

Terms of Reference (ToR) Recruitment Consultant Final Evaluation I CAN ACT

Project Title	: Improvement Community Anticipatory Action (I CAN ACT)
Project Location	: West Nusa Tenggara
Partners Organization	: Konsorsium Untuk Studi dan Pengembangan Partisipasi (KONSEPSI) NTB
Activity Duration	: November 2025 – December 2025

About Us

Established in 2002, Yayasan Penabulu began as a civil society organization focused on financial management capacity building for Indonesian CSOs. Over time, it expanded its scope to strengthen organizational management systems and strategic planning processes. Yayasan Penabulu positions itself as a Civil Society Resource Organization (CSRO) managing and developing enabling conditions for domestic resource mobilization to support civil society organizations. Penabulu collaborates with more than 200 CSOs across Indonesia in implementing development, climate, and governance programs.

Project Background

Yayasan Penabulu and KONSEPSI have been implementing an Anticipatory Action (AA) project called I CAN ACT in West Nusa Tenggara. This project is funded by Oxfam Australia (OAU) with DFAT as back donor. It is an AA trial project that has been implemented since July 2023 which from July 2023 to June 2025, it was managed by Oxfam in Indonesia and in period of July 2025 to January 2026, it is managed by Yayasan Penabulu. This program works in 5 villages with vulnerable communities that are affected by floods (5 villages) and tidal floods (one village).

The purpose of this program is to ensure that communities affected by recurrent floods and tidal floods have enhanced capacities to utilize the anticipatory action approach in their DRR program in collaboration with local authorities. Thus, this 3-year based program is now going for a final evaluation. There has not been a mid-term evaluation. However, Oxfam as implementor for the first and second period of the project has conducted and collected data and information throughout the program implementation through learning and evaluation workshop, case study, implementation monitoring reports, annual donor reports which helped assess implementation and monitoring progress. Some meetings conducted by Penabulu, Partner, key stakeholders and community members to capture progress, learning and making decisions on actions.

Objective of the evaluation

The purpose of this evaluation is to assess the effectiveness and inclusiveness of I CAN ACT's anticipatory action approach, and to identify evidence of sustainability and lessons for future scale-up or transition to local actors. More specifically, the evaluation aims to assess the overall impacts generated by the interventions and to inform and improve practices in anticipatory action among community members, Village Community Disaster Committees (Tim Siaga Bencana Desa/TSBD), and local NGOs. Capturing lessons learned from both observed successes and failures is of the most importance in this evaluation. The final report should highlight not only the positive and negative impacts, but also the mechanisms that contributed to these results indicating which should be continued or discontinued.

Specifically, this evaluation aims to:

- Assess the overall effectiveness of the I CAN ACT project in strengthening community readiness and institutional mechanisms for anticipatory action;

- Examine the inclusiveness of the project, particularly how women and vulnerable groups have participated in and benefited from anticipatory action interventions;
- Evaluate sustainability and local ownership, including how anticipatory action systems, knowledge, and practices are maintained and institutionalized beyond the project period;
- Identify lessons learned and good practices that can inform future programming, capacity building, and policy development in anticipatory action at local and national levels.

Methodology

The evaluation will employ a participatory, inclusive, and GEDSI-sensitive approach, ensuring that diverse perspectives particularly those of women, persons with disabilities, and other marginalized groups are meaningfully included throughout the process. The evaluation will primarily use qualitative methods complemented by existing quantitative data available through the project's monitoring and learning systems. A participatory analysis approach will be adopted to facilitate joint sense-making and validation with project partners.

The overall process will be adaptive and learning-oriented, actively engaging implementing partners, community representatives, and relevant government stakeholders at every stage of the evaluation from design and data collection to analysis, validation, and dissemination of findings.

1. Geographical Coverage

The review will cover project interventions in:

- West Nusa Tenggara (NTB) – East Lombok (in Obel obel, Darakunci and Belanting villages) and West Lombok (in Taman Ayu and Dasan Geria villages).

2. Data Collection Methods

- Document Review: project design, progress reports, MEL data, and partner deliverables;
- Key Informant Interviews (KIs): with Penabulu, implementing partners, government, and TSBD (Tim Siara Bencana Desa) to explore perspectives on effectiveness, sustainability, and institutional ownership;
- Focus Group Discussions/Workshops: with people we work with, TSBD (Tim Siaga Bencana Desa), local partner, and local government representatives to capture collective experiences, empowerment outcomes, and lessons learned;
- Field Visits Observation: Semi-structured interactions in selected sites to verify evidence and document case studies (but isn't mandatory).

3. Indicative Evaluation Questions

The following indicative questions will guide the evaluation in examining the effectiveness, inclusiveness, sustainability, and learning dimensions of the I CAN ACT program. The questions aim to capture the intended and unintended impacts, differential outcomes among socio-demographic groups, and the institutional mechanisms that ensure long-term community resilience and anticipatory capacities.

Program Effectiveness, Impacts, and Coherence

- How effectively were anticipatory triggers, protocols, and coordination mechanisms (with TSBD, village government, BPBD, BMKG) used in practice?
- What measurable changes occurred in community early warning, preparedness, and response behavior?
- How relevant and contextually appropriate were the program's approaches across the five target villages?

- What internal and external factors (e.g., local politics, leadership, resources, trust) contributed to or constrained these outcomes?
- To what extent are the observed changes recognized, valued, and sustained by communities, DRR structures, and local authorities?

Gender, Inclusion, and Community Long-Term Benefits

- How have TSBDs and AA protocols integrated gender and disability perspectives in planning and decision-making?
- What shifts are observed in social norms around women's leadership and participation in disaster governance?
- What barriers and enabling factors influence inclusive participation and equitable benefits?
- Which components or practices of the AA approach are most valued by communities, and how do these contribute to sustained preparedness and wellbeing?
- What differences are observed between Phase I and Phase II villages, and what contextual factors explain them?

Learning, Influence, and Relevance

- What have been the key successes, failures, and mechanisms leading to observed results?
- What worked best in linking community practice with government systems (AMPD, EWS, RPJMN, BPBD guidelines)?
- How has collaboration among Oxfam, Penabulu, and KONSEPSI influenced scalability, learning, and policy engagement?
- How can the findings and evidence from this evaluation inform national and sub-national AA frameworks?
- What is the added value of partners' expertise and approach in implementing I CAN ACT?

4. Limitations

Potential limitations may include access to remote intervention areas, time constraints, and data availability. The consultant should propose strategies to mitigate these limitations.

Deliverables

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

- **Inception report:** Of the evaluation outlining the analytical framework, evaluation questions, methodology, sampling design, work plan, and proposed structure of the evaluation report. The report will also include a detailed timeline and validation plan for Penabulu and partner;
- **Development of data collection tools:** Design and finalize data-collection tools (e.g., interview guides, FGD frameworks, survey templates) that are participatory, gender-responsive, and disability-inclusive. Tools should align with the project's logical framework and evaluation criteria;
- **Data collection and analysis:** conduct qualitative data collection in Wes Nusa Tenggara, engaging key stakeholders including government representatives, TSBD and community members. Analyze and triangulate data to assess progress, effectiveness, and lessons learned;
- **Draft evaluation report:** The draft should integrate qualitative evidence, supported by visual presentations of key findings such as charts, evidence maps, or change diagrams. It should also include preliminary lessons learned and recommendations for validation with Penabulu, partners, and Oxfam. The consultant must submit a draft evaluation report within 10 days after completing data collection. Revise the report based on feedback from Yayasan Penabulu and partner;
- **Validation session:** This includes a presentation of findings;

- **Final evaluation report:** It must synthesize the overall balance of positive, negative, intended, and unintended changes across socio-demographic groups; identify key lessons learned and good practices to inform future programming; and provide specific, actionable recommendations clearly stating what actions should be taken, by whom, and within what timeframe to enhance program effectiveness, inclusiveness, and sustainability. The final deliverable will include annexes (methodology, tools, data tables, case studies, consent forms) and PowerPoint presentations for dissemination at community/local government and national/donor levels. All the report in both Bahasa Indonesia and English.

Principles and Requirements:

The consultant must take into account the following principles and requirements:

- A participatory and inclusive approach that incorporates diverse perspectives from project stakeholders;
- The use of relevant sampling methods/tools as well qualitative methods/tools to understand the situation;
- Triangulation and data verification 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;
- A clear explanation of the approach for data analysis and interpretation;
- The consultant must ensure ethical and transparent use of AI tools, with disclosure to Yayasan Penabulu on where and how such tools are applied;
- The review should also adhere to feminist and decolonial evaluation principles, ensuring participatory, inclusive, and power-aware processes that centre local voices and contextual knowledge;
- Compliance with Yayasan Penabulu's policies

Qualifications:

- Have a minimum of 5 years of monitoring and evaluation (M&E) experience managing evaluation projects in Disaster Risk Reduction, Humanitarian, Disaster Preparedness and Response, Resilience, Anticipatory action, other relevant areas.
- Have working experience in the region where the program has been implemented.
- Have very solid knowledge of and experience using a diversity of M&E approaches and methods mixing qualitative and quantitative methods to accurately answer evaluation questions.
- Have a good understanding and demonstrating application of gender sensitive and/or feminist standards and principles in evaluation to integrate into data collection and analysis as well as into evaluation recommendations.
- Good verbal and written communication and interpersonal skills to accurately and concisely convey informative and formative answers to evaluation questions, and to liaise with I CAN ACT teams (Penabulu, ex-Oxfam staff that managed I CAN ACT and implementing partners), local stakeholders and community members in a respectful and culturally appropriate manner.
- Experience in effectively and visually presenting using multiple media evaluation findings and learnings adapted to the target audience and users of the evaluation: I CAN ACT teams (OAU, Penabulu and implementing partner).
- Have excellent English language skills (requirement) to communicate with OAU staff related to I CAN ACT project if necessary.
- Must comply with Penabulu Safeguarding Policy and Code of Conduct.

Timeline

This study is expected to begin in mid-November 2025 and until mid-December 2025 The main activities are detailed as follows:

Activity	Period
Induction meeting with Penabulu	14 November 2025
Inceptions Report	20 November 2025
Data collecting	24 November – 7 December 2025
Analysis of findings and report writing	8 – 14 December 2025
Submission of draft report	15 December 2025
Presentation and discussion of validation findings (online meeting)	17 December 2025
Submission of final report	22 December 2025

Applicant Information

Applicants should submit their applications to pengadaan@penabulu.id and cc to anang.setiyargo@penabulu.id and ullya.farah@penabulu.id no later than **09 November 2025 at 23:59 WIB**. Please write “PENABULU–ICANACT–Final Evaluation Consultant–Your Name” in the email subject line. The application must include:

- Technical proposal (methodology, tools, approach);
- Financial proposal (budget breakdown and daily rate);
- Sample of previous evaluation or review report.
- CVs of all proposed team members

Values and Commitments of Yayasan Penabulu

Yayasan Penabulu 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 consultant must adhere to Yayasan Penabulu's Safeguarding Policy, ensuring the protection, dignity, and well-being of all individuals involved in or affected by the review. Yayasan Penabulu expects all staff and volunteers to share this commitment through our code of conduct. The foundation places a high priority on ensuring that only individuals who uphold and demonstrate these values work with Yayasan Penabulu.

All employment offers made by Yayasan Penabulu will be subject to appropriate background checks and screenings related to criminal records and financial matters connected to terrorism. Yayasan Penabulu may also request information from previous employers regarding any findings or ongoing investigations related to sexual exploitation or harassment at the time the applicant left their previous position. By submitting an application, applicants acknowledge and understand the recruitment procedures of Yayasan Penabulu.

Yayasan Penabulu is committed to ensuring diversity and gender equality within the organization and strongly encourages applicants from diverse backgrounds to apply.

Terms and Conditions

- Yayasan Penabulu may conduct background checks on shortlisted candidates within 5–7 working days;
- Only shortlisted candidates will be contacted by Yayasan Penabulu;
- Yayasan Penabulu is not responsible for any false information provided by applicants;
- Yayasan Penabulu does not charge any fees in connection with the recruitment process;
- Please note that all applications will be reviewed by our administration team, and the acceptance of applicants will be determined based on the terms and conditions set by Yayasan Penabulu;
- All required information and documents must be submitted accurately and within the deadlines established by Yayasan Penabulu.