

REQUEST FOR QUOTATION / RFQ Short Term Consultant Service

RFQ Reference Number: AIPTIS RFQ-2022/1/001
Title of Activity: Short Terms Consultant: Disability Terms and Language Guideline
Location: Jakarta / Home Based
Period of Assignment: January – February 2022
Submission Date: **15 January 2022**

SUMMARY OF THE PROJECT

The Australia-Indonesia Partnership Towards an Inclusive Society (AIPTIS) is a \$120m, 8-year investment (2021-28) that will contribute to the broader development goal of No one is left behind – more marginalised people participate in and benefit from Indonesia’s socio-cultural economic, and political development.

AIPTIS continues Australia’s support to Indonesia’s prosperity, building on advancements in the areas of gender equality and women’s empowerment, social inclusion, and civil society strengthening. This includes experience and lessons working in community-driven development, civil society programs, women’s empowerment, and inclusive development programs – most recently through MAMPU and Peduli. It also builds on decades of work by Indonesian CSOs and social movements, including the women’s movement to advance GEDSI.

AIPTIS supports the shared policy priorities of GoI and GoA. It is aligned with Pillar One of the Indonesia-Australia Comprehensive Strategic Partnership, and the associated Plan of Action, which commits to cooperation to “address poverty and inequality, promote women's leadership and empowerment on disability-inclusive development; the Stability Pillar of the Australia-Indonesia COVID-19 Development Response Plan; and the Government of Indonesia (GoI) Medium-Term Development Plan (RPJMN IV 2020-2024). AIPTIS supports the RPJMN agenda of “enhancing the quality and competitiveness of human resources”, and specifically the RPJMN’s Gender Equality and Women Empowerment policy and its Social Inclusion policy direction. It also supports Indonesia’s commitment to the Sustainable Development Goals (SDGs), and the call to “Leave no one behind” in development, while responding to the impacts of the COVID-19 pandemic, including the disproportionate socioeconomic impacts on women and communities experiencing marginalisation as well as the potential threats posed to civil society spaces.

SUMMARY OF THE POSITION

Reporting to the Communications Manager, the *Consultant of Disability Terms and Language Guideline (TLG)* is responsible to provide advice, and recommendation to the AIPTIS Program with regard to the terms and language used to identify and describe disability in formal and legal Bahasa Indonesia. This includes conducting research; providing advice, suggestions, and recommendation; as well as conducting a mini workshop with AIPTIS Team on the approved and legal disability terms and language guideline.

QUOTATION SUBMISSION

- Quotation should be submitted to AIPTIS by email to procurement@aiptis.or.id by **15 January 2022**.
- Please refer to the attached Terms of Reference TOR for our quotation submission:
- Please put “AIPTIS STC: Disability Terms & Language Guideline” in the email subject line.

- We thank all applicants, however only those shortlisted will be contacted.
- Any questions or request for clarification related to this RFQ could be addressed by email to: Maria Tri Wahyuarsi, Senior Procurement & Risk Management Officer,
Email: procurement@aiptis.or.id

“AIPTIS is an equal opportunity employer and value diversity and inclusion.”

Annex. 1. Terms of Reference

Terms of Reference

Service Title	AIPTIS Short Terms Consultant: Disability Terms and Language Guideline
Location	Jakarta, Indonesia / Home-based
Period of Assignment	January – February 2022

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PERIOD OF ASSIGNMENT

This assignment is expected to be carried out for 10 (ten) working days within the period of January – February 2021.

REPORTING

The consultant will work closely and report to AIPTIS Communications Manager

EXPECTED DELIVERABLES

Under the overall direction of the Communications Manager, the TLG Consultant will be responsible to:

No.	Work Plan and Expected Deliverables	Estimation of Working Days
1	Research on Indonesian disability terms and language use	2 days
2	Development of disability glossarium; terms and language guideline	2 days
3	Review and consultation	3 days
4	Mini workshop organisation	0.5 day
5	Final document of disability terms and language guideline Final Deliverable: Approve Disability Terms & Language Guideline	2.5 days

Note: Applicant is allowed to adjust the workplan and estimation of working days based on consultant's requirement.

JOB REQUIREMENTS

Education:

- Degree in sociology, law, communications, development project management, or other relevant field.

Minimum Experience:

- Minimum of 10 years of progressive experience in the professional services environment, preferably with international organisations in disability mainstreaming, inclusion, terms and language guideline development, and communications.

Essential Skills:

- Team oriented;
- Results-focused;
- Confidence to work across all levels of the business;
- Be self-directed and motivated;
- Take initiative to identify and anticipate client needs and make recommendations for implementation;
- Excellent written and verbal communication skills in English and Bahasa Indonesia.

AIPTIS encourages women and people with disabilities to apply.