

# Terms of Reference:

## PSEAH trainings for RFN partners in Indonesia 2025

### Introduction

Forest Watch Indonesia (FWI) is recruiting a consultancy to facilitate trainings on Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) for the Rainforest Foundation Norway's (RFN) partner organizations in Indonesia.

RFN is accountable for safeguarding the people they work for and with from sexual exploitation, abuse, and harassment (SEAH) by our staff and representatives, and expect a similar commitment from their partners, as outlined in the [RFN Protection from Sexual Exploitation, Abuse, and Harassment policy](#). RFN has taken significant steps to operationalise this policy and strengthen their internal guidelines, procedures and capacities. They are also committed to working with their partners to prevent, detect, and respond to sexual misconduct, while recognising that experience and organisational capacity varies.

RFN is one of the world's leading organizations in the field of rights-based rainforest protection. They support indigenous peoples and local communities (IP and LCs) in their efforts to protect their environment and fulfil their individual and collective rights. They work with partners in six tropical rainforest countries: Brazil, Peru, Colombia, DR Congo, Indonesia, and Papua New Guinea. Their partners include IP and LC representative organisations, movements, or networks, as well as other civil-society organisations and NGOs. Read more about RFN: [About Rainforest Foundation Norway – The Rainforest Foundation \(regnskog.no\)](#)

FWI is one of RFN's partner organizations in Indonesia. FWI is an independent organization that consistently monitors forest conditions to promote improved forest governance. Read more about FWI: [About FWI \(fwi.or.id\)](#). FWI supports RFN in the planning and facilitation of this training.

### Purpose and scope

The PSEAH policy was adopted by RFN in 2021. In 2025, RFN will deliver trainings to their partners in rainforest countries, to ensure understanding of the PSEAH policy and standards, and support partners to put in place their own PSEAH guidelines and measures. The trainings will use materials developed for RFN, that can be adapted to specific needs and contexts. Some content is mandatory for all trainings.

More specifically, the objective of the trainings is as follows:

1. For all partners: Present the RFN policy, standards, and procedures on PSEAH to partners to make sure this policy is known and understood. The objective is both to ensure compliance/accountability and support to partners.
2. For selected partners: Provide additional PSEAH capacity support, i.e. training, based on needs. The objective is to support partners to put in place and implement their own PSEAH guidelines and measures.

In Indonesia, RFN has nine partner organizations (including FWI), all Civil Society Organizations (CSOs). Six of these organizations are based in or around Jakarta, while two are based in Papua and one in Sumatra.

A part of the training will be online, while other parts of the training might be offline. This will be explored and decided during the planning phase. After the sessions for all the organizations, the individual trainings of the partners should take place at each of the organizations' offices.

Trainings will be delivered in Indonesian, while the communication with FWI and RFN will be in Indonesian and/or English.

We seek a consultant with extensive relevant PSEAH experience and competency to prepare and facilitate these trainings for our partner organisations' leadership and staff. The selected consultant will prepare training agendas and materials based on the RFN resources and facilitate trainings for partners.

#### Deliverables, task and timeline

The Consultant(s) are expected to deliver the following:

1. Inception report with recommended work plan, timeline, and suggested training agendas based on RFN's partner training materials in English.
2. Facilitate/deliver partner trainings:
  - a. Adapted RFN partner training materials in Indonesian to the specific training needs of partners in Indonesia.
  - b. Deliver trainings for partner organisation staff and management in Indonesian.

The initial plan for this is as follows:

- i. Introductory session to all partner organizations (online, in August/September).
  - ii. Rollout of the policy to all partner organizations (online or offline, in September-early October).
  - iii. Individual support for a selection of partner organizations (in-person, at the office for the relevant partners, October-December). This includes an assessment of the capacity and readiness of each organization.
3. Final report including summary of the trainings and learning points, and recommendations and follow-up for RFN, in English.

In developing the deliverables, the Consultant(s) is expected to:

1. Interview/consult the RFN country team, and potentially partner organisations, to understand existing capacities and training needs.
2. Review partner assessments and surveys concerning PSEAH capacity and needs, and other relevant documents (to be provided by RFN).
3. Adapt the RFN training materials for the specific partner trainings in Indonesia, and present to RFN for approval.
4. Collaborate with FWI and RFN's Indonesia and PNG team to prepare for partner trainings.

#### Criteria

- All materials and resources should be consistent with international safeguarding/PSEAH standards, donor requirements, and good practice.
- Deliverables should be adapted to RFN's organisational structure, roles and responsibilities, and capacity, needs, and ways of working, as well as sensitive to and suitable for partners.
- The work can include updating RFN resources, develop new ones, and building on/adapting existing external resources and materials.

- The consultancy should consider RFN's current procedures and guidelines, including for whistleblowing, to update and improve these.

#### Timeline, budget, and organisation

Trainings should preferably be delivered by end of 2025.

RFN will provide necessary background documents, and the PSEAH training materials and partner resources to be adapted by the consultant for the specific training(s).

Translations of training materials and partner resources to Indonesian should preferably be part of the development and specified in the budget proposal. This can be agreed upon with FWI.

FWI is the focal point for the consultancy and will facilitate any meetings or consultations with RFN and partners in the planning phase, in collaboration with RFN's Indonesia and PNG team.

FWI will be responsible for the logistic planning of trainings, including booking venues and organising partner participation for any part of training that will take place offline. The consultant will be responsible for the logistic planning and potential travel arrangements for the additional trainings to the selected partners. FWI will cover travel costs and per diem for the consultant, in accordance with an agreed budget.

#### Qualifications

FWI and RFN will select the proposal that provides best value for money considering: (a) the consultant(s) suitability, experience, and expertise, and (b) the proposal and budget for carrying out the assignment. FWI and RFN will particularly consider the following qualifications:

- Extensive experience and solid competencies on PSEAH and safeguarding, including understanding of international standards as well as practical operationalisation in implementing organisations.
- Solid experience working with NGOs and civil-society organisations on PSEAH and safeguarding, especially in partnerships. Experience working with indigenous and environmental organisations, representative organisations and networks, is an asset.
- Strong communication, sensitisation and training skills. Good understanding of and proven skills in delivering trainings adapted to target groups to support them to put in place PSEAH measures adapted to their organisation and operational context.
- Excellent written and oral English and Indonesian skills.
- Experience working in Indonesia with strong contextual understanding.

#### Submission of proposals

The proposal should be in English and should contain:

- a) Cover letter with proposed methodology, process plan, and timeline of delivery (max 3 pages), including rationale for choices.
- b) Budget including estimated workdays with daily rates, specified by deliverable.
- c) Qualifications and competencies of the consultant(s), including CVs. Examples of work/resources reflecting experience and expertise in related projects (max 2 pages).
- d) Preliminary disclosure of potential conflicts of interest.

Please submit proposals by **14 July 2025** to [callproposal@fwi.or.id](mailto:callproposal@fwi.or.id).

**Additional notes**

Note that FWI may terminate a contract if it finds that illegal or corrupt practises have taken place in connection with the contract award or execution.

Note that a confidentiality statement to ensure privacy and safety of RFN partners and others will be included in the contract for the consultancy.