

**Terms of Reference Template for Consultant Recruitment**

<b>I. Position Information</b>
<p>Job code title : Junior Knowledge and Data Officer          Department : SGC          Report to : Project Team Leader and MEL Specialist</p>
<b>II. Job Purpose</b>
<p>The second phase of the Enhancing Access to Benefits while Lowering Emissions (EnABLE) Project aims to strengthen the inclusion of marginalized and disadvantaged groups within the East Kalimantan Emission Reduction Program (ERP). This objective is pursued through efforts to improve awareness and access to both carbon and non-carbon benefits, in line with the Benefit Sharing Plan under the Forest Carbon Partnership Facility (FCPF).</p> <p>To support effective project implementation, the project requires a Junior Knowledge and Data Officer (KDO) to provide operational assistance and support in data management, documentation, and knowledge organization. This role is essential to ensure that project data is systematically compiled, properly stored, and readily accessible for reporting, monitoring, and learning purposes.</p> <p>The Junior KDO will primarily assist Project Officers and technical teams in managing project data, compiling reports, organizing documentation, and supporting monitoring processes, including FGRM tracking. The position will contribute to strengthening data quality, improving documentation practices, and supporting evidence-based reporting across project components.</p>
<b>III. Principal Accountabilities</b>
<p><b>Data Management Support</b></p> <ul style="list-style-type: none"> <li>• Assist Project Officers in collecting, compiling, and organizing project data (quantitative and qualitative)</li> <li>• Support data entry, cleaning, and basic validation</li> <li>• Assist in maintaining project databases (Excel, Google Sheets, or other systems)</li> <li>• Support tracking of project indicators and outputs</li> </ul> <p><b>Knowledge and Documentation Support</b></p> <ul style="list-style-type: none"> <li>• Assist in organizing and archiving project documents in designated folders (e.g., Google Drive or internal systems)</li> <li>• Assist in maintaining proper documentation of project outputs, reports, FGRM updates and supporting evidence</li> <li>• Support documentation of lessons learned and project activities</li> </ul> <p><b>Monitoring and Reporting Support</b></p> <ul style="list-style-type: none"> <li>• Assist MEL Specialist in preparing inputs for monthly, quarterly, and annual reports</li> <li>• Support consolidation of data across different components</li> <li>• Assist in ensuring consistency between data and narrative reports</li> </ul> <p><b>Data Visualization and Communication Support</b></p> <ul style="list-style-type: none"> <li>• Assist in preparing simple charts, tables, and data summaries</li> <li>• Support development of presentation materials (PowerPoint, briefs, summaries)</li> </ul>

<b>IV. Deliverables</b>		
<ul style="list-style-type: none"> <li>Organized and updated project data (monthly)</li> <li>Well-structured and accessible project document folders</li> <li>Compiled and updated FGRM data records</li> <li>Draft inputs for project reports (monthly/quarterly)</li> <li>Basic data visualizations and presentation materials</li> <li>Meeting notes and documentation of activities</li> </ul>		
<b>IV. Time Frame</b>		
The consultancy is expected to last 6 <b>months</b> , with possible extension based on project needs and consultant performance.		
<b>IV. Qualifications</b>		
<b>Educational Qualifications:</b>		
<ul style="list-style-type: none"> <li>Bachelor's degree in data science, statistic, environmental studies, development studies or related field.</li> </ul>		
<b>Work Experience:</b>		
<ul style="list-style-type: none"> <li>2 years of relevant experience</li> <li>Experience in data handling, research assistance, or administrative support is an advantage</li> <li>Familiarity with development or NGO projects is a plus</li> </ul>		
<b>Skill and Competencies</b>		
<ul style="list-style-type: none"> <li>Basic data management skills (Excel, Google Sheets)</li> <li>Strong attention to detail and ability to organize data and documents systematically</li> <li>Basic analytical and problem-solving skills</li> <li>Ability to assist in report preparation and documentation</li> <li>Good written and verbal communication skills (Bahasa Indonesia and English)</li> <li>Proficiency in Microsoft Office (Excel, Word, PowerPoint)</li> <li>Ability to work collaboratively and support team members</li> </ul>		
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>Detail-oriented and organized</li> <li>Proactive and willing to learn</li> <li>Able to work under supervision</li> <li>High integrity and accountability</li> <li>Sensitivity to inclusion (gender, disability, Indigenous Peoples)</li> </ul>		
<b>V. Signatures- Job Description Certification</b>		
Name	Signature	Date
Name	Signature	Date
Name	Signature	Date

***[Note: ToR/Job Description Should Not Exceed 2 Pages]***