Request for Proposals: Advocacy consultancy

Summary

The Freedom Fund is a philanthropic initiative designed to bring financial resources and strategic focus to the fight against modern slavery. Its primary objective is to achieve a measurable reduction in modern slavery, by addressing trafficking, exploitation, forced labour, child labour, and debt bondage.

In 2022, the Freedom Fund in partnership with Humanity United established a hotspot program in Indonesia to tackle forced labour in the seafood sector. Our program supports grassroots organisations working on issues affecting migrant fishers overseas as well as fishers and seafood processing workers within Indonesia.

The Freedom Fund is seeking a consultant or team to work with partners – CSOs, Unions and Worker Associations - to develop and submit a joint report to US State Department (for the Trafficking in Persons report) on factors current present in the fishing and seafood sector that make workers both vulnerable to, and affected by, forced labour. The evidence and report could also be adapted for other relevant international mechanisms such as the United Nations. The fishing and seafood sector includes the domestic Indonesian fishing and seafood processing sector, and also includes Indonesian fishers migrating to the commercial fishing fleets of other countries. Evidence used in the reports would be drawn from partner materials, such as research reports, databases, case referral documentation and other material. This material must be collected, stored and kept according to the partners’ safeguarding principles and MEL policy to ensure data quality and control.

The consultant/consultant team will work closely with the Freedom Fund Hotspot Team in Indonesia. The consultancy is for a period of approximately six months.

Key Tasks and timeline

The consultant or consultant team will lead the process of a joint report writing by involving FF partners and submission with below scope of work and timeline:

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<th>Scope of Work</th>
<th>Timeline</th>
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<tr>
<td>Develop a complete concept/proposal covering the consultancy scope of work and submitted to Freedom Fund</td>
<td>1st week of September 2023</td>
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<td>Develop and submit a concept of kick-off workshop involving partners which provides information, insights, and technical assistance on (a) format(s) of TIP reports for USD DOS and other relevant international mechanism such as the United Nations; (b) list of issues, (c) mechanism of joint report writing, data /tasks sharing and submission, (d) quality control system</td>
<td>Mid of September 2023</td>
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<tr>
<td>Implementation of kick-off workshop TIPs joint-report writing in Jakarta</td>
<td>1st week of October 2023</td>
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Regular coordination with FF Hotspot Team Indonesia and DFW by online call whole process within consultancy period

**Lead and provide the technical assistance, monitor** the report writing progress undergone by all partners (hybrid: offline-online), offline particularly for those partners located in Jakarta and Tangerang city, online for those partners located in East Java and Bitung, and **compile the TIPs report writing** 2nd week of October – 2nd week of November 2023

**Lead the 2nd workshop joint-report writing** attended by SBMI, IOJI, DFW, SPPI (offline) in Jakarta, while SAKTI Sulut from Bitung and ISBS from Banyuwangi join by online 30-31st October 2023

**Lead the review process** of draft TIPs joint-report writing in one of sessions Community of Practice 13-15 November 2023

2nd draft compilation TIPs report writing and submitted with FF and HU for review 27th November 2023

2nd draft report shared with all partners, plan and collect expert opinion on the report 1st December 2023

**Final report in English**

Technical preparation (cover letter, list of PIC’s emails, etc) and submission of TIPs report 2024 December 2023 – January 2024

Monitor the follow up of response after TIPs report 2024 submission January – February 2024

Consultancy report submission to FF (max 13 pages) consists of explanation of the process, lessons learned and recommendation for FF, HU and partners, in English 2nd week of February 2024

**Travel Required**

The consultant or consultant team is expected to do travel in South and North Jakarta, Tangerang city, Bitung-North Sulawesi province and Banyuwangi- East Java province while leading the technical assistance and the joint workshop for all partners involved in the TIPs report writing process, as well as to monitor and ensure readiness of each partner. The consultant/team is expected to join and facilitate one of the sessions during Community of Practice (COP) – a regular quarterly platform of partners meeting- conducted on 13-15 November 2023, venue will be confirmed.

**Experience and Qualifications desired**

- Master’s degree/Phd in one of the disciplines relevant to the following areas: public policy, public administration, sociology, or other relevant social science
- Minimum 15 years of experience working as a policy advocacy, human rights commissioner, or consultant in research institute, think tank, government bodies, non-profit organization, UN, or donor agencies.
- Strong knowledge and hands-on experience on employment and labour conditions in the wild-capture domestic, migrants fishing vessel crews and seafood processing workers in Indonesia, in accordance with the ILO indicators of Forced Labour and any related development issues knowledge and understanding on policy making process in Indonesia.
- Strong analytical skills and familiar with data and complex development issues
- Strong knowledge, networking, and hands-on experience in providing joint-report/shadow on human rights issue report submitted to US Government institution, other relevant international platforms such
as the United States, ASEAN Body related to human rights issue, as well as to relevant institution Government of Indonesia (Presidential Executive Office – KSP, Ministry of Manpower, Ministry of Marine and Fishery Affairs, National Task Force of TIP)

- Excellent writing skills in English
- Good Professional and a team player

Submission Process

1. **Deadline:** Proposals should be submitted by **midnight Jakarta time on August 23rd, 2023.** Applicants should be ready to begin undertaking work within a week or two (please note the timeline set out above is an approximate guide, if you suggest other times, please let us know in your application). Please submit all proposal materials to Freedom Fund Program Advisor at hasriadi@freedomfund.org. Any queries or informal inquiries are also welcome via email.

2. **Budget:** We anticipate proposals in the range of **19,000 USD, inclusive of travel costs, not include the workshop costs.** Please note however that travel costs will be reimbursed based on actual costs. Budgets will be reviewed with respect to the strength of the proposal in meeting the project objectives in a cost-effective manner.

3. **Proposal Guidelines:** Proposals in response to this request should be between 2-3 pages in length and include the following:
   
   a. A narrative describing the experience and capability of the consultant to conduct the Key Tasks described in this ToR; along with expertise and experience as set out in the section above.
   
   b. Requested consultancy fee (which will be considered by Freedom Fund and discussed if the application moves forward).
   
   c. Proposed workplan with draft timeline.

4. **Please submit curriculum vitae as an annex to the proposal.**

5. **Review:** Following submission of the proposal, Freedom Fund will review and may request additional information.