

REQUEST FOR QUOTATION (RFQ)

SHORT-TERM CONSULTANT SERVICE - NATIONAL

Position	: Short Term Consultant (National) for Development of GEDSI and Intersectionality Toolkit
Location	: Indonesia / Home-based
Period of Assignment	: 3 (three) months
Reporting to	: AIPTIS Senior GEDSI Adviser
Submission Deadline	: 24 January 2022 at 11:59pm local time (WIB)

BACKGROUND.

The Australia-Indonesia Partnership Towards an Inclusive Society (AIPTIS) is a \$75M, 5-year investment (2020-25) funded by Australia's Department of Foreign Affairs and Trade (DFAT) that will contribute to the broader development goal of "Leave No One Behind" – working towards more marginalised people participating in and benefiting 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 the MAMPU and Peduli Programs. 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 the Government of Indonesia (GoI) and the Government of Australia (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 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

The GEDSI Consultant (National) will be working together with the International GEDSI consultant to support the implementation of AIPTIS' GEDSI strategy and approaches as well as strengthen the capacity of AIPTIS' staff and partners in the integration of GEDSI and intersectionality in all AIPTIS processes, systems, operations and programming, with the development of a GEDSI and Intersectionality Toolkit, including tools and technical guidance.

REQUIREMENTS FOR QUALIFICATIONS & EXPERIENCE OF CONSULTANTS

Academic Qualifications:

- Post graduate degree in gender, international/community and social development, public policy, communications or other relevant fields.

Work Experiences, Skills & Abilities:

- At least 8 years working on GEDSI and intersectionality related issues with various organisations including civil society organisations, government, international organisations/donors at international, national and subnational levels, as well as for DFAT-funded programs, and working with marginalised groups (i.e. women, children, youth, persons with disabilities, minority groups, etc.).
- Strategic thinker with strong high-level advisory skills, technical expertise, and experiences in the development of tools and technical guidance notes/checklists, capacity development and institutional strengthening, facilitation, and training, and multi stakeholder consultation and engagement.
- Demonstrated strong ability to collaborate, communicate and coordinate effectively with a wide range of stakeholders from various organisations to achieve agreed deliverables and performance objectives.
- Strong problem-solving skills and proven ability to analyse and provide concrete recommendations, with strong ability to develop and facilitate consolidated work plans and high-quality reports.
- Demonstrated strong communications and advocacy skills for GEDSI and intersectionality integration, implementation, monitoring, evaluation and learning.
- Strong written and verbal communication skills in English and Bahasa Indonesia.
- Women, people with a disabilities or people from minority groups are strongly encouraged to apply.

QUOTATION SUBMISSION

- Quotations should be submitted to AIPTIS by email to **procurement@aiptis.or.id** by **24 January 2022 at 11:59pm local time (WIB)**.
- Please refer to the attached Terms of Reference TOR for our quotation submission.
- Please put "AIPTIS STC: GEDSI & Intersectionality Toolkit" 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

TERMS OF REFERENCE

Title of Activity:	Short Terms Consultant (National) for Development of GEDSI and Intersectionality Toolkit
Unit:	Gender Equality, Disability and Social Inclusion (GEDSI)
Contract Supervisor:	Senior GEDSI Advisor

BACKGROUND

The Australia-Indonesia Partnership Towards an Inclusive Society (AIPTIS) is an 8-year investment with a total value up to \$120 million. AIPTIS contributes to the broader Australia-Indonesia bilateral relationship by promoting a stable and prosperous Indonesia, through the following development goal and objective:

AIPTIS development goal:

- *“No one is left behind – more marginalised people participate in and benefit from Indonesia’s sociocultural, economic, and political development”.*

AIPTIS program objective:

- *To strengthen the contributions of civil society to gender equality, disability and social inclusion for marginalised people.*

To achieve the above-mentioned development goal and objective, AIPTIS has two inter-connected end of program outcomes (EOPOs):

- **EOPO 1:** is focused on direct results for marginalised people (e.g., improved access to services, improved livelihoods), achieved by partner CSOs within the scope of their AIPTIS-funded Initiatives;
- **EOPO 2:** is focused on deeper systems change (e.g., social norms or policy change) that CSOs can help promote, influence or broker through collective action, indirectly delivering longer-term benefits for marginalised people at larger scales.

AIPTIS continues Australia’s support to Indonesia’s prosperity, building on advancements in the areas of gender equality and women’s empowerment, disability rights, 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. AIPTIS continues to support the work of civil society organizations (CSOs) and social movements in Indonesia, including the women’s movement to promote gender equality, fulfillment of the rights of persons with disabilities, and social inclusion.

Gender Equality, Disability and Social Inclusion (GEDSI) is critical to and a precondition for the achievement of AIPTIS’ EOPOs and development goal toward more equitable and sustainable development outcomes and inclusive society. Guided by the AIPTIS principles and GEDSI Strategy, GEDSI integration in AIPTIS is implemented by using an integrated twin-track GEDSI and intersectionality approach. The GEDSI Strategy’s twin-track and intersectionality approach focuses on:

- **GEDSI mainstreaming approach (Track 1):** Integration of GEDSI into all operational functions, processes and systems, and program cycles, including capacity development, so that consideration of GEDSI becomes an integral part of the institutional culture and processes of the AIPTIS Program, including among AIPTIS Partners. This represents an internal institutional form of change leading to greater inclusion within an organisation.
- **GEDSI-targeted intervention approach (Track 2):** The targeted strategies to fundamentally change the situation of marginalised groups as well as the underlying factors of their marginalisation, working in close and equal partnership with them as agents of change within their contexts. Under a Track 2 approach, AIPTIS provides grants to selected partners to support their own initiatives/projects and/or collective actions to address specific GEDSI issues within a particular context, experienced by marginalised groups who face discrimination and exclusion due to intersecting factors (such as sex, gender identity, age, ethnicity, geographic location, etc).

To support the implementation of the GEDSI strategy and approaches and strengthen the capacity of AIPTIS' staff and partners in the integration of GEDSI and intersectionality in all AIPTIS processes, systems, operations and programming, AIPTIS is seeking one (1) GEDSI Consultant/National Expert who will work closely with one other GEDSI consultant (International expert) to assist with the development of a GEDSI and Intersectionality Toolkit, including tools and technical guidance.

Under the coordination of the AIPTIS GEDSI Senior Adviser, the International and National Consultants/Experts will work together and bring their own unique experiences and expertise, including international and national lessons learned and best practices. The Toolkit will be developed in a highly participatory and inclusive manner, through close consultations with AIPTIS and partners, including CSOs, government and DFAT. The Lead Consultant (International), with support from the National Expert, will be responsible for the overall strategic and technical direction and leadership of the assigned tasks and will ensure that all agreed tasks and deliverables are completed to a high standard and in a timely manner.

OBJECTIVES OF THE ASSIGNMENT

To assist with the development of a GEDSI and Intersectionality Toolkit in support of the implementation of a GEDSI strategy and the institutional and capacity strengthening the AIPTIS team and partners in integrating GEDSI and intersectionality approaches in all AIPTIS processes, systems, operations, programming and interventions.

SCOPE OF SERVICES

- Develop a workplan with detailed activities, outputs and timelines for the delivery and completion of the tasks.
- Develop a GEDSI and Intersectionality Toolkit including a technical guidance note that provides a step-by-step process and guidance or checklist on how to use the Toolkit.
 - Conduct a series of stakeholder consultations with AIPTIS and partners to collect data and information and inputs for the development of the Toolkit.
 - Identify and undertake a desk review of existing GEDSI tools and guidelines and others relevant materials and sources, including the GEDSI and intersectionality tools used by AIPTIS' partners, lessons learned and best practices necessary for the development of AIPTIS' GEDSI and Intersectionality Toolkit.

- Submit a synthesis report with concrete recommendations based on findings from the desk review and stakeholder consultations on GEDSI tools development.
- Facilitate and deliver a series of consultation meetings and/or workshops (in person and/or virtual) to share and present: 1) the desk review findings with concrete recommendations; 2) the proposed outline for the AIPTIS GEDSI and Intersectionality Toolkit based on the desk review findings, lessons learned, best practices and inputs/recommendations obtained during the consultation and workshops with AIPTIS’ partners for feedback; 3) A draft GEDSI and Intersectionality Toolkit and technical guidance for feedback and finalisation; 4) The final GEDSI and Intersectionality Toolkit and technical guidance.
- Conduct a training workshop on GEDSI and Intersectionality tools for capacity development of AIPTIS and partners.
- Provide technical support for the initial implementation of the tools and technical guidance by AIPTIS and partners.
- Develop a Communication Strategy for dissemination, socialisation and wider use of GEDSI and Intersectionality toolkit within and outside AIPTIS. This will include the development and presentation of the outline, structure, and the final outcome document of the communication strategy.
- Facilitate and provide technical support for the launch of the GEDSI and Intersectionality toolkit.
- Produce a final report with concrete recommendations, including supporting documents and materials.

OUTPUT

The following deliverables are expected from the consultant in due process of the assignment:

- A workplan with detailed activities, outputs and timeframes for the completion of tasks
- A synthesis report on desk review of GEDSI and Intersectionality tools including concrete recommendations for the development of AIPTIS’ GEDSI and Intersectionality toolkit.
- Stakeholder consultation meeting notes including agenda and list of participants.
- A package of PPT slide presentations on the developed GEDSI and Intersectionality Toolkit.
- GEDSI and Intersectionality workshop/training facilitation and reports.
- A draft outline of GEDSI and Intersectionality tools and technical guidance note.
- A complete GEDSI and Intersectionality Toolkit (tools and technical guidance note).
- A draft outline and complete Communication Strategy for the dissemination, socialisation and wider use of GEDSI and Intersectionality Toolkit.
- GEDSI and Intersectionality launch event facilitation and report.
- A final report on the assignment which include a full set of supporting documents and materials.

EXPECTED TIMELINE AND DELIVERABLES

Deliverables:

No.	Deliverables	Level of effort
1.	A complete workplan with detailed activities, outputs and timelines for the completion of tasks	3 days

No.	Deliverables	Level of effort
2.	A synthesis report on desk review of GEDSI and Intersectionality tools including concrete recommendations for the development of AIPTIS' GEDSI and Intersectionality toolkit.	3 days
3.	Stakeholder consultation meeting notes including agenda and list of participants.	3 days
4.	A package of PPT slides/presentations on GEDSI and Intersectionality toolkit.	3 days
5.	GEDSI and Intersectionality workshop/training facilitation and reports, including agenda, list of participants and other supporting documents and materials.	12 days
6.	A draft outline of GEDSI and Intersectionality tools and technical guidance note.	3 days
7.	A complete GEDSI and Intersectionality Toolkit (tools and technical guidance note).	10 days
8.	A draft outline of Communication strategy for the dissemination, socialisation and wider use of GEDSI and Intersectionality Toolkit.	3 days
9.	A final outcome document on Communication strategy for the dissemination, socialisation and wider use of GEDSI and Intersectionality Toolkit.	10 days
10.	GEDSI and Intersectionality Toolkit launch event facilitation and report.	5 days
11.	A final assignment report, including a full set of supporting documents and materials.	5 days
	Total level of effort	60 days

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- Strategic thinker with strong high-level advisory skills, technical expertise, and experiences in the development of tools and technical guidance notes/checklists, capacity development and institutional strengthening, facilitation and training, and multi stakeholder consultation and engagement.
- Demonstrated strong ability to collaborate, communicate and coordinate effectively with a wide range of stakeholders from various organisations to achieve agreed deliverables and performance objectives.
- Strong problem-solving skills and proven ability to analyse and provide concrete recommendations, with strong ability to develop and facilitate consolidated work plans and high- quality reports.
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