

# Terms of Reference: Indonesia Country Advisor for the Civil Society and Leadership Initiative and the Global Climate Initiative

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**Contract:** Annual contract. Full time, at least 37.5 hours per week on average.

**Location:** Remote. Advisor based in Indonesia.

**Reporting to:** Civil Society and Leadership initiative program officer.

## About the David and Lucile Packard Foundation

The David and Lucile Packard Foundation is a private philanthropic foundation based in the United States. Over our 60-year history, we have worked with thousands of organizations and leaders worldwide to advance critical opportunities in science, ocean and land conservation, climate change, women's reproductive health and rights, civil society, and the well-being of children, families, and communities.

## Vision

Our vision embraces a future where both people and nature flourish in a more just and equitable world. We explicitly acknowledge that the fate of people and the natural environment are inextricably linked. Solutions to the complex challenges we face must account for this interconnectedness.

## Mission

We work with people and communities to create enduring solutions for just societies and a healthy, resilient, natural world. Our mission takes on the critical work of addressing root causes of the challenges we face and mobilizing people for collective action. In addition to building on approaches that have guided our philanthropy for decades — working in partnership, committing to issues over the long-term, and grounding our work in science, knowledge, and data — we focus on understanding the systems that either accelerate or impede progress. Through just and equitable systems, we can find and sustain solutions to the biggest challenges we face today.

## Values

Equity, Integrity, Belief in Individual Leadership, Thinking Big, Respect, and Effectiveness.

## Goals and Initiatives

To accomplish our vision and mission, three overarching and interdependent goals guide our work: to build just societies, to protect and restore our natural world, and to invest in families and communities. Our goals are implemented through grantmaking initiatives that invest in enduring and equitable solutions to the world's most complex challenges. You will support two initiatives:

## Civil Society and Leadership (CSL) Initiative

Our strategic framework emphasizes the central role of civil society in achieving our goals and ultimately realizing a just and equitable society. The [Civil Society and Leadership \(CSL\)](#) Initiative is part of the Just Societies goal area. CSL focuses on strengthening civil society actors, their connections, and the broader environments in which they operate. CSL works across various geographies to invest in the strength of our partners, the resilience of civil society ecosystems, and a safe and thriving civic space.

## Global Climate Initiative (GCI)

We launched the [Global Climate Initiative \(GCI\)](#) in 2023 as part of our Natural World (Environment and Science or E&S) goal area. GCI builds on prior grant strategies on sustainable palm oil, agriculture, and bioenergy. Through GCI, we partner with funders and civil society organizations (CSOs) to halt and reverse tropical deforestation. We focus on strengthening the enabling conditions – resources, capacity, and collaboration of leaders, organizations, and networks in tropical forest regions – that can scale just and sustainable solutions to deforestation and climate change.

## Position Summary

As the Indonesia Country Advisor, you will guide implementation of the CSL and GCI grantmaking strategies in Indonesia, in close collaboration with CSL and GCI program staff in the United States. Your expertise will enable research, insights, and recommendations to adapt the CSL and GCI strategies to the Indonesian context and landscape. You will serve as a key liaison in strengthening engagement among and between grantee partners, Packard staff, and other relevant funders. Your role supports a diverse group of grantee organizations, networks, cohort initiatives, and leadership programs. You will provide high-engagement partnership services including grantmaking for programmatic impact and organizational strengthening, and other forms of strategic accompaniment.

## Primary Duties and Responsibilities

### Grantmaking and Programmatic (70%)

- Lead and oversee CSL and GCI grantmaking in Indonesia in close coordination with program officers, program associates, and directors. This includes sourcing grantees, shaping the grants, and recommending grants when ready for review and moving forward in the grant review process.
- Identify and implement joint grantmaking opportunities with other Packard Foundation teams and with other funders, including the Climate and Land Use Alliance (CLUA) and Forests, People, Climate (FPC) collaborative in Indonesia
- Serve as the local point of contact for current and potential grantee partners. Provide strategic and technical assistance to grantee partners regarding their work and grant management. Conduct grantee calls, meetings, and site visits as needed.
- Periodically facilitate grantee partner convenings and events for knowledge sharing and collective action among grantee partners, funders, and other relevant stakeholders.
- Identify potential risks and challenges in grantmaking and program implementation in Indonesia and develop mitigation strategies to ensure compliance with institutional and jurisdictional policies and regulations.

- Foster new and continuing contacts with other donors/institutions working on civil society, climate, forests, and Indigenous Peoples and local communities' areas.
- Integrate equity and justice principles into programming and grantmaking.
- Manage an operational coordinator to support grantmaking and logistical support of CSL's work and the work of the Indonesia Collaborative.

#### Administrative (20%)

- Maintain a robust knowledge management system for lessons, best practices, and impact stories from Indonesia.
- Prepare and promptly deliver monthly briefings and trip reports following domestic travel for CSL Program Officer, summarizing key updates, opportunities, and challenges.
- Actively engage in relevant CSL, GCI, and E&S team meetings by providing agenda input, participating in calls, exchanging information, providing follow-up, and helping to align initiative plans.
- Facilitate logistical support team visits to Indonesia, ensuring smooth coordination and operational success.
- Lead and implement the advisory committee workplan including meeting logistics, payments, and reports preparation.

#### Strategic (10%)

- Play an advisory role in Indonesia that complements and supports the efforts of the CSL and GCI program officers and directors on strategy, grantmaking, evaluation and learning, and integration with other teams.
- Lead the process of how to continuously tailor and adapt the CSL and GCI strategies to support leaders, organizations, networks, and movements in Indonesia.
- Effectively represent the CSL and GCI team perspectives in external meetings, conferences, workshops, and other convenings.
- Foster coordination and integration with other Packard Foundation teams implementing work in Indonesia.
- Support CSL and GCI strategic alignment, partnerships, and opportunities with key funder partners in Indonesia, including CLUA and the FPC collaborative.
- Implement the CSL and GCI MEL (monitoring, evaluation, and learning) plans in Indonesia, including annual strategy reviews
- Stay informed about policies, initiatives, and research related to CSL and GCI strategies.
- Manage the CSL Indonesia local advisory group and foster learning within the CSL team

## Qualifications

### Education and Experience

A bachelor's degree is required for this role, with an advanced degree in a related or complementary field preferred.

### Experience

- Seven to ten years of progressive work experience in advancing strong civil society, defending civic space, and supporting leaders, organizations, networks, and movements.

- Demonstrated experience working closely with local organizations and community-based organizations in Indonesia is essential. Experience in Papua and/or Eastern Indonesia is highly preferred.
- Familiarity with bilateral or multilateral organizations and global or regional intermediaries is preferred.
- Must have experience working in and be currently residing in Indonesia.
- Commitment to supporting Indigenous Peoples, local communities, and Global Majority leaders and movements is preferred.
- Experience supporting climate, forest, and/or ocean organizations is desirable.

### Knowledge, Skills, And Abilities

- A strong commitment to, and interest in, the Packard Foundation's vision, mission, and values.
- Proven track record as a results-oriented experienced thought leader and program manager within philanthropic, nonprofit, management consulting, academic, or government contexts.
- Innovative, strategic, and analytical thinker skilled in understanding and meeting ever-evolving challenges.
- Demonstrated ability to build effective partnerships and networks, and to sustain collaborative relationships at multiple levels with internal and external actors.
- Fluency in English and Bahasa Indonesian is required. Preference for candidates who possess deep understanding of the unique cultural context of Indonesia and have existing networks in Indonesia.
- Ability to work effectively across different time zones, accommodating meetings and collaboration with global teams (primarily based in the Pacific time zone in the US).
- Self-directed and decisive, with flexibility and the ability to give and receive feedback graciously.
- Proven ability to thrive in a team-based and collegial workplace.
- Deep commitment to inclusion and creating a supportive workplace environment that embraces diversity; experience with diverse teams and success in navigating cross-cultural communication.
- Willingness to actively engage in the Foundation's efforts to integrate justice and equity across all facets of our work.
- Strong analytical skills and creative problem-solving ability.

### Applications

Interested candidates should send the following materials to [csl@packard.org](mailto:csl@packard.org) by **September 30, 2024**:

- Expression of Interest (no longer than one page).
- Resume or curriculum vitae.
- Estimated consultant rate (daily rate, inclusive of taxes and administrative expenses, for a 12-month contract).

***We will be reviewing applications on a rolling basis.***