

## TERMS OF REFERENCE

# STRATEGIC PARTNERSHIP TOWARDS AN INCLUSIVE SOCIETY (For universities & think tanks)

### Background and context

1. **INKLUSI, The Australia-Indonesia Partnership Towards an Inclusive Society** is a \$120m, 8-year investment (2020-28) that will contribute to the broader development goal of: *No one is left behind – more marginalised people participate in and benefit from Indonesia’s sociocultural, economic, and political development*. INKLUSI continues Australia’s support to Indonesia’s prosperity, building on Indonesia’s advancements in the areas of gender equality and women’s empowerment, social inclusion, and civil society strengthening.
2. This Terms of Reference (ToR) is written only to cover phase 1 of INKLUSI, which will complete on 31 January 2026.
3. The program is a partnership between the Australian Government, represented by Department of Foreign Affairs and Trade (DFAT) and the Government of Indonesia, represented by Bappenas and is implemented through the managing contractor Cowater International.
4. INKLUSI has two interconnected End-of-Program-Outcomes (EOPOs):
  - a. EOPO 1: Partner CSOs empower marginalised people in the areas of access to services and protection from violence, inclusive citizenship and participation and economic recovery and livelihoods.
  - b. EOPO 2: Partner CSOs, GOI and other stakeholders collaborate to influence systemic change in the GOI policy process, CSO enabling environment and social norms and public discourse.
5. Two Intermediate Outcomes (IOs) have been identified as necessary preconditions to achieving both EOPOs. These are:
  - a. Strengthened CSO capabilities. Partner CSOs are delivering on their mandates in a competent, adaptive, accountable and GEDSI-responsive manner.
  - b. Strengthened stakeholder partnerships and collective action. There is strengthened coordination, policy dialogue, and collaboration between partner CSOs, government, private sector and key stakeholders in public policy and discourse.
6. Annex 1 provides the INKLUSI Theory of Change and depicts the relationships between the EOPOs and the IOs.
7. INKLUSI works across three pillars (socio-cultural, economic, and political) and has identified seven early priorities:
  - a. Legal identity for marginalised people
  - b. Access to social protection and basic services, including reproductive health and VAW services for marginalised people
  - c. Protection from all forms of violence against marginalised people, including women and children

- d. Implementation of child marriage law including required regulation, systems, and processes (elimination of child marriage)
- e. Economic livelihood and recovery for micro and small enterprises owned by marginalised people
- f. Access to fair and safe employment as part of the economic recovery for marginalised people
- g. Civic participation and leadership by marginalised people, including in government decision making processes.

## Objectives of the strategic partnership

8. This request for proposal is:
  - a. To support CSO partners' advocacy agenda: Research can support partners' advocacy agenda by providing relevant data and information contributing to greater insights, as well as establishing stronger relationships with government agencies at the national and sub-national levels.
  - b. To support GoI in policy formulations and GoA in strengthening bilateral relationships: INKLUSI contributes to policymaking through sound evidence and policy dialogue, and in so doing supports the bilateral relationship between Indonesia and Australia.
  - c. To strengthen research in social inclusion: INKLUSI will establish partnerships with research institutes specialising in gender and social inclusion to strengthen their understanding of on the ground developments through engagement with the Mitra INKLUSI (funded CSO partners).
  - d. To assist the INKLUSI Secretariat: For example, analysing regulations that may have an impact on marginalised communities, conducting contextual or political economy analysis at subnational levels, or assessing new priority focus areas.
9. The term "strategic research partnerships" indicates a broader relationship rather than just the provision of research funding. It depicts the spirit of collaboration between research organisations, Mitra INKLUSI (funded CSO partners), the INKLUSI Secretariat, GoI and GoA, all working together to strengthen inclusive practices and norms.
10. As reflected in the EOPOs and IOs, INKLUSI's main modality is the provision of grants to partner CSOs. We highly value our partners' experience and expertise to work in various local contexts in finding solutions for marginalised communities.
11. Research in INKLUSI is therefore mainly a **supporting function** that requires contributions to the above objectives. Research in INKLUSI is different from other Australian-funded development programs, such as the Knowledge Sector Initiative (KSI) with a core business primarily in research.
12. The Mitra INKLUSI are:
  - a. 'Aisyiyah
  - b. BaKTI
  - c. Kapal Perempuan
  - d. Kemitraan
  - e. Migrant CARE
  - f. Pekka
  - g. PKBI
  - h. SIGAB

13. See Annex 2 for Mitra INKLUSI and the seven early priority focus areas.
14. While it is not anticipated that research organisations already have a working relationship with Mitra INKLUSI, we expect that these relationships are developed over time. Research partners must seek to understand how to contribute to CSOs' advocacy agenda through their research.
15. This ToR is specifically developed for collaboration within the seven early priority areas (paragraph 7) and other priorities within the three INKLUSI pillars as they emerge, with an emphasis on strengthening CSO partners. We also welcome other topics related to the four INKLUSI research objectives (paragraph 10). A research organisation may propose to work directly with the government. Under these circumstances, they must have a plan to engage the relevant Mitra INKLUSI to synchronize strategies.

### Estimated budget

16. INKLUSI will offer a total value of up to AUD 6 million for the whole strategic partnership (all research partners) until September 2025.
17. The basis of payment of the above will be further regulated in a contract with selected organisations.
18. Part of the budget should include consultations with the INKLUSI Secretariat and Mitra INKLUSI to refine the proposals.

### Eligibility criteria

This strategic partnership is intended for national (Indonesian) research organisations.<sup>1</sup> They may propose collaborations with international research partners. Research organisations interested in the partnership should meet the following criteria:

19. Have strong experience in at least one of the INKLUSI early priority focus areas or other areas related to the "objectives of the strategic partnership".
20. Experience with safe data collection procedures (remote and face-to-face) during pandemics. Demonstrate experience of working with marginalised groups and having appropriate protocols for their physical as well as psychological safety.
21. Willing to work with Mitra INKLUSI and synchronise strategies.
22. Demonstrate strong networks with government agencies and be willing to help strengthen relationships between Mitra INKLUSI, the INKLUSI Secretariat, DFAT and the Indonesian government.
23. Willing to accommodate other priorities from the INKLUSI Secretariat and the Mitra INKLUSI.

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<sup>1</sup> Research organisations entail universities (faculties, departments, or study centres), or independent think tanks. Bearing in mind in the Indonesian context, some think tanks may be registered as NGOs or foundations. Regardless of their legal status, organisations with core activities in research can apply.

24. Open to improving CSO partners' technical capacity in research<sup>2</sup> and any GEDSI related area if requested.
25. Provide opportunities for Mitra INKLUSI to disseminate their knowledge through conferences, guest lecturing, publications, podcast, social media, or other means.

## Request for Proposals

26. INKLUSI is soliciting a request for proposals to establish strategic partnerships with universities/think tanks to support the work of the Mitra INKLUSI, GoI/GoA, national research organisations, and the INKLUSI Secretariat. Successful applications show strong contributions to 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. Proposals should also align 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'; and the Stability Pillar of the DFAT's Indonesia COVID-19 Development Response Plan.
27. Organisations only need to submit an indicative budget and timeline for proposed activities (see RFP template). Once selected, organisations will be asked to submit ToRs, workplans and detailed budgets for each activity. The objective of this process is to ensure that research is in line with INKLUSI's overall objectives. Updated proposals may include more detailed research methodologies or revised research sites. The budget however should be kept at approximately the same amount. This means that entirely new ideas after consultations can only be accommodated as a trade-off to earlier proposed ideas and requires approval from the INKLUSI Secretariat.
28. Proposed activities may include *inter alia* research projects, visiting lectures for INKLUSI research partners, or seminars. INKLUSI also welcomes other ideas.
29. Research organisations explain how to meet the eligibility criteria (above section), and how to implement the INKLUSI research principles (below section).

## The INKLUSI research principles

30. The INKLUSI research principles guide INKLUSI's research implementation. They consist of:
  - The INKLUSI principles: see Annex 1.
  - The ACFID Principles and Guidelines for Ethical Research and Evaluation in Development: [https://acfid.asn.au/sites/site.acfid/files/resource\\_document/ACFID\\_RD1%20Principles%20and%20Guidelines%20for%20ethical%20research12-07-2017.pdf](https://acfid.asn.au/sites/site.acfid/files/resource_document/ACFID_RD1%20Principles%20and%20Guidelines%20for%20ethical%20research12-07-2017.pdf)
  - The feminist and decolonisation approach in doing research during COVID-19: [https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(21\)00024-6/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(21)00024-6/fulltext)

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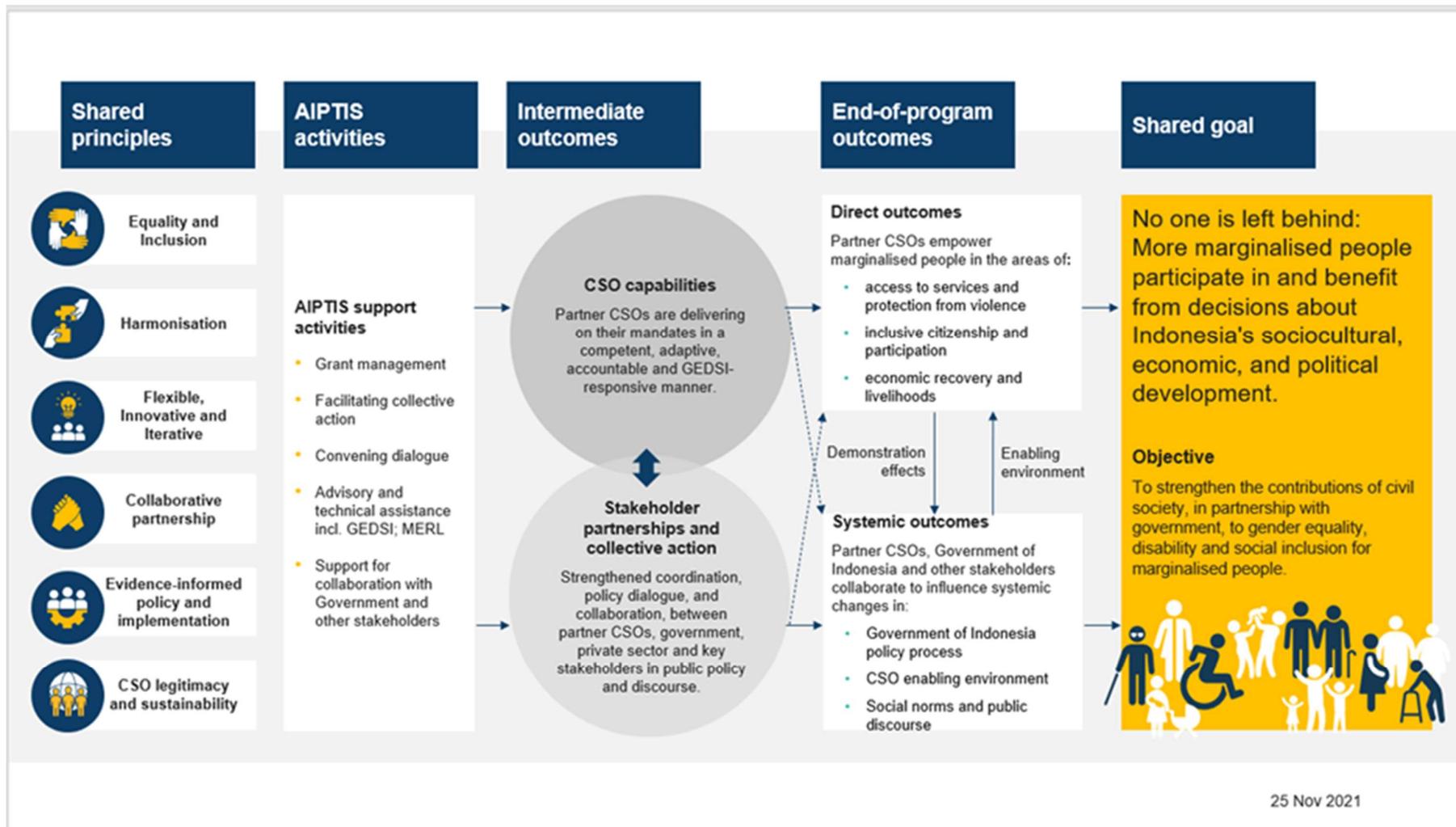
<sup>2</sup> We anticipate that such support occurs in manageable areas. For example, how to formulate research questions, conduct interviews, and improve the reliability and validity of collected data. We do not anticipate research partners providing long-term training to CSOs, such as on complex statistical packages.

31. A key principle for marginalised communities is ‘nothing about us without us’. INKLUSI therefore encourages research organisations to involve members of marginalised groups as co-researchers or as consultants.

### Additional notes

32. Partner research organisations must ensure that they have proper research permits in line with Indonesian government regulations before deploying any personnel for fieldwork. INKLUSI Secretariat may assist with a letter of recommendation if needed.
33. It is the responsibility of the research organisation to provide relevant insurance. Given the potential of travelling, it is strongly recommended that all personnel be covered by travel and/or health insurance throughout the fieldwork and that the research organisation provide the appropriate duty of care.
34. The research organisation must note that it:
  - a. Is required to implement excellent and timely processes for implementing the proposed activities. These should include but are not limited to personnel identification and deployment and minimising errors in data collection.
  - b. Is liable for correcting data errors that stem from poor quality assurance. It is advised to implement spot checks and other oversight mechanisms.
  - c. Will be subject to monitoring visits by DFAT and/or INKLUSI personnel.
  - d. Will be subject to financial and audit processes outlined further in the contract between Cowater International and selected research organisations.
  - e. INKLUSI does not accept any financial responsibility for any costs that groups may incur from submitting a proposal.
  - f. INKLUSI is not tied to any commitment to select a bidder.
35. Further details will be stipulated in the contract with selected partner organisations.

Annex 1: The INKLUSI Theory of Change



Annex 2: Mitra INKLUSI and INKLUSI's early priorities

PILLARS	INITIAL ACTIVITIES								
1	1. LEGAL IDENTITY		✓	✓	✓		✓	✓	✓
	2. ACCESS TO SERVICES	✓	✓	✓	✓	✓	✓	✓	✓
	3. PROTECTION FROM VIOLENCE		✓	✓			✓	✓	✓
	4. CHILD MARRIAGE	✓	✓	✓					
2	5. ECONOMIC RECOVERY	✓	✓	✓	✓	✓	✓	✓	✓
	6. LABOR AND EMPLOYMENT				✓	✓	✓		✓
3	7. CIVIC PARTICIPATION	✓	✓	✓	✓		✓	✓	✓

## Annex 1. Application Form

# APPLICATION FORM

## STRATEGIC PARTNERSHIP TOWARDS AN INCLUSIVE SOCIETY

### A. GENERAL INFORMATION OF APPLICANT

Please complete the form to apply

DETAILS	
Name of Applicant	
Type of Entity (Organization / Company)	
Business Registration Number <i>(if applicable)</i>	
Contact Person	
Address	
Email Address	
Telephone/Mobile phone	
Duration of all proposed activities [e.g. until September 2025]	
Total proposed budget	

### B. DETAIL ACTIVITY (S)

Note: if you apply for more than 1(one) activity, please describe each activity through the following tables.

We herewith confirmed our application to have a partnership towards the following activity(s):

#### Activity No. 1. *[insert activity name]*

<b>Type of activity</b>	<i>(Please indicate the type of activity)</i> [a] research [b] capacity building [c] visiting lectures [d] Others <i>(please specify)</i> ...
<b>Estimated cost</b>	IDR ...
<b>Period of implementation</b>	...
<b>Objective</b> <i>[max 100 words]</i>	
<b>Why is the objective important?</b> <i>[max 200 words]</i>	

<b>Relevance to INKLUSI's EOPOs or IOs</b> <i>[max 150 words]</i>															
<b>INKLUSI early priority area</b>	<i>(Please mark to which EOPO(s) does this activity related to)</i> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Legal identity for marginalised people</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Access to social protection and basic services, including reproductive health and VAW services for marginalised people</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Protection from all forms of violence against marginalised people, including women and children</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Implementation of child marriage law including required regulation, systems, and processes (elimination of child marriage)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Economic livelihood and recovery for micro and small enterprises owned by marginalised people</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Access to fair and safe employment as part of the economic recovery for marginalised people</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Civic participation and leadership by marginalised people, including in government decision making processes.</td> </tr> </table>	<input type="checkbox"/>	Legal identity for marginalised people	<input type="checkbox"/>	Access to social protection and basic services, including reproductive health and VAW services for marginalised people	<input type="checkbox"/>	Protection from all forms of violence against marginalised people, including women and children	<input type="checkbox"/>	Implementation of child marriage law including required regulation, systems, and processes (elimination of child marriage)	<input type="checkbox"/>	Economic livelihood and recovery for micro and small enterprises owned by marginalised people	<input type="checkbox"/>	Access to fair and safe employment as part of the economic recovery for marginalised people	<input type="checkbox"/>	Civic participation and leadership by marginalised people, including in government decision making processes.
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<input type="checkbox"/>	Access to fair and safe employment as part of the economic recovery for marginalised people														
<input type="checkbox"/>	Civic participation and leadership by marginalised people, including in government decision making processes.														
<b>Research method</b> <i>[only for research projects]</i> <i>[max 300 words]</i>															
<b>Dissemination strategy</b> <i>[only for research projects]</i> <i>[max 300 words]</i>															
<b>Potential benefits for marginalised communities</b> <i>[max 300 words]</i>															
<b>Practical utility for Mitra INKLUSI/Government of Indonesia</b> <i>[max 350 words]</i>															
<b>Additional comments</b> <i>[max 350 words]</i>															

**Activity No. 2. [insert activity name]**

*(Please copy the above table for each proposed activity)*

**C. LIST OF REFERENCES**

*(Please provide a minimum of 3 (three) of your references)*

NO	NAME	ORGANIZATION / COMPANY	PHONE No. & EMAIL
1			

2			
3			

**D. RESUME / CV OF MAIN TEAM MEMBERS**

*Attach CVs here. (CV of each team member should be 5 pages maximum)*

**E. LIST OF RELEVANT EXPERIENCES**

*[Please provide your previous experiences relevant to this RFP and provide a link to the final reports/articles/videos/other results]*

**Annex 2. Financial Proposal**

**The Financial Proposal for this RFP**

**a. Salary / Contract History**

*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	Client Name / Tel No Email	Total Contract value	The daily/monthly rate (for individuals) (indicate daily or monthly rate)	Start & end dates.	Completed on schedule? (Yes/No)	Type of Agreement: Subcontract, Grant, PO
1									
2									
3									
4									
5									

**b.1. Personnel Fee**

No.	Name	Currency	Daily Rate
1			
2			
3			

**b.2. Management Fee: .....%** (note: management fee is only applicable for organization applicants)

Terms & Conditions:

1. All rates inclusive of all taxes
2. [please describe other terms & conditions applied in this proposal]

**b.3. Expenses (Reimbursable Costs)**

Note: please copy the below table for each proposed activity. The total value from all proposed activities must match the "total proposed budget" in Section A above.

**Activity No. 1. [insert activity name]**

No.	Description	Unit	Qty	Vol	Unit Price	Total
1						
2						
3						
<b>TOTAL Expenses:</b>						

Signed on: [date]

By : [name] \_\_\_\_\_

Title :