

RECRUITMENT NOTIFICATION

- Title of Service:** **STC - Climate Change Specialist**
- RFQ Ref. Number:** INKLUSI RFQ-2025-02/02
- Summary of Service:** INKLUSI is seeking an individual consultant who has extensive expertise and experience in climate change. The consultant will be responsible for developing a strategy to integrate climate change into INKLUSI's programming, and supporting its implementation by INKLUSI CSO Partners, INKLUSI Secretariat or other implementers. This will include provision of technical advisory and capacity development support for those entities, as well as other stakeholders as appropriate.
- Please refer to the Annex. A. TOR (Terms of Reference), for the details of requirements.
- Proposal Submission:**
- The latest of proposal submission is Friday, 7 March 2025, COB (17.00 WIB)**
 - The proposal must consist of:
 - Cover letter
 - Financial Proposal
 - Updated CV which highlight the relevant academic qualifications, specialized training and pertinent work experience, and list of a minimum of 3 (three) professional references.
 - Proposal addressed to: INKLUSI Procurement, and sent by email to procurement@inklusi.or.id
 - Please write "Proposal STC: Climate Change Specialist"
- Terms & Conditions:**
- This request for quotation is issued by INKLUSI under the terms and conditions, INKLUSI reserves the right to seek quotes from any entities, accept or reject any quote, to terminate, extend, or vary its selection process for the Services, evaluate bids as INKLUSI sees appropriate; and negotiate with any one or more entities.
 - All Quotes must contain price, price terms, and tax included.
 - The bidder/seller/applicants agrees to hold the price in its offer firm for 30 days from the date specified.
 - Any questions or request for clarification related to this RFP could be addressed by email to: INKLUSI Procurement, Email: procurement@inklusi.or.id
 - "INKLUSI is an equal opportunity employer and value diversity and inclusion."***
 - We thank all applicants, however only those shortlisted will be contacted.
- Annexes:**
- Annex A. Terms of Reference
Annex B. Template of Cover Letter and Technical & Financial Proposal
Link for download annexes:

Annex A. Terms of Reference

TERMS OF REFERENCE INKLUSI Short Terms Consultant (STC)

| | |
|----------------------|--|
| Activity Title | : STC – Climate Change Specialist |
| Work Location | : Indonesia |
| Period of Assignment | : Starting immediately in March 2025 up to December 2025 |

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 people 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 (CSO Partners), 8 research partner institutions (Research Partners) and their networks across 32 provinces, >120 districts, and around 800 villages in Indonesia.

In line with the Australia Government’s Development Partnership Plan (DPP) launched in 2024, INKLUSI is taking steps to formally integrate climate change into its programming and business processes, while maintaining its locally led approach. INKLUSI sees the need to bring in expertise to support this effort.

DUTY STATEMENT

The Specialist is responsible for developing a strategy to integrate climate change into INKLUSI’s programming, and supporting its implementation by INKLUSI CSO Partners, INKLUSI Secretariat or other implementers. This will include provision of technical advisory and capacity development support for those entities, as well as other stakeholders as appropriate.

This role involves coordinating with various teams within the Secretariat and across the broader INKLUSI partnership, including CSO Partners, Research Partners and their local partners/ networks as well as government ministries and DFAT, to increase knowledge, support, mentor and guide climate change integration in programs, frameworks and processes.

SCOPE OF SERVICE

1. Develop and implement a strategy (including an implementation plan) for mainstreaming climate change considerations into existing and future CSO Partners’ programs and INKLUSI-funded activities, with particular attention to the interconnections between climate vulnerability, gender inequality and social marginalisation at the community level.
2. Design and deliver capacity development initiatives for Partners/ program implementers and other stakeholders on climate change adaptation and mitigation strategies that address the specific needs of women, persons with disabilities, and marginalised groups. This may include provision of technical assistance to CSO Partners and local partners in conducting climate risk assessments

and developing appropriate mitigation and adaptation strategies that consider the differential impacts on various social groups within village communities.

3. Provide technical inputs into various terms of references, briefs, reports, documents to ensure that climate change considerations are properly integrated.
4. Create or revise monitoring and evaluation approaches and tools so that INKLUSI can track and report on climate-related outcomes while capturing disaggregated data on how different community groups are affected by and responding to climate change interventions.
5. Facilitate knowledge sharing and learning among CSO Partners, Research Partners, local partners and relevant stakeholders about successful climate change integration practices, with emphasis on approaches that promote inclusive participation and benefit-sharing at the village level.

TIMELINE & LEVEL OF EFFORTS

The period of assignment will start immediately in March 2025 up to December 2025 with possibility of extension.

This will be an input-based contract. The individual consultants may invoice for the actual number of input days worked, upon completion of each deliverable or service period agreed upon the implementation plan. The invoice should outline the support provided, the number of days and consultant rate. The total input days over the contract period shall not exceed 100 (one hundred) working days.

A reimbursable amount will also be provided to cover travel costs as required by INKLUSI. This will be paid based on receipts in adherence with INKLUSI travel policy.

RELATIONSHIP MANAGEMENT

The consultant will be reporting to the Head of Partnerships and Policy (or the appointed focal point of INKLUSI) and working closely with relevant advisors/ teams in the INKLUSI Secretariat, Implementing Partners (CSOs), and other stakeholder.

SELECTION CRITERIA:

Qualifications:

Advanced degree (or degree and combined experience) in Environmental Science, Climate Change, Sustainability, or related field with focus on climate change adaptation and mitigation.

Skills & Abilities:

- Minimum of 8 years of experience working on climate change projects, with at least 5 years of direct experience in community-based climate solutions.
- Demonstrated expertise in supporting grassroots communities in conducting climate vulnerability assessments and developing adaptation strategies that consider gender dynamics, disability rights, and social inclusion.
- Proven track record in designing and delivering capacity development initiatives for diverse audiences, particularly with non-technical audience/ laypeople.
- Experience in developing knowledge products and training materials that are accessible to diverse audiences, including those with varying levels of literacy and different types of disabilities.
- Strong understanding of the intersectionality between climate change and GEDSI (gender, disability rights and social inclusion) supported by practical experience in implementing gender-responsive and disability-inclusive climate initiatives.
- Proficiency in participatory planning methodologies and community-based adaptation approaches
- Familiarity with Australian Government's requirements related to climate change, disability-inclusive development, and gender equality.
- Updated knowledge of the critical environment and climate change issues related GOI policy;

- Experience in engaging with CSOs in Indonesia, including those working at sub-national level is an advantage.
- Able to travel intermittently to Jakarta or to selected INKLUSI locations in Indonesia.

Key Competencies:

- Exceptional communication skills with the ability to convey complex climate concepts to non-technical audiences and diverse stakeholder groups.
- Strong facilitation and training skills with experience in participatory approaches and inclusive teaching methodologies.
- Demonstrated ability to work sensitively with vulnerable populations and understanding of power dynamics in community settings.
- Excellence in project management with ability to handle multiple priorities and meet deadlines while maintaining attention to detail.
- Commitment to promoting equality, inclusion, and sustainability.

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 Cover Letter and Technical & Financial Proposal

Annex B.1. Cover Letter

<Insert Date>

<Insert Your Quotation Reference>

To:

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

Jakarta, Indonesia

procurement@INKLUSI.or.id

I, the undersigned, declare that:

a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities in accordance with the Request for Quotation / Proposal *<insert RFQ reference number and service title>*, and hereby confirm my interest to participate in through the submission of the quotation / proposal which is attached hereto.

b) My data:

| | |
|-------------------------|--|
| Name: | |
| Address: | |
| E-mail address: | |
| Phone Number / Fax No.: | |

c) I confirm that my Quotation is made in full conformity with the RFQ and its attached Specification / Requirement or services.

d) I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services as agreed on the service contract.

e) My proposal shall be valid for a period of 30 (thirty) 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.

Annex A. Curriculum Vitae

B. Financial Proposal

Signature: _____

Name: _____

Annex B.2. Financial Proposal

FINANCIAL PROPOSAL

1. Breakdown of costs by components

| NO | Description | Break Down Cost (Quantity, Frequency) | | | | Unit Cost | Total Cost | |
|--------------|----------------------------------|--|-------|-----|------|-----------|------------|--|
| | | Qty | Units | Qty | Freq | | | |
| 1 | Specified Personnel Rates | | | | | | | |
| 1.1 | Personnel Fee | | | | | | | |
| | | Sub-Total (1) | | | | | | |
| 2 | Travel cost **): | | | | | | | |
| 2.1 | Airfare | As required and will be based on INKLUSI Travel policy | | | | | | |
| 2.2 | Accommodation | | | | | | | |
| 2.3 | Airport transport | | | | | | | |
| 2.4 | Car rental | | | | | | | |
| | | Sub-Total (2) | | | | | | |
| TOTAL | | | | | | | | |

Notes:

- a) Other budget posting is allowed to propose as long as it's relevant to project activity
- b) Travel cost and other operational costs are reimbursable and will be paid by AIPTIS on actual basis.
- c) *) Management fee is the percentage of specified personnel rates (sub total-1) which applicable to a company / organization bidder.
- d) **) If applicable
- e) Currency should be in IDR or AUD only.
- f) All rates should be inclusive all taxes.
- g) Please state other terms of conditions applied for this proposal.

2. Payment Terms / Breakdown of Offer by Deliverables

| No. | Description | Percent of Total | Amount |
|------------------------------|-------------------------|------------------|--------|
| | Milestones Fees: | | |
| 1 | <described milestones> | | |
| ... | | | |
| TOTAL CONTRACT AMOUNT | | | |

3. Salary History Form for Consultant

Note: This form

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 Province/ District, Country | Client Name / Tel No Email | Daily Rate (IDR / AUD) | Start & end dates. | Completed on schedule? (Yes/No) | Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable) |
|---|--------------------------|---------------------------|--------------------------------------|----------------------------|------------------------|--------------------|---------------------------------|--|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |