

Terms of Reference
Request for Expression of Interest

Childcare Options for Promoting Women’s Economic Participation in Urban Indonesia

National or DFAT Remuneration Framework:¹	Think tank/research organization/consultancy firm
Counterparts:	Indonesian Business Coalition for Women’s Empowerment (IBCWE), United Nations Development Program (UNDP) and participating companies
Work Location:	Jakarta
Reports to:	Bimbika Sijapati Basnett
Duration of inputs:	March – August, 2020
Budget source:	AP4.1.4

Summary of Expertise Required

PROSPERA seeks to recruit a Jakarta-based think tank/research organization/consultancy firm to carry out a project on childcare options for promoting women’s economic participation with the following main work packages: (1) assessment of market for non-parental childcare (formal and informal services and arrangements, domestic workers) in urban Indonesia; (2) identify options for employer supported childcare for select participating private sector companies; (3) mapping of institutional and regulatory framework governing formal and informal childcare; and (4) evidence based recommendations for expanding and regulating childcare.

The contractor must have: (a) expertise in gender economics, including on care economy; (b) track record of carrying out high quality gender specific policy-research in Indonesia for governmental and non-governmental bodies; and (c) demonstrate value for money.

This assignment will be closely monitored by PROSPERA staff, and it will be in collaboration Indonesian Business Coalition for Women Empowerment who is the main PROSPERA partner for this project. Interested organisations should submit their expression of interest including approach and budget proposal. Jakarta-based think tank/research organization/consultancy firm who meet the selection criteria, will be considered.

Background

Indonesia’s gender gap in labour force participation remains wide compared to countries in the region. Indonesia has achieved gender parity in education however, relatively few married women with children do paid work. Indonesian women drop out of the labour force earlier than in other countries in the region and not so many of them return to it. At the economy

¹ To be negotiated with the preferred candidate based on skills and experience and within funding limits.

wide level, women tend to re-join once their children have started school. In urban areas, women exit the labour market all together. This is a missed opportunity for economic growth and equally a major barrier to women's economic empowerment. Previous studies have concluded that women's unpaid care burden is a major constraint to women's labour force participation. Accessible, affordable and quality childcare options can contribute to addressing this gap and boosting women's economic participation². There is currently high level of unmet demand for childcare, and that improving childcare options may help women (in particular) better navigate traffic, gender restrictions, and other compounding contextual factors constraining their participation in the economy³.

Despite this, there is limited information about the market for non-parent childcare services, whether in the formal or informal sector. This includes information about gaps in supply, and quality of available services (reliability, affordability, accessibility). In terms of formal childcare services, currently there are only 3,012 childcare centres across Indonesia registered with the Ministry of Education with around 75,000 children enrolled in the service. With regards to domestic services, in 2012, the International Labour Organization estimated that there were 2.6 million domestic workers in Indonesia, out of which three quarters were women⁴. But this data has not yet been updated. Studies measuring the presence of domestic workers and their impact on women's employment and career prospects are also lacking. While previous studies have concluded that households with elderly relatives are more likely to have women who work than households that do not have any elderly⁵, they have not investigated whether informal options are viable and sustainable in the context of rapid urbanization that Indonesia is witnessing⁶. This is also accompanied by changes in household composition and an aging population who also needed to be cared for. At the same time, it remains unclear whether expanding formal or community driven childcare services may crowd out informal care, thereby be counterproductive to the goals of supporting women to participate in the economy.

Previous analysis shows there exist considerable regulatory and institutional barriers to expanding quality childcare services, whether it is formal care or domestic services⁷. The current regulatory framework on childcare services has been set as part of the Government of Indonesia's strategy to promote early childhood development. This does not simultaneously consider the needs of working families. Policy discussions surrounding

² AIPEG and Monash University. 2017. Women's economic participation in Indonesia: A study of gender inequality in employment, entrepreneurship and key enablers of change. Jakarta, Indonesia; Cameron, L. et al. 2019. Female labour force participation in Indonesia: Why has it stalled? Bulletin of Indonesian Economic studies. Vol.55, No.2, pp.157-192.

³ Halim et al. 2017. Could childcare services improve women's labour market outcomes in Indonesia? Policy brief Issue, 1(March); East Asia and Pacific Gender Innovation Lab.

⁴ ILO (2012) estimates using SAKERNAS

⁵ Ibid 2017; Setyonaluri, D. 2019. Can women have it all? Working and mothering in Indonesia's capital Jakarta. The Conversation. <http://theconversation.com/can-women-have-it-all-working-and-mothering-in-indonesias-capital-jakarta-116284> (Accessed on 4th of Feb, 2020); AIPEG and Survey Meter. 2017. How Jakarta's traffic affects labour market outcomes for women and people with disabilities: Results from a baseline survey. Survey. Meter, Rand Corporation and Australian Government.

⁶ Roberts, M. et al. 2019. [Realizing Indonesia's urban potential](#). World Bank.

⁷ MAMPU and KOMPAK. Review of Village and Community Daycare Provision in Indonesia. <https://www.mampu.or.id/en/knowledge/research/review-of-village-and-community-daycare-provision-in-indonesia/> (Accessed on 4th of Feb, 2020).

domestic workers in Indonesia is focused on securing decent jobs for workers, even then regulation has not been enforced properly and it does not cover a vast majority of care workers who work informally. Provision of formal childcare services (alongside lactation room and health facilities) in government offices and private companies has also been encouraged by the Ministry of Women's Empowerment and Child Protection under Regulation No.5/2015. However, it is unclear whether this is a viable option for expanding coverage because long commutes and limited public transport may discourage families travelling to work with young children⁸.

There is clear evidence globally that extending affordable, reliable and accessible childcare services can play a decisive role in women's economic participation, along with other measures to reduce and reduce women's unpaid care burden and time poverty⁹. Some of the fundamental issues to consider in formulating policies to expand formal childcare services, for example, include: striking a balance between public and private funding (fees); determining whether public funds should be allocated for direct investment in service delivery or parental subsidies; and better regulating and improving the standards of private, governmental and community-based facilities.

Along with governments, the private sector is well placed to play an essential role in addressing childcare challenges as a part of a larger strategy to attract and retain best talent (especially women) and improve work place gender equality. Private sector employers can choose from a range of childcare options, which includes on-site facilities to subsidize care that is provided by the government or a service provider. However, companies need to better understand what's the business case for extending childcare facilities to their employees, defining which options work best for their companies and employees, and the minimum quality standards they must follow¹⁰. Public-private partnerships are, therefore, important for both expanding services and also defining quality standards.

PROSPERA seeks to recruit a contractor (consultancy company, research organization or think tank) to carry out a project on childcare and women's economic participation with the following main work packages: (a) market for childcare in urban Indonesia, (b) employer supported childcare options, (c) institutional and regulatory assessment, and (d) evidence-based recommendations for expanding and regulating childcare options.

⁸ Prospera's own analyses.

⁹ World Economic Forum. 2019. Global Gender Gap Report 2020. <https://www.weforum.org/reports/gender-gap-2020-report-100-years-pay-equality>; IMF. 2017. 5 things you need to know about the IMF and Gender. IMF Blog, November 22, 2017, <https://blogs.imf.org/2017/11/22/5-things-you-need-to-know-about-the-imf-and-gender/> (Accessed on 4 Feb 2020); Ferrant, D. et. al. 2014. Unpaid care work: The missing link in the analysis of gender gaps in labour outcomes. OECD Development Center; https://www.oecd.org/dev/development-gender/Unpaid_care_work.pdf (Accessed on 4 Feb 2020); Rubiano-Matulevich, R. and H. Kashiwase. 2018. Why time use matters for gender equality – why it's hard to find. World Bank Blog. <https://blogs.worldbank.org/opendata/why-time-use-data-matters-gender-equality-and-why-it-s-hard-find> (Accessed on 4 Feb 2020).

¹⁰ IFC. 2019. Tackling childcare: A guide for employer supported childcare. International Financial Cooperation, Washington, D.C.

Overview of methods

WP1: Assessment of market for childcare in urban Indonesia

Develop and implement a methodology for carrying out the analysis, drawing on other relevant studies in Indonesia and elsewhere; reviewing existing literature in Indonesia; making the most of existing datasets; identifying gaps that need to be addressed through original quantitative and qualitative study; and carrying out a diagnostic study to fill these gaps.

- The *first* step will be to identify and thoroughly review existing studies to make informed conclusions about what has been done, what can be concluded from existing studies about the market for childcare, and what are the main gaps.
- The *second* step will be to make the most out of existing datasets by pooling together statistics of childcare service providers (formal and informal), domestic workers and the users of services from existing datasets (e.g. IFLS, SAKERNAS, SUSENAS), to better understand the supply and demand of childcare and to identify any gaps in data.
- The *third* step will be to design and implement diagnostic study of childcare facilities, domestic workers and users in at least two urban areas (e.g. Jakarta, Surabaya). This should be based on findings from the first two steps as well as global best practice methodologies in surveying markets for childcare. It should involve in-depth qualitative interviews of select categories of child-care service providers and users, including incentives and disincentives to work, use facilities, effects on labour allocation etc. The final step will be synthesize the main results as a part of the final report.

Prospera welcomes innovative approaches to develop a better understanding of the current childcare market in urban areas. This work will be carried out in collaboration with UNDP.

WP2: Identification of employer supported childcare options for select participating private sector companies

Work with select companies identified by Indonesian Business Coalition for Women Empowerment (IBCWE) to propose options for employer supported childcare, through survey of staff, consultations with relevant stakeholders, good practices in other countries. Estimate the costs and benefits of each option. Identify lessons that can be shared with other companies wanting to introduce similar benefits to their employees. This work package will be carried out in collaboration with Indonesian Business Coalition for Women's Empowerment (IBCWE).

- The first step will be to consult with interested company representatives to better understand rational (business case, employee satisfaction).
- The second step will be to design and implement a study to survey employees to understand their needs and willingness to pay; survey existing childcare facilities, options and gaps; assess options in terms of affordability/reliability/quality.
- The third step will be to analyse results and discuss findings and recommendation in a series of focus group discussions with managers and staff.
- The final step will be two put together a two-page policy brief on lessons for other companies.

Prospera welcomes approaches to build on studies carried out in other countries, such as International Financial Corporation (IFC)'s work on employer supported childcare in Bangladesh, Fiji, India and Sri Lanka¹¹.

WP3: Mapping of Institutional and regulatory framework governing childcare

Map relevant stakeholders and institutional and regulatory framework to govern (both directly and indirectly) the provision of childcare; evaluate whether they are conducive to expanding quality private and/or public services in a way that boosts women's labour force participation and promotes private sector to adopt family friendly policies. This should build on previous any previous reports and publications, and WP2 and WP3. This work will be carried out in collaboration with UNDP and IBCWE.

WP4: Evidence-based recommendations for policy reform

Recommend specific areas for reform to expand and regulate childcare, including through employer supported options, based on research results, feedback and inputs from Government of Indonesia, private sector and other relevant stakeholders.

Scope of Services

The key roles and responsibilities of the contractor will be following:

- **Preparation:** Work with PROSPERA's Gender and Social Inclusion team and Prospera's partners (IBCWE and UNDP) to rescope the ToR, finalize the study design and method, including identifying key respondents and stakeholders to be consulted.
- **Implementation:** Compile and review existing literature/data, conduct original quantitative and qualitative research based on the methods agreed in consultation with Prospera's team.
- **Validation and dissemination:** Support Prospera and Indonesian Business Coalition for Women's Empowerment. Disseminate preliminary findings upon completion of the study to PROSPERA staff and other relevant stakeholders in order to validate results and fine tune policy recommendations.
- **Results:** Document the key findings and actions in a final completion report with separate section synthesizing results in WP1-WP3; power point presentation; 4-page policy brief on WP4, practical guidelines for private sector based on WP3.

Output/Deliverables

The position is expected to deliver the following outputs over the term of the contract to the satisfaction of the PROSPERA Lead Adviser:

- **Output 1:** Detailed timeline, workplan, draft outline for each work packages.
This should include detailed methodology of the study, including the justification in selecting data sources and methods of analysis. It should also include detailed breakdown of all estimated costs, including estimated number of experts involved in the study, their roles, and number of working days.

¹¹ IFC. 2019. Tackling childcare: A guide for employer supported childcare. International Financial Cooperation, Washington, D.C.

- **Output 2:** Preliminary results of the study in word and power point format, including practical guideline for private sector companies.
- **Output 3:** Presentation of results to PROSPERA, and other relevant stakeholders.
- **Output 4:** 1 Final completion report (synthesizing results from WP 1 and 2); 1 policy brief (based on WP 3 and feedback and inputs from stakeholders), 1 power point presentation, and 1 practical guidelines for private sector (based on WP2 and feedback and inputs from stakeholders).

These four deliverables should be in a format supplied by PROSPERA and approved by Bimbika Sijapati Basnett, PROSPERA's Senior Adviser (Gender and Social Inclusion) upon the completion of the assignment.

In addition to these formal deliverables, the contractor is expected to regularly communicate with relevant staff from PROSPERA's Gender and Social Inclusion Team and Prospera's partners on progress and seek input where required.

Proposal Submission

In preparing the technical and price proposal, please provide information required as follow:

<p>Adviser Details</p>	<p>The Services are to be delivered by Contractor Personnel that meet the following criteria into TABLE A below:</p> <table border="1" data-bbox="448 1061 1289 1476"> <thead> <tr> <th>Position / Name</th> <th>International / Local. Write "local" if Indonesian</th> <th>Daily / Monthly Rate (expressed in AUD/IDR)</th> <th>Number of Days/Months</th> <th>Total Budget</th> </tr> </thead> <tbody> <tr> <td><i>Insert name and position</i></td> <td><i>Local / International</i></td> <td></td> <td><i>insert</i></td> <td></td> </tr> <tr> <td><i>Insert name and position</i></td> <td><i>Local / International</i></td> <td></td> <td><i>insert</i></td> <td></td> </tr> <tr> <td><i>Insert name and position</i></td> <td><i>Local / International</i></td> <td></td> <td><i>insert</i></td> <td></td> </tr> </tbody> </table> <p><i>Supplier to provide a total budget estimate for their team based on daily/monthly rates and number of inputs. TABLE A above MUST be completed in this format. You may include as many or as few consultants as you think is necessary to complete the scope of work. Do not include management fee and overhead in these rates (just include the daily rate that will be charged for each position). These inputs must cover sufficient inputs for designing and administering survey and qualitative assessments, and other personnel/staffing costs related to completing each of the areas of work WP1 to WP4. You may break your table down into 4 sections to highlight the specific level of effort for each of the work areas WP1 to WP4 or you may combine all inputs into one table that covers all inputs for WP1 to WP4.</i></p>	Position / Name	International / Local. Write "local" if Indonesian	Daily / Monthly Rate (expressed in AUD/IDR)	Number of Days/Months	Total Budget	<i>Insert name and position</i>	<i>Local / International</i>		<i>insert</i>		<i>Insert name and position</i>	<i>Local / International</i>		<i>insert</i>		<i>Insert name and position</i>	<i>Local / International</i>		<i>insert</i>	
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<p>Reimbursable Costs</p>	<p>Prospera will pay the supplier for reimbursable expenses incurred by the supplier for the delivery of the Services:</p> <p><i>[List the estimated reimbursable costs that will be incurred in the delivery of the Services. For example, Domestic air fares, accommodation and travel allowances, ground transport, visas, international communication costs.</i></p> <p><i>The supplier must estimate the likely budget for reimbursable costs.</i></p> <p>Please include an estimate for the cost of publication costs and workshops-related costs for stakeholder engagement. These will be covered by IBCWE and UNDP.</p>						
<p>Management Fee</p>	<p>Prospera will pay the supplier a management fee to cover all overhead, insurances, administration, licences, data access fees, software, communications, profits and margins etc. The management fee must be expressed as a percentage of total personnel input costs from the adviser input table above.</p> <table border="1" data-bbox="459 954 1350 1308"> <thead> <tr> <th data-bbox="459 954 762 1070">Total Adviser Costs (AUD/IDR) A</th> <th data-bbox="762 954 951 1070">Management Fee Percentage (%) B</th> <th data-bbox="951 954 1350 1070">Total Management Price (AUD/IDR) C</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1070 762 1308"><i>Supplier to insert the total budget calculated from TABLE A above in either AUD or IDR.</i></td> <td data-bbox="762 1070 951 1308"><i>Insert a percentage</i></td> <td data-bbox="951 1070 1350 1308"><i>Column C = column A x column B</i></td> </tr> </tbody> </table>	Total Adviser Costs (AUD/IDR) A	Management Fee Percentage (%) B	Total Management Price (AUD/IDR) C	<i>Supplier to insert the total budget calculated from TABLE A above in either AUD or IDR.</i>	<i>Insert a percentage</i>	<i>Column C = column A x column B</i>
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<p>Evaluation Methodology</p>	<p>Prospera will conduct an initial assessment of Technical Proposals. The Technical Proposal will be evaluated against the Selection Criteria listed below:</p> <ol style="list-style-type: none"> 1. The Organisational Capacity of the supplier to deliver the Services - Weighting [20%]. This will include past experience relevant to the required scope of work, including a minimum of five-seven years of experience carrying out policy-research on gender and economy, including on women’s economic participation and care economy. 2. The relevant expertise, qualifications and experience of the proposed personnel to perform the Services to a satisfactory standard – Weighting [20%]. This will require a proven track record of high-quality, policy-research reports and presentation of research results that meet clients’ standards. Those with a proven track record of working with and influencing policy makers in Indonesia will be prioritized. 3. Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism and confidentiality - Weighting [5%]. 						

	<p>4. Jakarta-based, native Indonesian speakers with excellent command of written and spoken English. A combination of Jakarta and international experts will also be accepted – Weighting [5%].</p> <p>5. The supplier will deliver a 30-minute pitch to Prospera outlining why they should be chosen as the preferred supplier - Weighting [20%]. This will be done as part of a face to face meeting in Jakarta.</p> <p>6. The supplier’s financial rates including organisational management fee and individual adviser rates - Weighting [30%].</p>
Quote Format	<p>The Quote must be provided in the following format:</p> <p><u>Technical Proposal</u></p> <ul style="list-style-type: none"> • A written proposal of no more than [8] pages individually addressing each of the selection criteria detailed above. • A Contractor Personnel Register (TABLE A), nominating an adviser for each of the positions required. • A CV of no more than [3] A4 pages for all Contractor Personnel nominated in the Contractor Personnel Register. • Up to [4] Past Experience Statements of no more than 1 A4 page each detailing relevant skills and experience of the supplier to provide the services. • <i>IF INVITED TO INTERVIEW</i>, suppliers will need to deliver a 20-minute pitch presentation in Jakarta. <p><u>Price Proposal</u></p> <ul style="list-style-type: none"> • A Management Fee, expressed as a percentage of adviser remuneration • A remuneration rate for each of the Contractor Personnel nominated in the Contractor Personnel Register. For all international advisers, the remuneration rates must be within the range specified in the Adviser Remuneration Framework for the Job Level and professional Discipline Category specified for each position.
Quote Due Date and Time	All suppliers must deliver their proposal and quotation by 5.00 pm, Friday 13 March 2020.

Relationship Management

All outputs will be home-based. The contractor will be expected to attend meetings at PROSPERA’s office, as and when needed, and travel to study sites. The consultant will report to PROSPERA’s Gender and Social Inclusion Advisor and will work closely with PROSPERA’s Gender and Social Inclusion Team. Contractor will also engage with Indonesian Business Coalition for Women’s Empowerment (IBCWE) and United Nations Development Program (UNDP), who are Prospera’s main partners on this project.

Overview of PROSPERA

PROSPERA is a new partnership facility between the Government of Australia (through Department of Foreign Affairs and Trade) and the Government of Indonesia. It aims to foster strong, sustainable and inclusive economic growth and public sector in Indonesia.

Commencing from 1 March 2018, PROSPERA is a planned five-year investment that draws together the former Government Partnership Fund (GPF) and Australia Indonesia Partnership for Economic Governance (AIPEG). PROSPERA will be responsive to the needs of a wide range of agencies in the Indonesian government, covering six thematic areas:

- (i) **Markets** – improving product and factor market efficiency;
- (ii) **Finance** – delivering financial stability and development;
- (iii) **Spending** – improving the quality, delivery efficiency, and access to public services;
- (iv) **Revenue** – mobilising revenues without unduly impeding private activity;
- (v) **Public Sector Reform** – strengthening economic institutions; and
- (vi) **Economics & Inclusion** - providing analysis to boost the evidence for economic policy.

The following standard requirements apply for all PROSPERA team members:

<p>Confidentiality</p> <p>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of PROSPERA. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</p>	<p>Conflict of Interest</p> <p>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations</p>
<p>Knowledge and Performance</p> <p>The team member will support PROSPERA’s Knowledge and Performance team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high quality data, participation in data collection methods and case studies that may arise from the inputs.</p>	<p>Diversity and Inclusion</p> <p>PROSPERA recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. PROSPERA is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.</p>
<p>Code of Conduct</p> <p>The team member is to conduct themselves in a manner consistent with the <i>Public Service Act 1999</i> (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer’s professional standards.</p>	<p>Policy Compliance</p> <p>The team member will work within Department of Foreign Affairs and Trade policy and PROSPERA guidelines on gender, child protection, poverty, the environment, human rights, and governance</p>