

TERMS OF REFERENCE

Title of Activity : Expression of Interest: Design of a Longitudinal Impact Evaluation and baseline data collection on the achievement of INKLUSI program outcomes

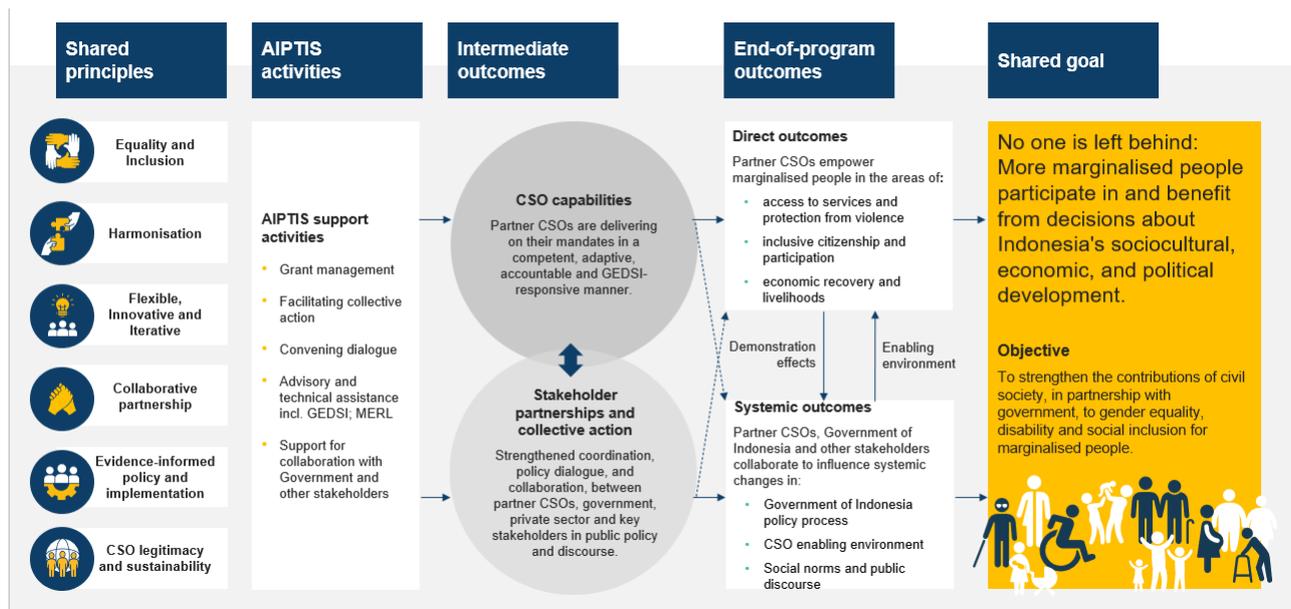
BACKGROUND

INKLUSI The Australia-Indonesia Partnership Towards an Inclusive Society is a 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.

INKLUSI 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.

INKLUSI 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.

The INKLUSI program logic (below) shows the changes desired by the program at various levels.



A key component of the program is the provision of grants to partner CSOs to implement activities which are intended to contribute to the two End-of-Program Outcomes. A longitudinal impact evaluation will be conducted to measure the impact of partner’s support on the lives of marginalised people (EOP01- Direct outcomes).

INKLUSI is seeking Expressions of Interest from sub-contractors to design the evaluation and conduct the data collection and report writing for the baseline of the evaluation. The process will be conducted in two phases. The first phase to be contracted will be for the design of the overall longitudinal impact evaluation. Negotiations on contracting for the second phase, the collection of baseline data in line with the impact evaluation, will then be conducted based on the details of the design and sampling defined during the first phase. It is likely that INKLUSI will also seek the sub-contractor's services to conduct future data collection for the evaluation as per the design.

The Expression of Interest process aims to shortlist interested parties based on a short proposed approach to the study and the technical capabilities and experience of the potential sub-contractors.

OBJECTIVES OF THE LONGITUDINAL IMPACT EVALUATION

The longitudinal impact evaluation will help to answer the second key evaluation question in the INKLUSI MEL plan:

KEQ2: How well have we progressed against expected outcomes and goals aimed at improving gender equality and social inclusion for marginalised groups in Indonesia?

It has three objectives:

1. To measure the impact of INKLUSI partners' support on its end beneficiaries- ie. marginalised people (through the achievement of EOPOs 1 and 2).
2. To understand how the program's work is contributing to changes in empowerment for beneficiaries and the factors affecting this, to inform INKLUSI and its partners' work
3. To contribute to the broader knowledge base on pathways for empowering marginalised people, especially in Indonesia.

The evaluation will seek to complement the information collected by the CSO partners about the effects of their work on their direct beneficiaries (at EOPO1 level). The impact evaluation will focus on the end beneficiaries who are reasonably expected to benefit from INKLUSI.

PURPOSE OF THE IMPACT EVALUATION

The results of the longitudinal impact evaluation will be used to help report on the achievements of the INKLUSI program against its outcomes and goals; to support learning as to the most effective strategies to promote the empowerment of women and other marginalised groups; and to contribute to the broader knowledge base on pathways to empowering marginalised people.

KEY EVALUATION QUESTIONS

In line with the objectives and purpose, the longitudinal impact evaluation will seek to answer the following evaluation questions:

1. What changes have there been in the empowerment of women and marginalised people targeted by INKLUSI CSO partners in the areas of
 - a. Access to services and protection from violence?
 - b. Inclusive citizenship and participation?
 - c. Economic recovery and livelihoods?
2. How have INKLUSI CSO partners contributed to these changes?
3. How has this increase in empowerment affected the lives of marginalised people?
4. What are the enabling and/or inhibiting factors which have contributed to these changes in empowerment?
5. What insights do these findings provide on pathways for empowering marginalised people in Indonesia?

EVALUATION METHODOLOGY

The evaluation methodology is likely to take the form of five to eight in-depth case studies of selected INKLUSI partner interventions. The evaluation design should propose an overarching analytical framework and approach for the evaluation, as well as detailed designs for each case study.

Purposive sampling should be used to select the INKLUSI partner interventions to be the subject of the case studies. The interventions selected should represent the variation under INKLUSI, in terms of the different partners involved, the type of marginalised groups targeted, types of empowerment targeted (eg social-cultural, political or economic), the different pathways partners are taking to achieve empowerment of marginalised people and geographic diversity.

It will be important to work with relevant partners implementing the selected interventions to clarify the theory of change – that is, how their interventions are expected to result in benefits for marginalised people. Based on this theory of change, appropriate measures of progress in empowering marginalised people should be proposed. A literature review should be used to inform development of appropriate measures of empowerment.

Each case study is expected to involve a mixture of both qualitative and quantitative data collection on targeted interventions to understand how changes in empowerment are happening through the work of these partners. It is not expected to require a quasi-experimental design. Methods are likely to include surveys of marginalised people expected to benefit from CSO partners' activities, as well as interviews and possibly focus group discussions to understand the factors contributing to the changes observed.

The design of each case study will propose the sampling approach for respondents. Respondents will largely be marginalised people expected to benefit from CSO partners' activities which are funded by INKLUSI. In some cases, CSO partners may be working directly with these marginalised people, while in other cases these marginalised people may be the end-beneficiaries of CSO partners' activities (eg where CSO partners are working with service providers to strengthen service delivery for marginalised people).

As a longitudinal study, as much as possible, the same CSO partners' interventions should be tracked and the same respondents used in each round of data collection.

The survey is also expected to include interviews to understand the factors contributing to the changes. These interviews may be with beneficiaries, CSO partners, relevant government agencies and other stakeholders, as agreed with the INKLUSI team.

Contribution analysis is proposed to answer questions 4 and understand how the work of INKLUSI partners contributed to this change vis a vis other factors.

The evaluation design should also consider whether it is possible to conduct comparisons within and/or across case studies. For example, within-case comparisons may be used by looking at CSO partners' progress in key measures of empowerment and comparing this to trends shown by similar government data at the sub-national and national level. Comparisons between case studies may be conducted by considering whether there are any trends in how change is occurring and the factors enabling or inhibiting this.

Design of the longitudinal impact evaluation is expected to occur in the second half of 2022, while the baseline data collection is expected to happen in early 2023 with endline data collection around 2025. In-between this, some form of lighter-touch monitoring may be considered, potentially through using remote methods. The study design should also plan for the possibility that the INKLUSI program is extended for a second phase of three years (till 2028) and the need for the longitudinal study to be extended to cover this period.

PROCESS AND INDICATIVE TIMEFRAME

The first phase of the process will be the design phase, followed by the baseline data collection phase.

PHASE 1: DESIGN

1. Initial study scoping and workplan

Following an introductory briefing with the INKLUSI team, the sub-contractor will develop a workplan for the development of the overall impact evaluation design, including outlining what inputs (ie. meetings, information) is needed from the INKLUSI team and partner CSOs to develop the design.

2. Development, submission, and presentation of longitudinal impact evaluation design

The sub-contractor will begin with a review of relevant project documents, including research reports and evaluations of the two predecessor programs (MAMPU and Peduli), the M&E plans of partner CSOs and additional scoping meetings with DFAT, Bappenas, the INKLUSI team and CSOs to develop a longitudinal impact evaluation design answering the overall study questions presented above. It will be important for the sub-contractor to take a participatory approach with CSO partners in designing the evaluation. The evaluation design will then be presented to the INKLUSI team and CSO partners and revised and updated based on their feedback.

PHASE 2: BASELINE DATA COLLECTION

1. Baseline data collection plan

The sub-contractor will develop a baseline data collection plan for how the baseline phase of the impact evaluation design will be implemented.

2. Baseline data collection

The baseline data should be collected as per the baseline data collection plan.

3. Submission of draft and final reports and evaluation results presentation

A draft baseline evaluation report should be submitted for INKLUSI to review and comment on and a presentation on the baseline results given to the INKLUSI team. A final report is to be submitted addressing feedback from the INKLUSI team.

A rough timeline for the development of the evaluation design and baseline data collection is outlined below.

Activity	Proposed implementation time	Number of consultant work day(s) (Indicative only)
1. Contract signing	June 2022	
2. Briefing with INKLUSI team and develop workplan for design of longitudinal impact evaluation	July 2022	2
3. Review of relevant documents	July 2022	8
4. Literature review	July - August 2022	5
5. Develop evaluation design	August - September 2022	15
PHASE 1 Total days		25 days
6. Contract for Phase 2 is negotiated	October 2022	
7. Phase 2 commences	January 2023	TBC
8. Baseline data collection	January-March 2023	TBC
9. Prepare draft report	April -May 2023	TBC
10. Present draft findings to AIPTIS team	End of May 2023	TBC
11. Submit final report		TBC

Throughout the evaluation, the sub-contractor is expected to undertake detailed consultations with the INKLUSI team, CSO partners and other stakeholders as suggested to finalise the design, sampling locations and data collection tools, as well as during the evaluation implementation and report preparation.

DELIVERABLES

Phase 1- Evaluation Design

1. Longitudinal impact evaluation design document, containing an appropriate design including:
 - a. Introduction
 - b. Background
 - c. Purpose and scope of the longitudinal impact evaluation
 - d. Methodology including evaluation approach, data collection methods, sampling approaches, how data will be collected, stored and managed, how data will be analysed, approaches to ensuring data quality and details of limitations in the methodology
 - e. Ethics- how ethical practice will be ensured and any ethics approvals required
 - f. A workplan for the full impact evaluation (baseline, any midline and endline data collection)
 - g. An overview of roles for conducting the evaluation
 - h. Any logistical considerations for the evaluation
 - i. Proposed outline of the evaluation reports (baseline and endline)
 - j. Data collection instruments, in English and Bahasa Indonesia.

Phase 2- Baseline data collection

2. A baseline data collection plan, including a full timeline of the baseline data collection process, full details of sampling, information about data collection arrangements, including who will be responsible for data collection, how data collection will be undertaken (including as necessary details of CAPI capability, software for managing large data sets) and how data quality will be monitored and confirmed, how data analysis will be undertaken and the proposed approach to reporting and logistical arrangements for conducting the evaluation.
3. A weekly update email on evaluation progress during baseline data collection
4. Presentation of preliminary evaluation findings to the INKLUSI team, CSO partners and other stakeholders as indicated by INKLUSI.
5. A complete draft evaluation report, containing abstract, executive summary, introduction (background, scope of the study, objective, methodology, and the structure of the report), details of any variations in how the methodology was implemented and limitations in the evaluation, including ethical considerations, results based on the study questions, conclusions and recommendations, references and annexes. Evidence supporting findings should be clearly explained/referenced.
6. A final report, based on the draft, but amended to include any comments and revisions requested by INKLUSI team and other stakeholders as identified by INKLUSI.

EVALUATION TEAM ROLES AND EXPERTISE

The sub-contractor is expected to put forward an evaluation/research specialist/s who has international qualification, whose role will be to lead the design of the longitudinal impact evaluation and oversee and assure the quality of the implementation of the baseline study and report.

The sub-contractor is also expected to identify and collaborate with an Indonesian or international research organisation (including universities) or companies who could play the role of conducting the baseline study. The sub-contractor should propose whether they could sub-contract this research organisation or company or whether it is more appropriate for INKLUSI to directly contract this organisation. In either case, it would be expected that the international evaluation/research specialist/s engaged by the sub-contractor would oversee and quality assure implementation of the baseline study and report. This may

include the international evaluation/research specialist/s writing the baseline study report. The sub-contractor should describe the roles of the international evaluation/research specialist and research organisation or company and how they would work closely together to ensure a quality baseline study.

The specifications for the evaluation team are outlined below.

No	Team Member	Qualifications or Specialized Knowledge/Experience Required
1	Research /Evaluation Specialist(s) with International Qualification	<ul style="list-style-type: none"> • Minimum ten years’ experience in designing and conducting mixed methods (ie quantitative and qualitative) evaluation and research • Experience in contribution analysis • Experience conducting large scale surveys in Indonesia • Ability to write clear and technically strong evaluation reports • Fluency in English. Bahasa Indonesia is an advantage • Ability to lead teams, communicate effectively and work effectively in cross-cultural contexts • Expertise in gender, disability inclusion and social inclusion an advantage • Relationships with research organisations or companies who can conduct the baseline study would be an advantage
2	Research organisation or company	<ul style="list-style-type: none"> • Experience conducting mixed-methods evaluations and/or research (ie qualitative and quantitative methods) • Experience conducting large scale surveys, including the ability to engage and manage sufficient enumerators to conduct data collection • Demonstrated capacity for large scale data collection, including CAPI and CATI and the ability to store, manage and analyse digitally large data sets • Strong data quality assurance processes • Ability to write clear evaluation or research reports (in Bahasa Indonesia and/or English). • Demonstrated strong knowledge and experience in quantitative and qualitative research • Demonstrated knowledge and experience in integrating gender, disability, and social inclusion considerations across evaluation/research design, implementation, and analysis • Demonstrated strong experience in conducting various studies on socio-economic issues – for example related to poverty, social protection, child protection, health, education, gender expression, migrant work, microfinance, indigenous community.
5	Enumerators	<ul style="list-style-type: none"> • Experience in qualitative and quantitative data collection • Experience working with marginalised groups is preferable • Knowledgeable in the local culture, and ability to speak the relevant local language is an advantage

MANAGEMENT AND LOGISTICS

This assignment will be coordinated by the Research and Adaptation Manager in INKLUSI who will review

all deliverables. The INKLUSI team will form a Reference Group to help contribute to and guide the conduct of the evaluation. Clear Horizon will lead on the technical quality assurance of the evaluation.

Other INKLUSI team members will play key roles in the assignment. In particular, Partnership Coordinators who are responsible for maintaining the relationship between INKLUSI and partners and will support communication and planning with partners.

EOI SUBMISSION

The sub-contractor should submit an Expression of Interest (EOI) which includes the information requested below and will be assessed against the selection criteria below. INKLUSI will develop a shortlist from the EOI organisations and then may conduct interviews before requesting a more detailed proposal. This proposal will include costings for Phase 1 (the design of the impact evaluation), as well as a proposed approach, personnel and their daily fees for Phase 2.

Please submit a brief Expression of Interest which includes:

- How the sub-contractor proposes to design and deliver the impact evaluation (Phases 1 and 2), including the relationships and roles and responsibilities of the different parties (maximum of 2 pages)
- How the sub-contractor meets the expertise and experience requirements outlined above
- Up to date CVs for all nominated personnel that illustrate relevant knowledge, skills, and experience
- An example evaluation plan and evaluation report related to the assignment

a. The Selection Criteria for the EOI are:

- A. Strength of the approach proposed to design and deliver the impact evaluation
- B. Experience and expertise of the personnel involved, including relationships with research organisations or companies capable of conducting the evaluation in-country
- C. Quality of written work.

Annex 1. Application Form

APPLICATION FORM

Please complete the form to apply

RFP/EOI DETAILS	
RFP/EOI Ref. No.:	INKLUSI_
Program Title:	
APPLICANT DETAILS	
Name of Applicant	
Type of Entity (Individual /Organization / Company)	
Business Registration Number / Deed of Establishment	
Contact Person	
Address	
Email Address	
Telephone/Mobile phone	
LIST OF EXPERIENCE	
1. Project Title:	
Description of Activity:	
Client Name / Employer	Name; Tel. No.; Email
Contract period	Start date: End date:
Completed on schedule	YES / NO
Total Contract Value:	
Type of Agreement	sub-contract/grant/PO
2. Project Title:	
Description of Activity:	
Client Name / Employer	Name; Tel. No.; Email
Contract period	Start date: End date:
Completed on schedule	YES / NO
Total Contract Value:	
Type of Agreement	sub-contract/grant/PO
3. Project Title:	
Description of Activity:	
Client Name / Employer	Name; Tel. No.; Email
Contract period	Start date: End date:
Completed on schedule	YES / NO
Total Contract Value:	
Type of Agreement	sub-contract/grant/PO
4. Project Title:	

Description of Activity:	
Client Name / Employer	Name; Tel. No.; Email
Contract period	Start date: End date:
Completed on schedule	YES / NO
Total Contract Value:	
Type of Agreement	sub-contract/grant/PO
5. Project Title:	
Description of Activity:	
Client Name / Employer	Name; Tel. No.; Email
Contract period	Start date: End date:
Completed on schedule	YES / NO
Total Contract Value:	
Type of Agreement	sub-contract/grant/PO
LIST OF REFERENCES:	
1. Organization:	
Contact Person:	
Relation:	
Phone No.:	
Email:	
2. Organization:	
Contact Person:	
Relation:	
Phone No.:	
Email:	
3. Organization:	
Contact Person:	
Relation:	
Phone No.:	
Email:	

RESUME / CV

Attached CV here. (CV of each nominated researchers & enumerators, should be 5 pages maximum)

Annex. 2. Brief of proposed design and delivery of the impact evaluation

[Please provide here, brief description on how you propose to design and deliver the impact evaluation (Phases 1 and 2), including the relationships and roles and responsibilities of the different parties (maximum of 2 pages)]

Annex. 3. Example of Evaluation Plan

[Please provide here your example of evaluation plan and report related to the assignment]

Annex. 4. Company Profile

[Please provide here your company profile or could be attached on a separate file]

Signed on: [date]

By : [name] _____
Title :

QUESTIONS & ANSWERS (Q&A)

Activity Title	Expression of Interest - Design of a Longitudinal Impact Evaluation and baseline data collection on the achievement of INKLUSI program outcomes
RFP Reference	INKLUSI_EOI-008/04/2022

No	QUESTIONS	INKLUSI CLARIFICATION
1.	I am wondering whether it would be possible to extend the deadline for EoIs from the 16 th to, for example, the 20 th of May.	INKLUSi will extend the deadline of the submission to 25 May COB Jakarta time.
2.	The call for EOIs implies requiring a full-time, in-person, short-term consultant, but the number of indicative days for Phase 1 in the TOR is 25 days spread over several months (indicating not full-time). Is it correct then to say that this is not full-time? If an international organisation is applying, can the bulk of this be done remotely?	This is a part time position. The consultation for the design process can be done remotely. However, data collection will be done on site.
3.	Given that there is a very short turnaround time for the EOI and that this has traversed the Idul Fitri period, many Indonesian partners have taken leave and are yet to return to their offices during the EOI call period. This seems to be a short time to build or activate existing partnerships and do the appropriate high-level planning together with them, as well as pricing for a potential mix of participants in the project. Is it sufficient to indicate a suite of potential partners and pursue these further later on, in discussion with INKLUSI if the EOI is successful?	INKLUSi will extend the deadline of the submission to 25 May COB Jakarta time. They could indicate a suite of potential partners, however they should already indicate and provide updated CV of the main personnel which will be involved in the design and implementation of the study.
4.	Do you need organisational signatures, or are lead evaluator/researcher signatures sufficient?	Organisational signature is needed
5.	We would like to clarify when the detailed data collection instruments are designed and tested (either for surveys or qualitative) – this being different from the higher level study design. It doesn't seem to be listed in Phase 1 (sampling/approach) and Phase 2 (straight to data collection). It is quite a detailed process that doesn't seem to be accommodated in the days for Phase 1. Thus, can it be assumed this will be accommodated in Phase 2 as a part of the evaluation implementation?	The design should include the draft of the instrument to be used in the study. However, testing of the instrument can be done and accommodated in the phase 2.
6.	Will the evaluation design (Phase 1) be peer-reviewed, as has been the case with other Australian Aid development programs in	The evaluation design will be discussed and assessed by panels of expert, managed by

No	QUESTIONS	INKLUSI CLARIFICATION
	Indonesia? This information would be useful to know for planning time to respond to the peer review and adjust the plan after that, which isn't in the current timeline.	INKLUSI and the process will be in adherence with DFAT procurement policy.
7.	Is the requested example of an evaluation plan (Annex 3) meant to be for an evaluation that has been done before? A design plan is usually a commercial-in-confidence document, since it is information provided as a part of other projects/contracts, and is not necessarily appropriate to share. Could a high-level overview of the plan be provided along with a published report instead?	If confidentiality become issue, a high-level overview of the plan be provided along with a published report is acceptable.
8.	Is the Letter of Interest like a cover letter addressing selection criteria?	Yes
9.	Is it ok to include a management fee in the pricing? Are there any guidelines on this?	<p>Yes. The contract budget will include Personnel Fee, Management Fee and Expenses.</p> <p>The management fee will be calculated as a percentage of the total personnel Fee.</p> <p>Please notice that at the financial proposal will be detailed in the stage-2 of RFP</p>
10.	It says the days are indicative. Is there a maximum number of days, or preferably max. budget, you could share with us? Especially for the seconds phase?	The days in Phase 1 is maximum day. No maximum budget provided. Phase 2 budget will depend on the breath and depth of the study proposed in Phase 2.
11.	Why do you want for the first phase already have a research institution identified by the consultant, as the work with them should not yet happen until the second phase. Or did I misunderstand something? I ask, because we could do the first part, but the second part with the research institution is harder, especially guiding and managing the large-scale data collection (hence my first question).	The reason main Reason for identifying research organisation or university/knowledge organisation as part of the 'consortium' is to ensure a high quality but applicable design and implementation.
12.	If you have any research institution that you think is well-positioned, would you be able to let us know?	There are many leading research organisation or reputable universities in Indonesia which you can work with. We are looking for consultancy company which already have experiences in doing similar research in Indonesia.
13.	1.What kind of organizations that you expect to be in the list? Whether organizations having experience with the same program but never	The best option will be the organisation who has collaboration in working together on similar program. If you nominate an organisation you

No	QUESTIONS	INKLUSI CLARIFICATION
	<p>have collaboration with the applicant or organizations having experience the same program and already collaboration with the applicant in the past?</p>	<p>never working together, for this EOI, you should already approach them and get agreement to work together;</p>
14.	<p>2. Regarding an example of evaluation plan report related to assignment, it means the evaluation report should be done by the applicant previously or evaluation report randomly without connected with the applicant?</p>	<p>The evaluation plan should be part of the applicant previous work. If confidentiality become issue, a high-level overview of the plan be provided along with a published report is acceptable.</p>