

**Term of Reference  
Rekrutment Consultant  
Study Baseline**

Project Title	: Women and Vulnerable Group Benefited and Lead on Transformative and Just Energy Transition in Indonesia (WE FOR JET)
Project Location	: Jakarta (National level), West Nusa Tenggara and East Nusa Tenggara
Partners Organization	: 1. Circle of Imagined Society Timor (CIS Timor) 2. Gerakan Masyarakat Cinta Alam (Gema Alam NTB) 3. Publish What You Pay Indonesia (PWYP) 4. Yayasan Penabulu 5. Yayasan Pengkajian dan Pengembangan Sosial (YPPS)
Activity Duration	: December 2024 – February 2025

**About Us**

Penabulu was established in 2002. In its early years, the Penabulu Foundation focused on capacity building for civil society organizations in the field of finance. Later, the Penabulu Foundation expanded its services to include capacity building in organizational management, such as developing strategic organizational plans. The Penabulu Foundation strives to position itself as a "Civil Society Resource Organization (CSRO)." As a CSRO, the Penabulu Foundation manages and develops enabling conditions for the mobilization of domestic resources for civil society organizations. The Penabulu Foundation has an extensive network, working with around 200 civil society organizations in Indonesia to implement programs.

**Project Background**

WE FOR JET (Women and Vulnerable Group Benefited and Lead on Transformative and Just Energy Transition in Indonesia) is a project supported by Oxfam in Indonesia and implemented by Yayasan Penabulu, PWYP, YPPS, Gema Alam, and CIS Timor. This project operates at both national and local levels, focusing on seven districts in the provinces of East Nusa Tenggara (NTT) and West Nusa Tenggara (NTB), as well as Jakarta as the national hub. The primary goal of the project is that by 2028, women and vulnerable groups in Indonesia can lead and benefit from a just and transformative energy transition, which will enhance their well-being and livelihoods. There are four specific objectives: 1) Women and vulnerable groups actively contribute to decision-making processes at various levels and benefit from the Just Energy Transition; 2) Women and vulnerable groups can access and afford renewable energy (RE), while strengthening women-led small and medium enterprises (SMEs); 3) Strengthened capacity of Civil Society Organizations (CSOs), Women's Rights Organizations (WROs), and Disabled Persons Organizations (DPOs) to amplify the voices of women and vulnerable groups towards Just Energy Transition (JET) in Indonesia; 4) Government integrates gender justice components into national and sub-national energy transition plans.

This project arises from the reality that vulnerable groups, including women, people with disabilities, and rural communities, have very limited access to clean and affordable energy, particularly in Eastern Indonesia. This energy access inequality is exacerbated by patriarchal social norms that hinder women's participation in the energy sector, which is often seen as male-dominated work. WE FOR JET not only focuses on providing sustainable energy but also on empowering women and vulnerable groups to lead the energy transition. The project seeks to ensure that women not only gain access to renewable energy but are also actively involved in decision-making processes at all levels, from village discussions to national policies. This approach also includes efforts to shift harmful social norms and reduce gender-based inequality in the distribution of domestic labor.

Yayasan Penabulu will be responsible for conducting the baseline study in the following intervention areas: district level (West Nusa Tenggara Province: West Lombok Regency, Central Lombok Regency, East Lombok Regency; East Nusa Tenggara Province: Southwest Sumba Regency, South Central Timor Regency), provincial level in NTB and NTT, and at the national level. This baseline study will assess the current situation based on the agreed indicators, as well as more specific contextual indicators and key elements related to the project.

## Objective

In general, this baseline study aims to collect data on the current situation in the target intervention areas and gather data and information related to conditions at the impact, outcome, and output levels as defined in the project's logical framework. The baseline will involve communities in the supported villages, community members, representatives from CSOs, WROs, DPOs, government representatives at the district, provincial, and national levels, traditional and religious leaders, as well as other stakeholders in the project. The study will be conducted through surveys, interviews with key informants, and focus group discussions, if necessary. The information will be collected and analyzed, and the report will be presented in both Indonesian and English. The report will be shared with partners for consultation before the document is finalized. The specific objectives of the baseline study are:

1. The baseline study aims to evaluate the extent to which women and vulnerable groups, including people with disabilities, are involved in decision-making processes related to energy transition at various levels. It will also identify the barriers they face in active participation, such as domestic work burdens or social norms that limit their roles.
2. The study will map the level of access women and vulnerable groups have to renewable energy and their ability to use it. It also aims to measure the initial conditions in developing women-led SMEs in the renewable energy sector, including their access to financial and market support.
3. The baseline will map the involvement of CSOs, WROs, and DPOs in advocating for and campaigning for inclusive energy policies, as well as their ability to collaborate with other stakeholders.
4. The study will assess how far the government has integrated gender justice components into national energy policies and the energy transition. This also includes measuring the government's capacity to collect and use gender-disaggregated data to formulate more inclusive policies.
5. The baseline study will provide baseline values for relevant indicators (if applicable).
6. The baseline study will inform the setting of targets for output and outcome indicators.

## Methodology

The methodology used in establishing the baseline for the WE FOR JET project in three districts of East Nusa Tenggara Province (South Central Timor, Southwest Sumba, and East Flores districts), three districts of West Nusa Tenggara (East Lombok, West Lombok, and Central Lombok districts), and Jakarta involves a combination of quantitative and qualitative approaches, with an emphasis on gender-sensitive and disability-inclusive approaches. A valid and reliable sampling methodology needs to be considered for resource efficiency. Additionally, for effectiveness, particularly in terms of time, this baseline study can be conducted in parallel in NTB (West Nusa Tenggara) and NTT (East Nusa Tenggara).

### 1. Quantitative Data Collection Method

A quantitative survey will be used to collect data that refers to the indicators in the logical framework of the WE FOR JET project. The project team will provide the indicator framework at the top level, along with key respondents and data sources. The consultant will propose target respondents and the survey question framework for review and approval by the project team.

In general, the indicators at each level can be outlined as follows:

### 1.1. Tabel indikator WE for JET

Code	Result/Outcome	Indicator
10000a	Result	# of initiatives or decisions in villages, districts and provincial to promote fairer & inclusive care economy & energy transition process being influenced/was raised by women & VGs
11000a	Outcome	# communities stories where women & PWDs being involved in household decision-making process on the renewable energy usage
11000b	Outcome	# of recommendations/proposals/aspirations being raised by women & VGs addressing fair & inclusive care economy & JET
11000c	Outcome	% improved capacities of women & VGs in leadership
10000b	Result	% villages, districts and provincial have made decisions / implemented initiatives related to JET & fair care economy that were influenced by women & VGs
12000	Outcome	# communities where men & local leaders champions that actively promoting gender equality, women leadership, and UCDW fair distribution
13000	Outcome	% of village/district government intervention who support women leadership & reducing UCDW
20000	Result	# women-led SMEs have sufficient capacities to sustain their livelihoods using RE
20000	Result	% increased number of people, especially women & VGs, accessing and utilize affordable local RE
20000	Result	# stories of change from women-led SMEs that show improved opportunities to engage in JET & strengthened community resiliency
21000b	Outcome	# communities showing evidence on how local RE solutions addressing women & VGs needs
22000a	Outcome	#women-led SMEs related to local Renewable Energy being established
22000b	Outcome	# women-led SMEs connected to the market / received order from buyer
22100a	Intermediate Outcome	# of women & VGs led SMEs who are able to develop local RE SMEs
22100b	Intermediate Outcome	% increased capacities of women & VGs in developing local RE SMEs
22200a	Intermediate Outcome	% increased number of private sectors engaged and supported local RE SMEs
22200b	Intermediate Outcome	# of initiatives from private sectors supporting JET
23000a	Outcome	% increased number of women-led SMEs that are able to access financial support for RE

30000	Result	Evidence of strengthened narrative on inclusive/gender justice in energy transition discourse
30000	Result	Evidence of multi-stakeholders understanding and support on inclusive/gender just energy transition
31000	Outcome	% Increased number of CSOs, WROs, DPOs that are actively engaged in policy dialogue forums & campaigns on inclusive JET
32000a	Outcome	# of village government / private sectors / CSOs or communities are actively engaged and worked as alliance to promote gender JET narrative
32000b	Outcome	% public support on fair & inclusive JET narrative
32000c	Outcome	Evidence of "just" element being promoted in articles related to energy transition in provincial and national level
40000	Result	Best practices / evidence shows implementation of gender JET by policy makers
41000a	Outcome	% increased capacity of provincial and national government to integrate justice component in ET policy
41000	Outcome	# Provincial & national government shows evidence on practice in integrating justice component in ET policy
42000	Outcome	% increased funding allocation from provincial & national government for climate adaptation based on gender indicator
43000	Outcome	Evidence of provincial & national government policy document that incorporating CSO/WRO/DPOs recommendation on inclusive & just ET
43000	Outcome	# of CSOs/WROs recommendations being adopted by policy makers

## 2. Qualitative Data Collection Method

The qualitative methods to be used may include Focus Group Discussions (FGD) and key informant interviews with selected informants. The consultant is expected to consult with the project team regarding respondents for FGDs and key informant interviews in each intervention area.

## 3. Document Review

This baseline study will utilize relevant documents as part of the study's analysis. The project team will provide documents that have been produced within the project, including synthesis results from all research conducted during the first year of project implementation. The consultant may also use secondary data sources for more in-depth analysis.

## 4. Data Analysis and Interpretation

Primary and secondary data will be analyzed and disaggregated by gender, age, and disability status. The collected data will be processed using data analysis software such as SPSS. A draft of the findings will be presented to the project team and key partners for validation.

## 5. Indicative baseline questions:

- To what extent are communities involving women and persons with disabilities in decision-making processes related to renewable energy use at the household level?
- How many aspirations have been raised by women and vulnerable groups regarding the care economy?
- To what extent has there been an increase in the leadership capacity of women and vulnerable groups to participate in or make decisions within the community?

- How many communities have men and local leaders who are actively promoting gender equality, women's leadership, and unpaid care and domestic work (UCDW)?
- To what extent do village or district government interventions support women's leadership and reduce UCDW?
- How many communities have demonstrated evidence that local renewable energy solutions meet the needs of women and vulnerable groups?
- How many women-led SMEs have been connected to markets or received orders from buyers?
- To what extent has there been an increase in the capacity of women and vulnerable groups to develop local renewable energy SMEs?
- How many private sector actors are involved in and supporting local renewable energy SMEs?
- To what extent has the capacity of provincial and national governments increased in integrating justice components into energy transition policies?
- Other questions arising during discussions between the project team and the selected consultant.

### Deliverables

The consultant will be responsible for the quality and timely delivery of the following results:

1. Inception Report of Baseline - analysis of the current situation and a work plan for conducting the baseline study. The inception report will include a timeline, research questions, methodology, and a detailed outline for the report.
2. Development of data collection tools
3. Draft baseline report - to be submitted within 14 days after data collection for review by Yayasan Penabulu. Review and feedback on the report may occur more than once, depending on the quality of the report and how thoroughly comments and suggestions are addressed in subsequent revisions.
4. Coordination for validation sessions. This includes presenting findings during validation sessions.
5. Final baseline report in both Indonesian and English.
6. Dataset (Excel or SPSS) containing raw data in soft copy form.

### Principles and Requirements of the Research:

The research must consider the following principles and requirements:

- Participatory and inclusive approach involving diverse perspectives from project stakeholders.
- Use of relevant sampling methods/tools employing both quantitative and qualitative methods/tools to understand the situation.
- Triangulation and data verification using multiple methods and validating initial findings to ensure accuracy.
- Clear communication of data collection schedule providing a clear overview of who will provide the information and when data collection will take place.
- Clear explanation of data analysis and interpretation approach outlining the methods for analysing and interpreting the data.
- Adhering to the policies and guidelines of Yayasan Penabulu.

### Qualification

- Experience in conducting assessments/evaluations with at least two reports or similar studies written in English as the lead author;
- Skills in quantitative and qualitative research;
- Strong analytical and writing skills;
- Excellent communication and cross-cultural sensitivity;
- Good understanding of gender, inclusivity, and energy transition;

- Ability to interact with partners from government, non-governmental organizations, and other entities;
- Capacity to take responsibility for consultancy work according to set targets.

### Timeline

This project is expected to start in November 2024 and is expected to be completed in February 2025.

Deliverables	Tenggat Waktu
Inceptions Report	18 November 2024
Present to partners in kick off meeting	20 November 2024
Preparations and data collecting	1 December 2024 – 15 February 2025
Analysis of findings and report writing	16 February – 23 March 2025
Presentation and discussion of initial findings	24 March 2025
Submission of the final report	21 April 2025

### Applicant information.

Applicants must submit their applications to the email [operation@penabulu.id](mailto:operation@penabulu.id) and cc to [ullya.farah@penabulu.id](mailto:ullya.farah@penabulu.id) by no later than October 31, 2024, at 5:00 PM WIB. Please write "PENABULU-WEforJET–Study Baseline–Your Name" in the subject line of the email. The application must include:

- Organization profile (for institutional consultants) or CV (for individual consultants);
- A proposal that includes the methodology and tools used during data collection.

### Values and Commitments of the Penabulu Foundation

The Penabulu Foundation is committed to preventing all forms of undesirable behavior in the workplace, including sexual harassment, exploitation and abuse, lack of integrity, and financial misconduct; and is committed to promoting the well-being of children, adolescents, adults, and beneficiaries working with the Penabulu Foundation. The Penabulu Foundation expects all staff and volunteers to share this commitment through our code of ethics. The Penabulu Foundation places a high priority on ensuring that only those who uphold and demonstrate these values work with the Penabulu Foundation.

All job offers made by Penabulu will be based on appropriate checks/screenings for criminal records and financial checks related to terrorism. The Penabulu Foundation will request information from job applicants through their previous workplaces regarding findings of sexual violence and sexual harassment during employment or incidents that are currently under investigation. By submitting an application, the applicant understands the recruitment procedures of the Penabulu Foundation.

**The Penabulu Foundation is committed to ensuring diversity and gender equality within the organization and encourages applicants from diverse backgrounds to apply**

### Terms and Conditions

- The Penabulu Foundation may conduct background checks on selected candidates within 5-7 business days.
- The Penabulu Foundation will only contact the selected candidates.
- The Penabulu Foundation is not responsible for any false information provided by applicants.
- The Penabulu Foundation does not charge any fees related to the recruitment process.
- Please note that job applications will be reviewed by our administration, and acceptance of applicants will be determined by the terms and conditions set by the Penabulu Foundation.
- All information provided during recruitment must be submitted on time according to the deadlines set by the Penabulu Foundation.