

TERM OF REFERENCE
MIDLINE DATA COLLECTION AND ANALYSIS FOR
ASIA COMMUNITY PREPAREDNESS AND TRANSFORMATION (ACT) PHASE 2 IN INDONESIA

Project Title	: Asia Community Preparedness and Transformations (ACT) Phase 2
Project Location	: East Nusa Tenggara Province, Indonesia 1. Bena Village, Timor Tengah Selatan District 2. Meusin Village, Timor Tengah Selatan District 3. Motaulun Village, Malaka District
Partners Organization	: Circle of Imagined Society Timor (CIS Timor)
Activity Duration	: January 2024 – December 2026
Evaluation Period	: Midline measurement – after one year and a half years of implementation of the project’s phase 2

About us

Penabulu was established in 2002. In its early years, the Penabulu Foundation focused on building the capacity of civil society organizations in the field of finance. Later, the foundation expanded its services to include capacity building in organizational management, such as facilitating the development of strategic organizational planning. The Penabulu Foundation aims to position itself as a “Civil Society Resource Organization (CSRO).” As a CSRO, the foundation manages and develops enabling conditions for the mobilization of domestic resources for civil society organizations. Penabulu Foundation has a broad network of around 200 civil society organizations across Indonesia for program implementation.

Project Background

The Asia Community Disaster Preparedness and Transformation (ACT) is a multi-country project that implemented in the Philippines, Indonesia, Nepal, and Bangladesh. This project aims to ensure that local humanitarian actors in vulnerable communities have enhanced capacities for disaster preparedness and effective early warning systems (EWS) that enable them to reduce the impact of disasters and are better equipped to lead response and recovery efforts in the event of emergencies in coordination with local authorities. Currently, this project is entering its second phase since January 2024 as the continuation of its first phase that was implemented in 2020-2023.

In Indonesia, Penabulu Foundation, together with CIS Timor, will mainly implement activities of ACT phase 2 or ACT 2 in the same locations as the phase 1, which are in three villages of East Nusa Tenggara province. This program will achieve three principal outcomes, each of which is designed to address the underlying causes of vulnerability of communities and shortcomings in the humanitarian preparedness and response systems.

This global program has four below main outcomes while Penabulu Foundation contributes to all the outcomes:

1. Capacity Building
2. Disaster Risk Reduction (DRR) and Asset Protection
3. Learning and Knowledge Sharing
4. Emergency Response Fund*

Objectives of the Midline Study

The objective of the midline study is to provide mid-term data collection activity to monitor progress towards our outcome indicators, and seek explanations as to why certain changes occur or not based on project implementation and intervention.

The data collection is one of the inputs for the final evaluation of the project. The midline will enable implementing and management teams to compare and contrast the data with the baseline information to measure changes in communities in terms of disaster preparedness. Moreover, this midline study will be aligned to support evidence-based learning for reporting purpose and being part of the learning and reflection process.

Midline Methodology

This midline study will employ a qualitative method of data collection and analysis. Data and information can be collected from both primary and secondary sources. For this midline, focus group discussions (FGD) will be conducted with diverse representation of community members in 3 targeted villages. Meanwhile, key informant interviews (KII) will be conducted with local authority representatives, Community Disaster Committee (CDC) leaders, and CBO/WRO/WLO members from village up to province level.

This study will employ a purposive sampling method. Purposive sampling is a form of sampling typically used in qualitative studies. The purposive sampling process involves the direct and deliberate selection of respondents by the researcher depending on the intentions of the team and the aim of the study. This process proceeds on the belief that the team knows enough about the target population and its element to handpick the study sample. The study team will identify the following key informants for KIIs and FGD based on their relevance to baseline study questions. Following the desk review and further understanding better about the project, key informant interviews and focus group discussions will be carried out.

This baseline will measure the project's indicators consisting of (1) 10 donors' required indicators/preparedness indicators and (2) 8 Indonesia Country-Specific Indicators (ICSI):

1. Donors' Required Indicators (Preparedness)

Indicator	Categories			
	Low	Medium	High	Not yet applicable
Preparedness 1: Number of communities with a Disaster Risk Reduction (DRR) leadership group with relevant skills and knowledge recognized by the community and, where pertinent,	A group with responsibility for DRR exists in the community	The group with responsibility for DRR is developing relevant skills and knowledge	An appropriately skilled and knowledgeable DRR leadership group is recognized as such by the community and relevant authorities (where appropriate)	For use when, for any reason, the project has not yet achieved the Low rubric

the relevant official body				
Preparedness 2: Number of communities with Disaster Risk Reduction leadership group whose current membership reflects key socio-demographics of the community (in terms of gender, age, ethnicity, disability, livelihood groups, and others as pertinent to context)	DRR leadership group includes men and women	DRR leadership group includes men and women in similar proportions, and reflects some key socio-demographics of the community	DRR leadership group membership includes men and women from all pertinent socio-demographic groups in the community, in appropriate proportions	For use when, for any reason, the project has not yet achieved the Low rubric
Preparedness 3: Number of communities whose DRR leadership group convenes, makes decisions, and implements them without outside assistance	DRR leadership group meets regularly with consistent attendance	DRR leadership group meets regularly with consistent attendance, without requiring the presence of or prompts from the partner/grantee	DRR leadership group meets regularly with consistent attendance, makes decisions, and implements them without requiring the presence of or prompts from the partner/grantee	For use when, for any reason, the project has not yet achieved the Low rubric
Preparedness 4: Number of communities that complete the actions in their disaster preparedness / disaster risk reduction plan, and review and update the plan regularly	Community has a disaster preparedness / disaster risk reduction plan and has started to implement it	Community completes at least 50 percent of the actions in its disaster preparedness / disaster risk reduction plan over the last year/cycle and is currently	Community completes at least 75 percent of the actions in its disaster preparedness / disaster risk reduction plan each year/cycle over 2 consecutive years/cycles, and updates its plan at	For use when, for any reason, the project has not yet achieved the Low rubric

		implementing an updated plan	contextually appropriate intervals (including after disasters)	
Preparedness 5: Number of communities where at-risk households implement disaster risk reduction measures promoted by the project	26-50 percent of at-risk households in the community are implementing household-level disaster risk reduction measures the project promotes	51-75 percent of at-risk households in the community are implementing household-level disaster risk reduction measures the project promotes	Over 76 percent of at-risk households in the community are implementing household-level disaster risk reduction measures the project promotes	0-25 percent of at-risk households in the community are implementing household-level disaster risk reduction measures the project promotes
Preparedness 6: Number of communities in which members obtain, communicate and act upon early warning (EW) information in a timely way and improve the system to reflect lessons learned	A community-driven EW system (software and hardware) exists or community is connected to an externally driven EW system	In drills/actual events, community members access and act upon EW information and implement agreed procedures	In drills/actual events, community members access and act upon EW information, implement agreed procedures, and incorporate learning	For use when, for any reason, the project has not yet achieved the Low rubric
Preparedness 7: Number of communities where members of all socio-demographic groups feel the disaster preparedness / disaster risk reduction plans and systems meet their priority needs	All socio-demographic groups are consulted during the development of the disaster preparedness / disaster risk reduction plan and early warning (EW) system	All socio-demographic groups feel the disaster preparedness / disaster risk reduction plan and EW system meet their priority needs	All socio-demographic groups feel the disaster preparedness / disaster risk reduction plan and EW system meet their priority needs, and contribute to improving them	For use when, for any reason, the project has not yet achieved the Low rubric
Preparedness 8: Number of communities whose risk-management plan	Community's disaster preparedness / disaster risk	Community's disaster preparedness / disaster risk	Community's disaster preparedness / disaster risk reduction plan	For use when, for any reason, the project has not yet

receives support from local authorities	reduction plan is known by local authorities	reduction plan qualifies for support from the local/regional/national authorities	receives resources from the local/regional/national authorities	achieved the Low rubric
Preparedness 9: Best practices, tools, and experience on DRR in this project are identified, systematized, and disseminated to local governmental and nongovernmental actors	Communities and grantee/partner have identified promising practices	Grantee/partner has systematized promising practices and other learning	Promising practices and other learning are disseminated to local actors	For use when, for any reason, the project has not yet achieved the Low rubric
Preparedness 10: Uptake/take-up in non-target communities applying project approach/activities	Yes		No/Unknown	

2. Indonesia Country-Specific Indicators (ICSI)

In this midline study, the consultant team will collect and analyze data for 5 ICSIs out of 8. Meanwhile, for the other 3 indicators, the consultant will synthesize the data which will be collected separately by the project team.

Indonesia Country-Specific Indicators (ICSI)	Indicator Description	Data/Information Collection Method and Source
ICSI-1: Number of communities where at-risk households (referring to the HH that will receive anticipatory action support/cash) implement their anticipatory action plan based on the SOPs or forecast-based information in a timely manner	Categories: - low = the system and SOP is in place - medium = the system and SOP is in place, have been drilled - high = community members are aware of the system, receive the information timely and do the action as agreed in the SOP	<ul style="list-style-type: none"> • Desk study • FGD community members & CDC
ICSI-2: WRO/WLO/local women's groups being key actors in disaster preparedness/	Categories: - n/a = no WRO/WLO/local women group participate/initiate actions on	<ul style="list-style-type: none"> • Desk study • KII with representatives of WRO/WLO/local women group

<p>response/recovery in their communities</p>	<p>disaster preparedness/response/recovery</p> <ul style="list-style-type: none"> - low = WRO/WLO/local women group members participate on an advisory, technical, financially or logistically bases and/or is part of the coordination of DDD, DP and responses to emergencies - medium = WRO/WLO/local women group members participate and/or coordinate DRR/DP and response activities jointly/in collaboration with other humanitarian and relevant actors - high = WRO/WLO/local women group members participate and/or coordinate DRR/DP and responses activities jointly/in collaboration with other humanitarian and relevant actors, and have a space for learning and information sharing humanitarian practice. 	<ul style="list-style-type: none"> • KII with respective stakeholders
<p>ICSI-3: Number of communities where women & youth felt they participated in the decision-making process at the village level</p>	<p>Categories:</p> <ul style="list-style-type: none"> - n/a = no women & youth participate in the decision-making process/village meeting - low = women & youth participate in decision-making process/village meeting - medium = women & youth participate and are able to elaborate their role in the meeting - high = women & youth propose their idea/input and take it into account 	<ul style="list-style-type: none"> • FGD with community & CDC • KII with respective stakeholders
<p>ICSI-4: Number and % of households who used one or more of the promoted measures for protecting their livelihood(s) and productive assets in each target community</p>	<p>There was an increase in the number and % of households using one or more of the promoted measures to protect their livelihoods and productive assets in each target community</p>	<ul style="list-style-type: none"> • FGD with livelihood groups
<p>ICSI-5: Number of youth, women, CBO members, community leaders and implementing partners who presented, showcased,</p>	<p>Data will be collected by project team members using a designated database</p> <p>Baseline = 0</p>	<ul style="list-style-type: none"> • Desk study • Primary data will be collected by project team members using a designated database

shared their models, tools, approaches and experiences with other communities, leaders and/or humanitarian actors		
ICSI-6: Number of community groups who have a system to collect and store DRR/DP/AA practices/experiences systematization	<p>Categories:</p> <ul style="list-style-type: none"> - n/a = Community members don't access information collected and stored in the community or are not aware of this information made available - low = Community members are aware of the DRR, DP, etc. information available to them in the community, and think the information is sufficient and relevant - medium = Community members access the DRR, DP, etc. information available to them in the community and they think the information is sufficient and relevant - high = Community members access the DRR, DP, etc. information available to them in the community, they think that information is sufficient and relevant and take actions based on the hazard/risk context they face 	<ul style="list-style-type: none"> • Desk study • FGD with community & CDC • KII with respective stakeholders
ICSI-7: Monthly net income of livelihood activities supported by the project	Data will be collected by project team members using a designated database	<ul style="list-style-type: none"> • Desk study • Primary data will be collected by project team members using a designated database
ICSI-8: Change in food expenditure of the household	<p>Proportion of food expenditure within overall household expenditures in a month</p> <p>Only households that receive livelihood intervention from the project</p>	<ul style="list-style-type: none"> • Survey the members of the livelihood group • Primary data will be collected by project team members using a designated database • Desk study – analyzed by external consultant

Data collection might be done both offline/face-to-face and online methods should there be any interviews or data collection that could be conducted through online platforms. However, the offline (face-to-face)

method is highly suggested in FGDs/KIIs with community members in the village, considering the limitation of internet connection in the project areas.

KIIs will be implemented with targeted informants in the 3 target villages, 3 sub-districts, and 2 districts. The KII's informants will be further consulted with Oxfam and CIS Timor to target any other potential informants. The offline/in-person interviews are highly recommended. The KII will be conducted, including but not limited to:

List of Targeted Informants of KII

Expected Informants	# of Informant
Representative of BPBD (TTS, Malaka, and NTT)	3
Representative of Social Office (TTS & Malaka)	2
Representative of DRR Forum (TTS, Malaka, and NTT)	3
Head of Sub-District (Amanuban Selatan, Boking, and Malaka Barat)	3
Head of village/representative (Bena, Meusin, and Motaulun)	3
CDC leader/representative (Bena, Meusin, and Motaulun)	3
Representative of religious leader/local actor in village (Bena, Meusin, and Motaulun)	3
Representative from CIS Timor	1
Estimated number of informants	21

On the other hand, FGDs in each village will be conducted to elicit information on the ACT Project in the locations of study, in line with the objectives and target. FGDs will be participated by representatives of various community groups including but not limited to women, youth, farmers, fishers, religious groups. In order to ensure open-space conversations, FGDs will be conducted by separating the male and female participants. Hence, it is expected there will be **at least two groups of FGD in each village**

CONSULTANCY DELIVERABLES

The consulting team will support Penabulu Foundation and CIS Timor's MEAL framework for this DRR/Disaster Preparedness project implemented in Indonesia as presented above. The consultation objectives are as follows:

1. Review the project's indicators and their rubrics, particularly country-specific indicators
2. Quick review of the existing and already used data collection tools from data collection
3. Propose detailed methodology and implementation process
4. Hire and train local enumerators/facilitators
5. Supervise the data collection process and the quality of the data collection, analyze the data and report it
6. Analyze and synthesize data collected by project team members
7. Oversee the quality of the midline process and write a clear report using data visualization techniques, collecting explanatory information in the data and other tools to summarize the key data against each indicator

The consultant is expected to produce and submit the following deliverables:

- 1. Inception report of Midline**
- 2. Midline report – narrative (English and Bahasa)**
- 3. Deliverable 2 - Visually engaging executive summary report/presentation (ppt) highlighting key findings & recommendations (English and Bahasa)**
- 4. Dataset (excel or SPSS) dengan raw data dalam bentuk soft copy**

The midline report structure should explain:

This MEAL system uses a rubric-based assessment framework to evaluate progress against key indicators. The rubrics provide a standardized set of criteria and descriptive performance levels that guide the scoring and interpretation of project achievements. The consultant will be expected to:

1. Use the existing rubrics for rating current progress on each relevant indicator;
2. Ensure alignment with the baseline rubric assessments for accurate comparison;
3. Provide narrative justifications and qualitative insights alongside each rubric score;
4. Recommend any necessary refinements to the rubrics based on field realities and learning from data collection.

All findings and recommendations must be structured in a way that corresponds to the rubric levels to support donor reporting and learning

1. Technical explanations should be included in appendices, including list of informants, organization data, and other supporting information.
2. The information should have relevance to the report’s analysis, findings, and conclusion as per the rubric-based assessment framework.
3. The review methodology should be mentioned clearly in the report, including, limitations encountered, explanation of how the methodology was used for the analysis through relevant data and information, the midline data must be compared with previous data points of the same indicators, additional short stories of successes and challenges are encouraged in order to explain significant differences between baseline, midline and end line data.
4. The assessment of program achievement should be justified in a logical framework with evidence supporting recommendations.
5. One table comparing the midline data with Phase 1 endline (2023), Phase 2 baseline (2024) against the same indicators.

Content of the study report	
Cover Page	Title page
	Acknowledgment
	Table of contents and list of figures and tables
	Acronyms/Glossary
	Executive summary – 2 pages
	Fact sheet (Target indicators vs Reality) – up to 3 pages
Chapter 1	Introduction and background (short description of context, project background, and description, study objectives) – 2 pages

Chapter 2	Baseline methodology (description of study location, respondent and information selection criteria, data collection method, data quality assurance procedure, data processing and analysis, and limitations) - 3 pages
Chapter 3	Study findings and analysis comparing the data baseline and midline data - up to 25 pages
Chapter 4	Conclusion and recommendations: assessment of the attainment of indicators, and operational recommendations - 3 pages
Annexes	Workplan, list of informants, list of documents reviewed, other relevant references

RESEARCH PRINCIPLES AND REQUIREMENTS

The research must consider the following principles and requirements:

- Participatory and inclusive approach that incorporates diverse perspectives from project stakeholders;
- Use of relevant sampling methods/tools as well as quantitative and qualitative methods/tools to understand the situation;
- Data triangulation and validation through the use of multiple methods and validation of preliminary findings;
- Clear communication regarding the data collection schedule, including an overview of who will provide the information;
- Clear explanation of the approach to data analysis and interpretation;
- Compliance with the policies of the Penabulu Foundation.

CONSULTANCY QUALIFICATION

- University degree in data analytics, statistics and/or social sciences or possess equal composition of qualified academic background, knowledge, experience, and capacity to manage the research study.
- Excellent understanding on disaster risk management and related policy and development issues.
- Experience work on data collection and analysis in a humanitarian or development context, in Disaster Risk Reduction and Disaster Preparedness.
- Excellent communication skills to work across two teams based in Asia and to write clear and concise reports writing, both in Bahasa and English.
- Experience of working with participatory methodologies.
- Solid skills in data analysis and using mobile data collection tools and other programs/software to tabulate and analysis qualitative and quantitative data.
- Experience to maintain data security for research purpose and ensuring data protection requirement in place.
- Experience to maintain safeguarding protocol to manage data collection process is meet with safeguarding aspect in properly manner

Preferable

- Ability to comply with specific requirements and strict deadlines (preferable).
- Good knowledge and understanding of the study areas in NTT Province (preferable).
- Domiciled or having team members in the study area will provide added value

INDICATIVE TIMEFRAME

The study is estimated to be accomplished in 30 working days within June-August 2025 with details as follows:

Activities	Output	Estimated Working Days	Indicative Period
Project document review and finalize data collection tools and some key documentation for Indonesia, including coordination with partners and the Oxfam team	Inception Report Submission	7 days	June
Train local enumerators/facilitators in Indonesia and test the tools	Training to local enumerators/facilitators conducted and question list final for Indonesia	2 days	July
Data collection and analyzing		14 days	July
Draft the baseline report for Indonesia and preliminary finding presentation	Draft report and presentation or debrief session conducted to collect feedback	7 days	August
Submit final baseline report	Final report with feedback integrated	5 days	August
Total days		35 days	

SUBMISSION INFORMATION

Consultants are invited to submit a proposal by email to: operation@penabulu.id no later than **22th June 2025 at 5 pm (Jakarta Time)**. Please write “PENABULU-ACT–Study Midline–Your Name” in the email subject line.

The application must include:

1. Organization profile (for institutional consultants) or CV (for individual consultants);
2. Proposal outlining the methodology and tools to be used for data collection;
3. Budget including tax calculations;
4. Budget including travel cost and other expenses
5. Curriculum vitae of consultant and/or team members
6. Portfolio of similar previous work.

PENABULU FOUNDATION VALUES AND COMMITMENTS

Penabulu Foundation is committed to preventing all forms of inappropriate behavior in the workplace, including sexual harassment, exploitation and abuse, lack of integrity, and financial misconduct. The foundation is also dedicated to promoting the well-being of children, youth, adults, and beneficiaries it works with. Penabulu expects all staff and volunteers to uphold these commitments through adherence to its code of ethics. The foundation places high priority on ensuring that only individuals who embody and demonstrate these values are selected to work with Penabulu.

All job offers made by Penabulu will be subject to appropriate background checks, including criminal records and financial screening related to terrorism. Penabulu Foundation may request information from applicants' previous employers regarding any findings or ongoing investigations related to sexual violence or harassment that occurred during their tenure. By submitting an application, applicants acknowledge and accept Penabulu Foundation's recruitment procedures.

Penabulu Foundation is also committed to ensuring diversity and gender equality within the organization and strongly encourages applicants from all backgrounds to apply.

TERMS AND CONDITIONS

- Penabulu Foundation may conduct a background check on the selected candidate within 5–7 working days;
- Penabulu Foundation will only contact candidates who are shortlisted;
- Penabulu Foundation is not responsible for any false information provided by applicants;
- Penabulu Foundation does not charge any fees related to the recruitment process;
- Please note that all job applications will be reviewed by our administration, and acceptance of applicants will be determined based on the terms and conditions set by Penabulu Foundation;
- All requested information must be provided promptly within the deadlines specified by Penabulu Foundation.