Terms of Reference Template for Consultant Recruitment

I. Position Information

Job code title : MEL & Safeguard Officer - Consultant
Directorate : Programme Directorate
Report to : Program Manager – Democracy, Justice and Public Service

II. Job Purpose

KEMITRAAN (Partnership for Governance Reform) is a Core Group Partner (CGP) in the Indonesia Democratic Participation Program 2026–2030 (PARTISIPASI). This program is managed through a consortium alongside The Asia Foundation (TAF) as the convenor and primary grant holder from DFAT Australia. Within this consortium, KEMITRAAN leads the Civic Participation and Civic Education component, as well as mis/disinformation mitigation, through a combination of direct implementation and sub-granting to civil society organizations (CSOs) and community-based organizations.

To ensure program impacts are achieved in an accountable, transparent, and measurable manner while maintaining institutional compliance and protection for all program stakeholders, KEMITRAAN requires a **MEL & Safeguard Officer - Consultant**. Serving as the project's MEL Spoke and Safeguard Lead, the Officer is responsible for leading the planning, implementation, and reporting of the integrated Monitoring, Evaluation, and Learning (MEL) system, while fully mainstreaming Gender Equality, Disability, and Social Inclusion (GEDSI) principles and overseeing the entire Safeguarding, Ethics, and Risk Compliance Policy Framework.

This dual role ensures that all program execution evidence is well-documented, meets donor reporting standards (TAF/DFAT), supports adaptive decision-making, and safeguards human rights defenders, partners, and marginalized communities.

III. Principal Accountabilities

1. Program MEL System Design and Management

- Design, operationalize, and update the MEL Framework (MEL Plan), Logical Framework (Logframe), and Performance Indicator Reference Sheets (PIRS) aligned with KEMITRAAN and donor (TAF/DFAT) standards.
- Develop quantitative and qualitative data collection instruments and tools.
- Integrate Gender Equality, Disability, and Social Inclusion (GEDSI) indicators, disaggregation parameters (gender, disability, age, region), and Safeguarding risk parameters directly into MEL tools and databases.
- Guide and coordinate the execution of baseline, midline, endline, or other special studies (as required).
- Perform other relevant MEL tasks in accordance with program needs.

2. Performance Monitoring, Data Quality Assurance, and Reporting

- Periodically monitor program progress and indicator achievement against the Annual Work Plan and budget.
- Manage and maintain a centralized program database with strict version control, data security and privacy standards.
- Conduct periodic Data Quality Assessments (DQA) and field spot checks to ensure the validity, completeness, and reliability of performance data.
- Prepare Periodic Donor Reports and Program Final Reports, including MEL achievement analysis inputs and program progress narratives.
- Identify and manage operational risks to inform remedial actions.

3. Strategic GEDSI Mainstreaming

- Design and integrate GEDSI mainstreaming strategies into the Project Operational Manual (POM), Annual Work Plan (AWP), MEL framework (Monitoring, Evaluation, and Learning), and all activity designs.
- Ensure meaningful participation and accessibility for women, youth, persons with disabilities, indigenous peoples, and marginalized groups across all program interventions.
- Provide substantive technical reviews with a GEDSI and intersectionality perspective on PARTISIPASI activity deliverables, both at the self-implementing level and within sub-granting mechanisms.
- Lead periodic refresher sessions, including acting as a facilitator or resource person for local partners and relevant project stakeholders.

4. Policy Integration, Safeguarding & Risk Compliance

- Operationalize and monitor compliance with PARTISIPASI SOP Frameworks, DFAT/TAF policies, and KEMITRAAN internal policies.
- Conduct Policy Equivalence Assessments on internal systems and prospective sub-grantees to identify compliance gaps against donor minimum standards.
- Formulate Bridging Annexes, special contract clauses, and Time-bound Improvement Plans for sub-grantees to close policy gaps.

5. Grievance Redress & Incident Escalation

- GRM & FPIC Operationalization: Design and manage a safe, confidential, accessible, gender/disability-sensitive Grievance Redress Mechanism (GRM), and and serve as the project-level FGRM Focal Point.
- Manage mandatory incident reporting escalation pathways for SOP/policy and safeguarding violations as well as safety threats, ensuring timely reporting to TAF and DFAT.
- Ensure adherence to Do No Harm principles, full confidentiality, fair handling, and non-retaliation protections for whistleblowers and reporters.

6. Coordination and Partner Capacity Building

- Serve as the MEL Spoke in regular coordination with the MEL HUB to ensure program performance achievement.
- Coordinate regularly with KEMITRAAN's Directorate of Strategy and Institutional Growth (SIG) to align with organizational-level MEL systems.
- Conduct due diligence assessments, technical assistance, orientations, and trainings on MEL tools, GEDSI, and Safeguarding standards for PMU staff, consultants, vendors, and sub-grantees.
- Support the PMU and finance team in linking technical performance achievements (results) with budget expenditure (Value-for-Money analysis).

IV. Deliverables

1. **Program MEL System Design and Management Component**

- Approved MEL Framework & Tools: An approved MEL Framework document (including the MEL Plan and Performance Indicator Reference Sheets/PIRS) integrated with GEDSI indicators and Safeguarding risk parameters.
- Data Collection Instruments: Quantitative and qualitative data collection tools, along with the program monitoring calendar.
- Special Studies Protocol: Terms of Reference (ToR) and methodological guidelines for baseline, midline, endline, or other special studies as required by the program.

2. **Performance Monitoring, Data Quality Assurance, and Reporting Component**

- Centralized Program Database: An up-to-date, structured centralized program database with strict version control, data security standards, and disaggregated indicator data (gender, disability, age, region).
- Periodic Monitoring Reports & Donor Inputs: MEL performance analytical inputs and progress narratives for Monthly Progress Reports, periodic donor reports (TAF/DFAT), and the Program Final Report.
- DQA & Risk Management Reports: Reports on the execution of periodic Data Quality Assessments (DQA) and field spot checks, alongside operational risk monitoring documentation and remedial action tracking logs.

3. **Strategic GEDSI Mainstreaming Component**

- GEDSI Mainstreaming Documentation: GEDSI mainstreaming strategies integrated into the Project Operational Manual (POM), Annual Work Plan (AWP), MEL framework, and all activity designs.
- Technical Review Notes: Substantive technical review notes incorporating an intersectional GEDSI perspective on activity deliverables, self-implementing outputs, and sub-granting mechanisms.
- GEDSI Refresher & Training Reports: Facilitation reports, guidelines, and training materials from periodic GEDSI refresher sessions conducted for local partners and project stakeholders.

4. **Policy Integration, Safeguarding & Risk Compliance Component**

- Policy Equivalence & Gap Analysis Report: Policy equivalence assessment reports, gap analyses, and compliance reviews evaluating internal systems and prospective sub-grantees against minimum donor standards.
- Bridging & Compliance Package: Tailored Bridging Annexes, special contract clauses, and Time-bound Improvement Plans designed to close policy and compliance gaps for sub-grantees.

5. **Grievance Redress & Incident Escalation Component**

- FGRM Operational Protocol: A safe, accessible, confidential, and gender/disability-sensitive Feedback & Grievance Redress Mechanism (FGRM) protocol, incorporating Free, Prior, and Informed Consent (FPIC) guidelines.
- Incident Escalation Logs: Strictly confidential incident escalation logs and tracking records for policy violations, safeguarding breaches, and safety threats, ensuring adherence to TAF/DFAT reporting pathways and non-retaliation protections.

6. Coordination and Partner Capacity Building Component

- Coordination Logs & Organizational Alignment: Regular coordination logs and progress reports as the MEL Spoke with the MEL HUB, as well as alignment documentation with KEMITRAAN's Directorate of Strategy and Institutional Growth (SIG).
- Capacity Building & Due Diligence Package: Due diligence assessment tools, training modules, orientation guides, and coaching reports on MEL instruments, GEDSI, and Safeguarding standards for PMU staff, consultants, vendors, and sub-grantees.
- Value-for-Money (VfM) Analysis Report: Analytical reports linking technical performance achievements (results) with program budget utilization, developed in collaboration with the PMU and finance teams.

IV. Time Frame

- Duration: 01 November – 31 December 2026 (with potential extension in line with the PARTISIPASI Program 2026–2030 period).
- Work Arrangement: Consultant time-based (up to a maximum of 15 working days per month, based on timesheets and submitted outputs).

IV. Qualifications

Education: Minimum Bachelor's Degree (S1) in Social Sciences, Political Science, Gender Studies, International Development, Public Policy, Law, or other related fields. A Master's Degree (S2) is an advantage.

Professional Experience

- Minimum 5-7 years of professional experience in managing MEL frameworks, GEDSI mainstreaming, safeguarding and program risk management in development or democracy programs or human rights projects.
- Proven experience in designing Theories of Change, Logframes, performance indicators, quantitative/qualitative monitoring tools, and conducting Policy Equivalence Assessments/ GRM management.
- Proven experience in conducting due diligence and capacity building for local CSOs and sub-grantees.
- Experience in projects funded by international donors (particularly DFAT) is a strong advantage.

Technical Skills & Competencies

- **Data Analysis & Technical MEL:** Strong skills in quantitative and qualitative data processing and analysis. Proficient in advanced Microsoft Excel, digital monitoring tools (KoboToolbox, ODK, Google Forms), and data visualization software (Power BI, Tableau, or PowerPoint).
- **GEDSI Sensitivity:** Strong empathy, intersectional analysis skills, and expertise in accessible tools for persons with disabilities and marginalized groups.
- **Safeguarding & Risk Management:** Comprehensive understanding of Do No Harm, physical and digital security for activists/CSOs, and relevant safeguards.
- **Interpersonal & Facilitation Skills:** Ability to facilitate learning reflection workshops, work cross-functionally across internal units (Program, Finance, Communications), and maintain effective communication with external partners.
- **Languages:** Fluent in spoken and written Bahasa Indonesia and English.

V. Signatures - Job Description Certification

Name	Signature	Date
Name	Signature	Date
Name	Signature	Date