

Terms of reference – Specialist Contractor

Purpose

The specialist contractor terms of reference (ToR) is a document that sets out the specialist contractor's contribution to the task. The template is designed to set out the aims of the task and what the contractor is responsible for in order to achieve those aims.

Consultancy role title:

Location: East Java, Indonesia

Apply by: 15 March 2026

1. Background and context about the project

1.1. Overview of the British Council

The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education, and the English language. We help young people to gain the skills, confidence, and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This build trust between people in the UK and other nations which endures even when official relations may be strained.

We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million people overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body with offices in London, Redman Place London E20 1JQ. Further information can be viewed at www.britishcouncil.org.

1.2. Introduction and background to the project

Climate Skills programme builds on HSBC and British Council’s long history of collaboration and co-creation of programmes at country and regional level by taking this stock of shared trust and understanding to the global level and maximising the impact and social value of the partners’ distinctive strengths and resources. With a focus on youth and education, the programme reflects the partners’ mutual interest in equipping the next generation to understand, mitigate and adapt to climate change.

The Climate Skills project aims to provide the skills marginalised young people need to be resilient to the impacts of climate change and to participate effectively in the transition from fossil fuel to sustainable energy sources in 5 selected countries, namely Brazil, Mexico, Indonesia, Vietnam, and India. In Indonesia, we focus on building the soft skills and hard skills in nature-based solution such as solar panel infrastructure building or other relevant initiatives for young people and their communities. This will be done through a series of capacity building. It is expected that young people participating in this programme to lead social projects within their own communities to empower fellow youth. Their social project will be supported by small grant from the British Council.

Building on the success of the Climate Skills in West Java, the programme now seeks to extend its impact to East Java. The province is home to thriving industry, agriculture, and service sectors, yet faces energy demands and environmental pressures due to continued reliance on conventional power sources. Addressing these challenges requires investment in human capital—particularly young people—to equip them with the technical and soft skills necessary to help sow the transition away from fossil fuel, and resilient community.

Potential project location is in East Java. The consultants will be expected to travel to project locations for project activity delivery according to a schedule agreed upon with the British Council.

Flexibility to work occasional evenings and weekends for project-related events.

1.3. Key priority activities in Indonesia, April 2026-November 2026

The project will deepen its impact in the new locations of implementation, it will seek strategic partnerships with local stakeholders and organisations to identify new beneficiaries and advance gender equality and inclusion in relevant communities in the new locations.

1.3.1 Climate Skills Module Delivery

Area 1-2. Delivering the Climate Skills Module into series of training to communities and organisations to improve climate literacy of the target audience (marginalised young people from 18-30 years old), increasing awareness and access to opportunities in the green jobs.

- Training of Trainers for local partners to improve climate literacy and 21st century skills. For more information regarding 21st Century skills in British Council please visit <https://www.teachingenglish.org.uk/professional-development/teachers/21st-century-skills>

- Capacity building for marginalised young people in age 18-30 years old. Local partners are expected to deliver the training. Main training materials will be provided by the Global British Council Climate Skills Programme.

1.3.2. Grants for Youth Participants

Area 3. Eligible youth participants are eligible to submit their project proposal through a competitive selection process by British Council, local partners and Youth Advisor.

1.3.3. Monitoring & Evaluation and Learning

Building upon the successful approaches and methodologies coupled with lessons learnt to date, the project will strengthen existing activities and innovate new approaches to achieving the intended impact. This will be supported by Monitoring and Evaluation as a cross-cutting activity, ensuring quality data is available for continuous learning, decision making and stakeholder engagement.

1.3.4. Project Expected Outcomes

Result 1: 2 local partners are better able to deliver Climate Skills Module

Result 2: At least 2,000 marginalised young people are better able to navigate and succeed in greener or circular economies

Result 3: Global connections of youth, NGOs, and CSOs at the grassroots level are better able to share knowledge, coordinate campaigns, advocate and achieve a just transition

Result 4: Lasting and meaningful relationships are created between community climate responses / green economy start-ups and HSBC, British Council and other institutions

Result 5: Decision makers in education systems are better informed of alternative climate education approaches both at the country level and the grassroots level.

2. About the role of the specialist contractor

The Climate Skills Project will engage one Youth Advisor in Indonesia to support the achievement of the project's expected outcomes, as outlined on page 4 of this document. The Youth Advisor will provide expert feedback, technical review, and strategic recommendations to guide and strengthen project implementation.

To fulfil these roles, the Youth Advisor is expected to work closely and in coordination with Climate Skills Programme Manager for the following specific deliverables.

Main Deliverable	Key Action Expected	Output & Target Date
1. Research and Analysis	a. Conduct research on relevant topics and local context during Training Needs Assessment (TNA) process this includes, identification of local challenges and opportunities, and specific project locations. b. Work with Climate Skills' MEL consultant to analyse data and provide insights that can inform programme decisions.	<ul style="list-style-type: none"> • Deliverable #1 Training Needs Assessment report and workplan submitted by End of May 2026
2. Develop approaches with implementing partners on how to embed the Climate Skills material into their training plan	a. Conducting Training of Trainers for implementing partners and 20 youth facilitators. b. The training will cover climate literacy and hard skills training in renewable energy, bio-based energy and waste management	<ul style="list-style-type: none"> • Training of trainers for youth facilitators and implementing team members completed. • Deliverable #2 training Report submitted to British Council by end of June 2026
3. Supervise & support the trainings delivery for implementing partners and youth facilitators	a. Support partners and youth facilitators to plan and deliver cascade trainings to training participants (marginalised youth aged between 18-30 years old). This will include the following: b. Providing expert review and support during dry runs, training review meetings, expert feedback on training rooms and equipment, involvement on any other activities towards planning and implementing the project.	<ul style="list-style-type: none"> • Monitor and support cascade trainings by 20 youth facilitators with the supervision of youth advisor are delivered to 500 training participants (250 training participants per implementing partners) • Support youth facilitators' consultancy and dry run before the cascade training • Regular meetings organized and attended • Deliverable #3 Report submitted to British Council

	<p>c. Conducting regular meeting (weekly/biweekly) with project stakeholders (British Council, implementing partners and youth facilitators) to review progress of training, challenges, gaps, and support areas.</p>	<p>by End of July 2026</p>
<p>4. Support the delivery of Grant projects.</p>	<p>a. Design and deliver structured support mechanisms to ensure equitable access to the grant competition and to strengthen the quality of application, this includes:</p> <ul style="list-style-type: none"> - Organising proposal clinics and information sessions (online and/or in person) to explain the objectives of the Climate Skills Youth Grant, eligibility criteria, thematic priorities, and assessment process. Dedicated Q&A sessions will be held to respond to applicant queries and clarify expectations. Where feasible, one-on-one advisory support will be provided, particularly to youth groups and first-time applicants with limited experience in proposal development. - Provide guidance on developing clear problem statements, feasible activity plans, realistic budgets, and measurable outcomes, while ensuring that support does not compromise the fairness of the competition. All support activities, attendance 	<ul style="list-style-type: none"> • Written feedback on proposal design, implementation plans, budget plans, and stakeholder management plans. • Records of mentoring sessions with local trainers and mentors, including guidance notes and follow-up recommendations. • Delivery #4 reports highlighting strengths, gaps, and recommendations to ensure the grant projects are align with Climate Skills objectives. <p>Completed by end of October 2026</p>



	<p>records, and frequently asked questions will be documented and shared with the lead partner for reporting and learning purposes.</p> <p>b. Application management. British Council will manage the receipt and administration of applications, conduct eligibility and completeness checks, and maintain transparent and auditable records. British Council will coordinate with the Youth Advisor and implementing partners to support the shortlisting process.</p> <p>c. Grant Awarding and Onboarding British Council will coordinate, and Youth Advisor and local partner shall support due diligence, contracting, and onboarding of selected grantees, including briefings on financial management, safeguarding, MEL, and reporting requirements. Grant disbursement shall be supported in line with agreed milestones.</p> <p>d. Implementation Support and Mentoring. The Youth Advisor and Implementing Partner shall provide ongoing technical and programme support to grantees, facilitate mentorship and peer learning, and conduct site visits where appropriate. Progress, challenges, and lessons learned shall be</p>	
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	documented and shared with the Project Lead	
5. Stakeholder Management	<p>a. Map, analyse, and manage relationships with key stakeholders in East Java, including the government institutions, implementing partners, private sector partners, academic institutions, and youth networks.</p> <p>b. Serve as a primary point of contact for designated stakeholders, including supporting regular communication and coordination with the project manager in line with agreed governance arrangements.</p> <p>c. Support the planning and facilitation of meetings, briefings, and consultations with stakeholders, as required.</p>	Regular meetings organized and attended.
6. Regular Meeting and Reporting	<p>a. Provide regular progress updates to the Climate Skills programme manager, highlighting activities, challenges, and key issues. Updates will be shared during weekly or bi-weekly meetings as well as in the partners' calls.</p> <p>b. Submit the report after each deliverable completed in the agreed format, detailing participant feedback, activity insights, lessons learned, and best practices to support continuous improvement and scale up where possible.</p>	<p>Regular meetings organized and attended.</p> <p>Reports submitted by the expected timeline mentioned above</p>



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3. Timeline

Project deliverables are to be completed from April - November 2026.

4. Fee & expenses

Consultants are required to submit a price quotation using Annex 3 Pricing Approach (template provided separately)

- Important Note: The British Council applies an internal daily rate ceiling for consultancy services. If the selected consultant proposes a rate exceeding this limit, they will be required to adjust it to comply with our internal rate. Failure to do so will result in disqualification and will be made to next highest-ranked candidate.
- All quotations must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to the requirement.
- Payment will be made in tranches aligned with the successful completion of agreed deliverables.
- Travel expenses must be included in the quotation in accordance with British Council policy and approved budgets.

5. Reporting and communication

Consultant is expected to:

- Provide regular progress updates to the Climate Skills project manager, highlighting activities, challenges, and key issues. Updates will be shared during weekly or bi-weekly meetings as well as in the partners' calls.
- Submit the report after each deliverable completed in the agreed format, detailing participant feedback, activity insights, lessons learned, and best practices to support continuous improvement and scale up where possible.

6. Qualifications and experience required

We are seeking consultant with a proven track-record in the following knowledge, experience and skills.

Mandatory criteria

Knowledge	<ul style="list-style-type: none"> • Understanding of Inclusion of marginalised youth communities in East Java • Understanding of climate change sector in Indonesia and the local context of specified location above. • Knowledge of participatory methodologies in community development. • Extensive knowledge of climate literacy, and applications of renewable energy and waste management and community development. • Broad knowledge of principles, methods, techniques, and participative youth training delivery
Experience	<ul style="list-style-type: none"> • Experience in designing, developing, and managing successful capacity building especially to young people and marginalised communities. • Extensive experience (at least 5 years) in designing, developing, and delivering inclusive climate related training face-to-face and online for vulnerable and marginalised groups. • Prior experience in facilitating, mentoring and coaching project beneficiaries to access opportunities for business, green jobs and job opportunities leading to improved livelihoods • A good track-record of project implementation and successful stakeholder management. • Experience in building and maintaining strong relationships with local partners, civil society actors, and government stakeholders.
Skills	<ul style="list-style-type: none"> • Strong facilitation skills with expertise in participatory learning and mentoring for diverse group. • Apply engagement methodologies and approaches that create and embed ownership of climate skills activities by the audience to ensure continuity and sustainability at international and country level. • Excellent analytical, problem-solving, and report-writing abilities. • Ability to effectively engage and motivate hard-to-reach youth. • Strong organisational and multitasking skills, with the ability to manage multiple priorities effectively.

The British Council will pay correctly addressed and undisputed invoices within 30 days of the Invoice Date. General requirements for an invoice for the British Council include:

- Timesheet & completed deliverable
- The British Council reference (i.e. Purchase Order number) is included.
- It is sent electronically via email in PDF format to society.indonesia@britihcouncil.or.id or by post to:

British Council Indonesia

Attn: Ginanda Kandiaty

Office 8 Building, 9th floor
Jl. Senopati Raya no. 8B, Jakarta

7. How to apply

Interested applicants should submit the following:

- Annex 2 – Supplier Response
- Annex 3 – Pricing Approach
- CV

8. Criteria for evaluation

8.1. The Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. RFP responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

Award Criteria - Responses from potential suppliers will be assessed to determine the most economically advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Quality	35 %
Methodology and Approach	35 %
Commercial	20 %

Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
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10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

Note: Interviews may be conducted if the panel determines that further clarification or verification of the bidder’s submission is required. These discussions will help ensure a well-informed decision-making process.