

**Invitation to Tender - ITT-IDN/XII/2025-437**

**Terms of Reference**

**Baseline Study Project Voice for Equality: Empowering CSOs in Indonesia for GBV Prevention and Response**

Location	8 provinces covered by the project area: <sup>1</sup> West Sulawesi, <sup>2</sup> Southeast Sulawesi, <sup>3</sup> South Sulawesi, <sup>4</sup> North Maluku, <sup>5</sup> Bali, <sup>6</sup> West Nusa Tenggara, <sup>7</sup> East Nusa Tenggara, <sup>8</sup> National (DKI and West Java)
Application Deadline	06 January 2025
Type of Contract	<b>Consultant</b>
Working Language	English and Bahasa Indonesia
Expected Starting Date	January 2025
Contract Period	January 2025 – March 2026

I. About Plan Indonesia

Plan International has been operating in Indonesia since 1969, according to the Memorandum of Understanding with the Government of Indonesia. We strive to advance children's rights and equality for girls worldwide. As an independent development and humanitarian organization, we work alongside children, young people, our supporters, and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until adulthood and enable them to prepare for and respond to crises and adversity. We drive changes in practice and Policy at local, national, and global levels using our reach, experience, and knowledge. For over 80 years, we have been building powerful partnerships for children, and we are active in over 75 countries. In 2017, Plan International Indonesia transformed into Yayasan Plan International Indonesia (YPPI/Plan Indonesia), registered by the Ministry of Law and Human Rights.

II. Background of the project and description of the problem

Gender-based violence (GBV) remains a chronic and widespread issue in Indonesia, with one in three women experiencing domestic violence. Patriarchal systems and harmful stereotypes that blame victims are at the root of the problem and continue to reinforce a culture of violence. Data from the SIMFONI KPPPA system indicates that women from vulnerable groups face a high risk of experiencing various forms of violence, including physical, psychological, and sexual abuse, exploitation, human trafficking, child marriage, and online violence. The highest incidence occurs among girls aged 13–17, and the widespread practice of child marriage has significant impacts on education, maternal and child health, and contributes to worsening stunting rates, as seen in West Nusa Tenggara (NTB) and East Nusa Tenggara (NTT). The rise of digital technology has further intensified challenges, with online gender-based violence (OGBV) accounting for 66 percent of reported cases in 2023. Although the Law on Sexual Violence Crimes (UU TPKS) has been enacted, its implementation remains hindered by weak law enforcement, economic inequality, cultural tolerance of violence, and systemic corruption. These conditions are exacerbated in post-disaster areas, which are vulnerable to population displacement and inadequate humanitarian response.

Yayasan Plan International Indonesia (YPII) and KAPAL Perempuan are collaborating to strengthen the capacity of civil society organizations (CSOs) in delivering essential services, while also promoting policy advocacy and addressing gender-based violence (GBV) in public, private, and online spaces. Through a holistic approach that includes feminist education, awareness campaigns, engagement of men and boys, and collaboration with religious and traditional leaders, the program aligns with national priorities on women's empowerment and the elimination of GBV. 7 target provinces were selected based on the high prevalence of GBV, the presence of active CSOs, underserved areas with limited services for survivors, and their potential to complement other ongoing initiatives. In these provinces, the complexity of issues reveals the intersection of traditional norms, poverty, disaster risk, and harmful practices such as child marriage making this intervention both strategic and impactful.

### III. Focus of research

The research focus consists of the purpose of this baseline study and the guiding research questions, as outlined below, Objectives of the Baseline Study:

1. To identify and understand the dynamics of gender-based violence (GBV) in 7 Provinces, particularly among vulnerable groups such as women and children.
2. To analyse the factors contributing to the occurrence of GBV, including social norms, patriarchal culture, and challenges in legal enforcement and service provision.
3. To evaluate the effectiveness of interventions and the capacity of civil society organizations in addressing and preventing GBV.
4. To provide evidence-based recommendations to strengthen policies, services, and advocacy efforts aimed at eliminating GBV.

Below are the key questions we would like to get analysis on Project Voice for equality:

1. Questions to measure project impact: *Empowered CSOs are key actors in the advancement of girls and women's agency leading to more effective prevention and response mechanism against GBV and creating a safer and more equitable society in Indonesia*
  - a. How have civil society organizations (CSOs) progressed as key actors in promoting women's empowerment and preventing gender-based violence (GBV) to create a safe and just society in Indonesia?
  - b. To what extent do GBV survivors have access to education, legal assistance, physical and mental recovery services, and protection in the intervention areas?
  - c. How has the paradigm of gender norms shifted among target groups and key stakeholders?
2. Questions to Measure Outcome: *CSOs have the capacity and enabling environment necessary to advance girls' and young women's agency in building prevention and response mechanisms against GBV in targeted areas.*
  - a. How have civil society organizations (CSOs) improved their capacity and enabling environment in managing GBV prevention and response programs?
  - b. To what extent have CSOs enhanced gender-transformative practices in GBV prevention and response?
  - c. How effective are multi-stakeholder forums at the district and provincial levels in advocating for and shaping GBV-related policies?
  - d. To what extent are young women, men, boys, and minority groups & disability participating in GBV awareness activities and campaigns?
  - e. How well are advocacy efforts coordinated and consolidated, and how strong is government support in strengthening legal and social mechanisms to address GBV?

3. Questions to Measure Output: *Strengthening the capacity and sustainability of CSOs on GBV issues, enhancing multi-stakeholder collaboration and advocacy at the subnational level, and promoting inclusive GBV awareness campaigns and community engagement.*
  - a. How many CSOs have participated in capacity-building trainings to manage GBV programs using a gender-transformative approach?
  - b. How many multi-stakeholder forums have been established or revitalized at the subnational level to address GBV cases?
  - c. What is the number of GBV awareness campaigns conducted, and what is the extent of community participation, particularly among young women and vulnerable groups?
  - d. How many new collaborations or partnerships have been formed between CSOs, government entities, and other stakeholders in GBV prevention efforts?
  - e. How many policy documents, protocols, or monitoring tools incorporating gender-transformative principles have been developed?

#### IV. Users of The Research

1. The Project Team and implementing consortium: Yayasan Plan International Indonesia and KAPAL Perempuan as the lead implementers, are responsible for designing more targeted intervention strategies, defining performance indicators and achievement targets, and conducting impact evaluations at the end of the project.
2. Civil society organizations (CSOs) receiving technical and financial support will use the results to assess their baseline organizational capacity and GBV-related services, and to design work plans and capacity-building programs based on actual needs.
3. National and local governments at the provincial and district levels within the Project Voice for Equality areas will utilize the findings to develop more responsive local policies on GBV, identify service gaps, and strengthen cross-sectoral coordination.

#### V. Expected Output

##### Expected Outputs of the Baseline Study:

1. A comprehensive baseline report with in-depth analysis and strategic recommendations to inform decision-making, available in both Bahasa Indonesia and English.
2. A valid and comprehensive initial dataset to serve as the foundation for ongoing project monitoring and evaluation.
3. Key indicators based on gender and social inclusion, designed to measure progress and outcomes of interventions with a focus on equity and social justice.
4. A summary of the study in Power Point format for dissemination purposes.

#### VI. Methodology

This study employs a mixed methods approach using a concurrent triangulation design, in which quantitative and qualitative data collection and analysis are conducted simultaneously. Data collection techniques include structured surveys for quantitative data, and in-depth interviews, focus group discussions, and document reviews for qualitative data. Validation and triangulation are carried out by comparing findings from these various sources to ensure accuracy and consistency.

Quantitative data is analysed descriptively to identify patterns, trends, and gaps, while qualitative data is analysed thematically to explore narratives, perceptions, and socio-cultural contexts. This approach strengthens the validity of the findings by examining the phenomena from multiple perspectives in a comprehensive manner.

## VII. **Population and Respondent Sampling Methods**

### Respondent Population Design and Sampling Methods

#### 1. Target Population

- CSOs (Civil Society Organizations): Local CSOs receiving support through the Funded Small-Scale Technical Partners (FSTP) scheme. These organizations are actively engaged in key issues such as gender equality, gender-based violence (GBV), and service provision for survivors.
- GBV Survivors: Women and girls who have experienced gender-based violence, including those who have accessed or are currently accessing services such as health care, legal aid, and protection.
- General Community: Communities within the project intervention areas, including adult men and women, children, community leaders, religious and traditional leaders, and vulnerable groups (persons with disabilities, gender minorities, and indigenous communities).
- Relevant Stakeholders: Local government agencies (e.g., DP3A, health office, education office), law enforcement officials (police, prosecutors), and service providers (community health centres, safe houses, legal aid institutions).

#### 2. Sampling Techniques

- CSOs: Purposive sampling of approximately 50 CSO project partners across 7 provinces relevant to GBV issues.
- GBV Survivors: Snowball sampling through CSO networks and referral services, targeting 5–10 survivors per intervention area, including adolescent girls (10-17 years), young women (18-24 years) and adult women (>24 years).
- General Community: Stratified random sampling based on age, gender, and social group, with a target of approximately 100 respondents per province (totalling around 700 respondents).
- Key Stakeholders: Purposive sampling of 5–10 key actors per province for in-depth interviews.

## VIII. **Ethics and Child and Program Participant Safeguarding -PSHEA**

The ethic process during assessment will ensure compliance with:

1. The requirements of Plan International safeguarding-PSHEA policy and standards;
2. Plan's Research Policy and Standards in relation to:
  - Recruitment & Training: Structured selection, training, and capacity building for peer educators.
  - Campaign Development: Designing inclusive campaigns, tools, and feedback/reporting mechanisms.
  - Safeguarding & PSHEA: Dedicated focal point ensuring participant safety and ethical compliance.
  - Informed Consent & Voluntary Participation: Participants can withdraw anytime if unsafe or uncomfortable.
  - Confidentiality & Data Protection: Ensuring anonymity and responsible data management.
  - Risk Mitigation & Support: Steps to minimize harm, provide interventions, and offer psychosocial support.

- Ethical Feedback & Community Engagement: Transparent sharing of study findings.
  - Safe Participation: Protective measures for children, vulnerable groups, and researchers.
  - Chaperon Support: Trained chaperons to assist participants, with safeguarding briefings.
3. Data storage and destruction of participant data when it is no longer needed.

#### IX. Consultant's Responsibilities and Key Deliverables

Below are the consultant's responsibilities and the expected result of this consultancy:

##### 1. Consultant's Responsibilities

The selected consultant will be responsible to:

- Develop Research Design and Work Plan following Plan Indonesia' format, including Research Background, Sample size, Purpose and Questions, Methodology, Analytical Framework, Sampling and Respondents, Data Quality Assurance, Team Composition, Logistic, Deliverables, and Schedule.
- Develop respondent selection criteria with Plan Indonesia.
- Develop research instruments as well as test the instrument before data collection.
- Recruit and train enumerators in collaboration with Plan Indonesia.
- Collect primary and secondary data using the final instruments to select respondents.
- Conduct data cleaning, quantification, interpretation, and analysis.
- Develop a Draft and final Research Report that refers to Plan Indonesia's format using English and Bahasa language
- Submit Final Consultancy Report based on YPII standards, including result presentation, raw data (raw and clean data), transcript, Analysis result, infographics, and risk mitigation report.
- Ensure that all team members, including enumerators, understand and agree on Plan Indonesia's Safeguarding guidelines
- Develop risk assessment and mitigation on Safe Guarding before conducting data collection

## 2. Table Deliverables and Level of Effort

No	Activities	Objectives	Deliverables	Estimated level of effort
1.	Develop Research Design and Workplan	Research design and work plan are available	Research Design and Work-plan, in English (Max 20 pages + annexes), including, <ul style="list-style-type: none"> <li>• an updated timeline;</li> <li>• a research matrix</li> <li>• detailed methodology, including draft sampling methodology and size;</li> <li>• draft data collection tools;</li> <li>• ethical considerations;</li> <li>• consent forms for any primary data collection;</li> <li>• (draft) methods for data analysis;</li> <li>• a brief justification of the methods and techniques used (including relevant underlying values and assumptions/ theories) with a rationale for the selections made (e.g., of persons interviewed)</li> </ul>	4 days
2.	Data collection instrument development and review	Data collection instrument available and tested	Instrument Trial report and Final data collection instrument	6 days
3.	Selecting and training Enumerators	Enumerators selected and trained	Selected and trained enumerators with research design, instruments, and safeguarding	3 days
4.	Data Collection to the selected respondent, and secondary data	Relevant data collected	Information is documented and cleaned <ul style="list-style-type: none"> <li>• Field data collection results of qualitative (audio record, qualitative excerpt),</li> <li>• and quantitative data output</li> </ul>	14 days
5.	Data Analysis	Collected data has been analysed	Study Result <ul style="list-style-type: none"> <li>• Desk review summary</li> <li>• Analysis output</li> </ul>	14 days
6.	Result Presentation	The finding is validated and confirmed	Findings are validated and confirmed	1 day
7.	Report writing	First draft of Consultancy Report developed	First draft of research report	9 days
8.	Meetings and Workshop on design, findings, and Report.	Feedback on findings and Report is available	Agreement on Design; Confirmation on Findings; and feedback on Report	1 days
9.	Revising and finalising Report	Consultancy Report Finalized	Final consultancy report, Result Presentation, Data Set, and Infographics	8 days
			Total	60 Days

### 3. Timeline

This consultancy will be conducted in 60 working days, from 10 November 2025 – February 2026. The consultant is expected to submit a detailed execution plan within a reasonable and realistic number of days, which will not be more than 60 working days. The timeline is as below, with the possibility of adjustment based on the actual condition and within the duration of the assignment:

No	Activities/deliverable	Months and Weeks															
		Nov 25		Des 26				January 26				February 25					
		3	4	1	2	3	4	1	2	3	4	1	2	3	4		
1.	Develop TOR, Review, and finalize	Deliverable	Deliverable														
2.	Consultant selection process and result	Activity	Activity	Deliverable													
3.	Document review and writing the draft inception report (update analysis plan, sampling, work plans, and logistics as necessary)				Activity												
4.	Submit & Presentation of the Inception report (updated analysis plan, sampling, plans, and logistics) and feedback from YPII				Activity	Deliverable											
5.	Inception report revision to incorporate input by YPII during the inception report presentation and prepare the draft of research tool (questionnaire, KII & FGD interview guideline)					Activity	Activity	Deliverable									
6.	Submit the 2nd Inception report, including the research instrument, and get feedback from YPII. A meeting (daring) will be held as necessary)							Activity									
7.	Inception report finalization, including the research tools) and submission to YPII								Deliverable								
8.	Enumerator training									Activity							
9.	Secondary data collection, supervised by Quality Assurance									Activity							
10.	Qualitative and Quantitative fieldwork									Activity	Activity	Activity					
11.	Qualitative data analysis									Activity	Activity	Activity					
12.	Writing the Draft Report												Activity	Activity			
13.	Draft Report submission to YPII														Deliverable		
14.	Draft report presentation & feedback from YPII														Deliverable		
15.	Written feedback from YPII (+/- 2 times process)														Deliverable		
16.	Report Revision (Incorporate the feed-back & finalization): +/- 2 times process														Activity		
17.	Submit the final Report and all relevant documents														Deliverable		
	Activities																
	Deliverables																

### 4. Budget

The total amount paid to the consultant (s) and the daily rate of the consultancy include the entire budget necessary to conduct the research. Specifically, it has:

- Research equipment
- Internet credit

- Travel costs
- Insurance
- Expenses/per diems
- VAT/taxes

YPH will provide support for logistic arrangements as relevant. This might include critical documents, facilitating contact, and support letters to access key respondents. The consultant is expected to present a budget table outlining how the requested total budget splits into the abovementioned items.

Table of Payment Schedule

Milestone	Detail	Amount to be Paid (%)	Expected Timeframe
Inception Report approved	YPH will provide inputs. Once the inception report is finally approved, the payment will be released.	30%	Approx. 10 days after the start of the assignment
First Draft of Research Report submitted	After first draft of research report submitted, the payment will be released	30%	
The final Research Report approved	After final approval and submission in English and Bahasa Indonesia, the last tranche will be released.	40%	

#### 5. Expected Qualifications

The skills and competences required for the consultant are:

- Minimum 10 years' experience in conducting research/research with (I)NGOs
- Advanced degree in Gender and Child Studies, Social or other relevant degree.
- Specialised knowledge and expertise in Gender Based Violence, climate resilience, Muro implementation
- Proven experience in quantitative and qualitative data methodology and analysis
- Proven experience with portfolios and recommendations
- Excellent communication skills, with the ability to explain complex issues or concepts in simple, easy-to-understand language
- Experience in research involving children, youth, and marginalised or vulnerable communities (preferred)
- Good understanding and commitment to children's rights, gender equality, and development issues good understanding and commitment to children's rights, gender equality, and development issues
- Experience working in various sectors, including with NGOs. Knowledge of Plan International/Plan Indonesia and its work (preferred)
- Fluent in Bahasa Indonesia and proficient in English, both spoken and written

#### 6. Application Procedure

Yayasan Plan International Indonesia (Plan Indonesia) will locally coordinate the application and hiring process. Firms/teams of consultants with relevant expertise and portfolio are invited to apply for the assignment by sending the following:

1. A letter of intent expressing the consultant's or firm's capabilities and qualifications, including a response to the Tor

2. Proposal of the assignment with the following content:
  - (a) *background;*
  - (b) *approach and methodology of the assignment outlining key activities and critical deliverables produced and proposed content of the research;*
  - (c) *Workplan;*
  - (d) *Ethics and child safeguarding approach, including any identified risks and associated mitigation strategies;*
  - (e) *personnel involved including their CVs and detail task and responsibilities related to the research;*
3. Proposed detailed budget, including daily fee rates, expenses, taxes, etc., for all personnel involved as outlined above
4. Proposed timelines
5. Organization Profile with the information on (a) current and previous relevant works and clients/users; (b) CV of the personnel involved in the assignment and their key responsibilities/roles.
6. Police Certificates of Good Conduct

Submission of Proposals:

The application can be sent electronically through the email: [Yayasan.procurement@planinternational.org](mailto:Yayasan.procurement@planinternational.org) mentioning the code **(ITT437-Baseline Study Voice for Equality\_Consultant Name)** in the email subject, before 5 PM of January 06th, 2026. Only applicants with complete documents including sample of the previous work will go through the selection process.