

Recruitment Notification For Short Term Consultant Service (STC)

Title of Activity:	STC – INKLUSI Knowledge and Learning Consultant
Reference No.:	INKLUSI RFQ-2025-03/02
Summary of Service Requirements:	<p>INKLUSI is seeking a short terms consultant (either through a sub-contractor or individual consultant) who will be responsible for implementing a comprehensive knowledge management strategy to enhance INKLUSI's ability to capture, share, and utilize knowledge effectively across its network.</p> <p>Please refer to the Annex. A. TOR (Terms of Reference), for the details of requirements.</p>
Application Submission:	<ol style="list-style-type: none"> 1. Latest submission schedule: Tuesday, 18 April 2025, COB (17.00 WIB) <i>We appreciate earlier proposal submission time.</i> 2. The proposal must consist of: <ul style="list-style-type: none"> • 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. 3. Please address your quotation to INKLUSI Procurement by email to procurement@inklusi.or.id 4. Please write “INKLUSI STC-Knowledge and Learning Consultant” as the subject of email.
Terms & Conditions:	<ol style="list-style-type: none"> 1. This request for quotation is issued by INKLUSI under the terms and conditions, INKLUSI reserves the right to seek quotes from any individuals, accept or reject any quote, to terminate, extend, or vary its selection process for the Services, evaluate bids as INKLUSI sees appropriate. 2. Women, persons with a disability and Indigenous Peoples are highly encouraged to apply. 3. We thank all applicants, however only those shortlisted will be contacted 4. 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. We do 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. 5. Any questions or request for clarification related to this RFP could be addressed by email to: INKLUSI Procurement, Email: procurement@inklusi.or.id
Annexes:	<p>Annex A. Terms of Reference</p> <p>Annex B. Proposal Template</p>

Annex A. Terms of Reference**TERMS OF REFERENCE**

Position Title:	STC Knowledge and Learning Consultant (Input Based)
Location:	Indonesia
Period of Assignment:	12 months with possible extension
Reporting To:	INKLUSI Team Leader
Required Languages:	Fluency in English and Bahasa Indonesia

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.

DUTY STATEMENT:

The Knowledge and Learning Consultant will be responsible for implementing a comprehensive knowledge management strategy to enhance INKLUSI's ability to capture, share, and utilize knowledge effectively across its network.

This role involves coordinating with various teams within the Secretariat and across the broader INKLUSI partnership, including Mitra and Sub-Mitra, to foster a culture of continuous learning and innovation. The Knowledge and Learning Consultant will work with the INKLUSI SMT to ensure that knowledge assets are developed and leveraged to achieve strategic objectives, supporting gender empowerment, disability inclusion, and social inclusion in Indonesia.

This role will work with the SMT to assess any future resources required to implement INKLUSI's KM Strategy for Phase 2 of the program (2026-2029).

SCOPE OF WORK:**1. Strategy and Governance:**

- Maintain and implement a comprehensive knowledge management strategy that aligns with INKLUSI's principles and strategic goals.
- Establish governance frameworks that define roles, responsibilities, and accountabilities for knowledge management across the network.
- Devise Standard Operating Procedures (SOPs) for knowledge capture, documentation, sharing, and utilization.
- Develop and lead a community of Knowledge Champions, with representatives from the INKLUSI Secretariat and all MITRA and stakeholder groups.

2. Knowledge Capture and Documentation:

- Oversee the systematic capture and documentation of knowledge generated across the INKLUSI network.

- Develop and maintain templates and tools for knowledge capture, ensuring consistency and quality.
 - Document - as agreed- products for dissemination and use by INKLUSI program Stakeholders.
- 3. Coordination and Collaboration:**
- Work closely with the MERLA team to integrate monitoring, evaluation, learning, and research insights into the knowledge management system.
 - Collaborate with Partnerships Team and in particular the Coordinators to facilitate knowledge sharing between the Secretariat, Mitra, and Sub-Mitra.
 - Work with the Communications Team to disseminate knowledge products through various channels, including the Knowledge Hub, newsletters, and webinars.
- 4. Knowledge Sharing and Dissemination:**
- Facilitate the sharing of knowledge across the INKLUSI network through platforms such as a centralized Knowledge Hub.
 - Work with the Communications team to organize regular knowledge-sharing events, including webinars, workshops, and forums, to promote cross-partner learning and collaboration.
- 5. Capacity Building and Support:**
- Coordinate and if necessary arrange training and capacity-building initiatives to enhance stakeholders' ability to interact with knowledge management tools and processes.
 - Support Mitra and Sub-Mitra in developing their knowledge management capabilities, ensuring alignment with INKLUSI's standards.
- 6. Quality Assurance and Evaluation:**
- Ensure the quality and relevance of knowledge products by implementing peer review processes and quality standards.
 - Monitor and evaluate the effectiveness of knowledge management initiatives, using feedback to drive continuous improvement.
- 7. Sustainability and Innovation:**
- Promote sustainable knowledge management practices that ensure long-term benefits and support the ongoing effectiveness of INKLUSI's programs.
 - Encourage innovation and the adoption of new tools and methods to enhance knowledge sharing and utilization.

TIMELINE & LEVEL OF EFFORTS

This assignment will start immediately for the period of 12 (twelve) months with possibility of extension with an estimate level of efforts up to 15 (fifteen) days per month.

The will be an input based consultancy service contract. The selected consultant 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.

A reimbursable amount will also be provided to cover travel and communication costs. This will be paid based on receipts.

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.

SELECTION CRITERIA:

Qualifications:

Advanced degree (or degree and combined experience) in Information Management, Social Sciences, Development Studies, or other relevant discipline.

Skills & Abilities:

- Minimum of 7 years of experience in knowledge management, MEL, or a related field preferably within a multi-stakeholder or development context.
- Strong understanding of knowledge management principles and practices, including governance, processes, and technology.
- Excellent communication and facilitation skills, with the ability to engage diverse stakeholders.
- Proven ability / experience to design and/ or implement knowledge management strategies and initiatives.
- Experience with digital tools and platforms for knowledge sharing and collaboration.
- Experience in GEDSI and CSOs engagement & capacity building is an asset.
- Excellent written English and Bahasa Indonesia skills.

Key Competencies:

- Strategic thinking and problem-solving skills.
- Strong organizational and project management abilities.
- Ability to work collaboratively in a diverse and dynamic environment.
- Strong analytical skills.
- Commitment to promoting equality, inclusion, and sustainability.

Working Relationships:

- MERLA (Monitoring, Evaluation, Research, Learning and Adaptation) Team: Collaborate to integrate evaluation insights into knowledge management practices and ensure data-driven decision-making, and to ensure learning is disseminated appropriately across the program.
- Partnership Coordinators: Coordinate to facilitate knowledge sharing and ensure effective communication across the network.
- Communications Team: Develop and implement communication strategies for disseminating knowledge and learning products.

INKLUSI is funded by 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 Proposal / Application**B.1. Template of Cover Letter**

<Insert Date>

<Insert Your Quotation Reference>

To:**Australian-Indonesia Partnership Towards an Inclusive Society (AIPITIS)
/ 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

B.2.1. Proposed Daily Rate

Description	Rate	Unit	Notes:
Specified Personnel Rates	[IDR/ AUD]	Per day	a) Currency should be in IDR or AUD only. b) All rates should be inclusive all taxes. c) Please state other terms of conditions applied for this proposal.

B.2.2. Salary History Form for Consultant

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/ 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								