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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			
	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.

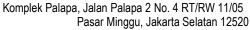
Project Background

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*



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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)

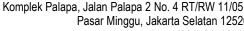
Indicator		Cate	egories	
illulcator	Low	Medium	High	Not yet applicable
Preparedness 1:	A group with	The group with	An appropriately	For use when, for
Number of	responsibility for	responsibility for	skilled and	any reason, the
communities with a	DRR exists in the	DRR is developing	knowledgeable DRR	project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



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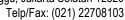
the relevant official				
body				
body				
Preparedness 2:	DRR leadership	DRR leadership	DRR leadership group	For use when, for
Number of	group includes	group includes men	membership includes	any reason, the
communities with	men and women	and women in	men and women	project has not yet
Disaster Risk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





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		updated plan	contextually appropriate intervals (including after disasters)	
Preparedness 5:	-	51-75 percent of at-	· ·	0-25 percent of at-
				risk households in
	l	_	· ·	the community
			· ·	are implementing
·	household-level			household-level
	disaster risk			disaster risk
'	reduction			reduction
by the project			the project promotes	
	, , ,	promotes		project promotes
_ ·	A community-	•	In drills/actual	For use when, for
	•	-	1	any reason, the
communities in which	`			project has not yet
· ·	hardware) exists	•	l '	achieved the Low
communicate and act	•		·	rubric
, ,	connected to an		implement agreed	
	externally driven	i e	procedures, and	
	EW system		incorporate learning	
improve the system to				
reflect lessons				
learned	All socio	Alleggie	All socio	For uso when fer
•	All socio-			For use when, for
	demographic			any reason, the
		· .		project has not yet
	o o		ľ ' '	achieved the Low
	_ ·	ŗ '		rubric
	of the disaster		reduction plan and	
· ·	preparedness /	-	EW system meet	
disaster risk reduction		-	their priority needs,	
ľ		. ,	and contribute to	
	early warning (EW)		improving them	
	system	Communication	Camana (1) / 2 12 1	Farmer In C
	Community's	•	Community's disaster	
	disaster		ľ	any reason, the
	preparedness /	, , , , , , , , , , , , , , , , , , ,		project has not yet
risk-management plan	uisaster risk	disaster risk	reduction plan	





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

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	Categories:	 Desk study
communities where at-risk	- low = the system and SOP is in place	• FGD community members &
households (referring to the	- medium = the system and SOP is in	CDC
HH that will receive	place, have been drilled	
anticipatory action	- high = community members are aware	
support/cash) implement	of the system, receive the information	
their anticipatory action plan	timely and do the action as agreed in the	
based on the SOPs or	SOP	
forecast-based information in		
a timely manner		
ICSI-2: WRO/WLO/local	Categories:	Desk study
women's groups being key	- n/a = no WRO/WLO/local women	KII with representatives of
actors in disaster	group participate/initiate actions on	WRO/WLO/local women
preparedness/		group



	I		
response/recovery in their	disaster preparedness/response/	•	KII with respective
communities	recovery		stakeholders
	- 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.		
ICSI-3: Number of	Categories:	•	FGD with community & CDC
communities where women	- n/a = no women & youth participate in	•	KII with respective
	the decision-making process/village		stakeholders
in the decision-making	meeting		
process at the village level	- 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		
ICSI-4: Number and % of	There was an increase in the number	_	FGD with livelihood groups
	and % of households using one or more		1 db with livelinood groups
more of the promoted	_		
•	of the promoted measures to protect		
	their livelihoods and productive assets in		
livelihood(s) and productive	each target community		
assets in each target			
community	Data will be called a line in the		Deal of d
ICSI-5: Number of youth,	Data will be collected by project team	•	Desk study
women, CBO members,	members using a designated database	•	Primary data will be
community leaders and			collected by project team
implementing partners who	Baseline = 0		members using a
presented, showcased,			designated database



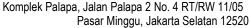
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shared their models, tools, approaches and experiences with other communities, leaders and/or humanitarian actors			
ICSI-6: Number of community	Categories:	•	Desk study
groups who have a system to	- n/a = Community members don't access information 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	•	FGD with community & CDC KII with respective stakeholders
ICSI-7: Monthly net income	Data will be collected by project team		Desk study
of livelihood activities supported by the project	members using a designated database		Primary data will be collected by project team members using a designated database
ICSI-8: Change in food expenditure of the household	Proportion of food expenditure within overall household expenditures in a month Only households that receive livelihood intervention from the project	•	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)



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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

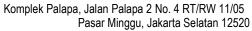
U	
Expected Informants	# of Informant
Representative of BPBD (TTS, Malaka, and NTT)	3
Representative of Social Office (TTS & Malaka)	2
Representative of DRR Forum (TTS, Malaka, and NTT)	3
Head of Sub-District (Amanuban Selatan, Boking, and Malaka Barat)	3
Head of village/representative (Bena, Meusin, 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
- 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



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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:

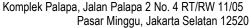
This MEAL system uses a rubric-based assessment framework to evaluate progress against key indicators. The rubrics provide a standardized set of criteria and descriptive performance levels that guide the scoring and interpretation of project achievements. The consultant will be expected to:

- 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	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			



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Chapter 2	Baseline methodology (description of study location, respondent and informa selection criteria, data collection method, data quality assurance procedure, or		
	processing and analysis, and limitations) - 3 pages		
Chapter 3	Study findings and analysis comparing the data baseline and midline data - up to 2		
	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.

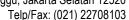
CONSULTANCY QUALIFICATION

- 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





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



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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.