td> <td data-bbox="646 184 1458 302">1. Advisory, technical inputs on INKLUSI policy focus areas, thematic areas/ hubs, guiding strategies and documents, research and advocacy agenda.</td> </tr> <tr> <td data-bbox="574 302 646 457"></td> <td data-bbox="646 302 1458 457">2. Analysis, articles, briefs to support INKLUSI communications and awareness raising efforts, knowledge management, Monitoring Evaluation Research Learning and Adaptation (MERLA), and program planning.</td> </tr> <tr> <td data-bbox="574 457 646 541"></td> <td data-bbox="646 457 1458 541">3. Peer review of INKLUSI project/activity concepts, designs, outputs and reports.</td> </tr> <tr> <td data-bbox="574 541 646 625"></td> <td data-bbox="646 541 1458 625">4. Capacity building for INKLUSI Partners, DFAT, Gol counterparts as appropriate.</td> </tr> <tr> <td data-bbox="574 625 646 781"></td> <td data-bbox="646 625 1458 781">5. Advisory, technical inputs, capacity building to support GEDSI mainstreaming in national and local government planning, budgeting and monitoring processes (for GEDSI planning and policy)</td> </tr> <tr> <td data-bbox="574 781 646 894"></td> <td data-bbox="646 781 1458 894">6. Advisory, technical inputs, capacity building to support GEDSI mainstreaming in research (for GEDSI research)</td> </tr> </table>		1. Advisory, technical inputs on INKLUSI policy focus areas, thematic areas/ hubs, guiding strategies and documents, research and advocacy agenda.		2. Analysis, articles, briefs to support INKLUSI communications and awareness raising efforts, knowledge management, Monitoring Evaluation Research Learning and Adaptation (MERLA), and program planning.		3. Peer review of INKLUSI project/activity concepts, designs, outputs and reports.		4. Capacity building for INKLUSI Partners, DFAT, Gol counterparts as appropriate.		5. Advisory, technical inputs, capacity building to support GEDSI mainstreaming in national and local government planning, budgeting and monitoring processes (for GEDSI planning and policy)		6. Advisory, technical inputs, capacity building to support GEDSI mainstreaming in research (for GEDSI research)
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<p>EXAMPLE OF WORKS</p>	<p><i>[Provide a summary of works from previous experience relevant / similar with the focus area and type of service you are applying for and attach sample of written works with this application.]</i></p> <ol style="list-style-type: none"> 1. 2. 3. 												
<p>A LIST OF REFERENCE</p>	<p><i>[Provide names and contact details (email and phone number) of three (3) referees who might be contacted]:</i></p> <ol style="list-style-type: none"> 1. 2. 3. 												
<p>PROPOSED RATES/FEES</p>	<p>Indicate daily rate / fee of consultant(s) as described on Annex.2. Financial Proposal</p>												
<p>CURRICULUM VITAE & COMPANY PROFILE (if applicable)</p>	<p>CV of consultant(s) as described below.</p> <ul style="list-style-type: none"> - Attach Company profile for organisation applicants or CV for individual applicant (max. 5 proposed consultants). - CV of each consultant should be 5 pages maximum. 												

- Please note that incomplete applications will not be considered. Only short-listed candidates will be contacted.

Annex 3. Financial Proposal

a. Salary / Contract History

Provide at least 3 latest references Project Client / Employer, Contract Value, Period of performance (from/to), Role in relation to undertaking the goods / services /works, and Reference Contact Details (Name, Phone, Email)

#	Project Title / Employer	Description of Activities	Location	Client Name / Tel No Email	Total Contract value	The daily Rate (for Individual)	Start & end dates.	Completed on schedule? (Yes/No)	Type of Agreement: Subcontract, Grant, PO
1									
2									
3									

Notes: Organization applicant MUST submit the salary history form of each proposed consultant using this table form.

b. Proposed Financial Rate

b.1. Personnel Fee / Rate Card

No.	Name	Currency (AUD / IDR)	Daily Rate
1			
2			
3			
4			
5			

b.2. Management Fee:%

(note: management fee is only applicable for organization applicants)

b.3. Terms & Conditions

1. All rates should be inclusive of all taxes (withholding tax, VAT where applicable)
2. *[please describe other terms & conditions applied in this proposal]*

Signed on: [date]
By: [name]