

RFQ No: 26/INSJA/HCR/30181
Annex A: TERMS OF REFERENCE
SERVICE PROVIDER FOR THE INCLUSIVE EDUCATION
AND SPORT PROGRAM FOR REFUGEES

BACKGROUND

As outlined in the Circular Note from the Ministry of Education dated 2019 (Letter No. 75253/A.A4/HK/2019), refugee children are allowed to enrol in public schools in Indonesia. This policy was reaffirmed by the revised Circular Letter in 2022 (Letter No. 30546/A.A5/HK.01.00/2022).

To facilitate enrolment, refugee children are required to possess a valid UNHCR ID card and a commitment letter from an organization that can cover the enrolment fees. To ensure a seamless enrolment process, UNHCR and its education partners must maintain close coordination with the Education Agency and public schools. According to the Circular Letter, schools are instructed to prioritize local children first. Refugee children can be accepted for enrolment only if there is available space. Coordination is essential to support the equitable access of refugee children to educational opportunities within the public school system.

Providing support for refugee children to access education not only fulfils their basic rights but also opens pathways for opportunities and promotes peaceful coexistence with host communities. In light of this, UNHCR will continue providing support for refugee children, though on a smaller scale as a result of budget reductions, to enable them to access public schools.

Funding for these initiatives will be secured from the earmarked Sport Program. Thus, the Education and Sport Program Provider is expected to collaborate with public schools to develop sports programs that benefit both refugees and local children at the selected institutions. This additional sport program aims to promote mental health wellbeing and shared experiences among students through positive sport activities.

OBJECTIVES

The Supplier/Provider will work under direct supervision of the Community-based Protection Associate (Education & Sport Focal Points) in the Community-Based Protection (CBP) unit to achieve the following objectives:

- Coordinate with the public school to monitor refugee children who have been enrolled in 2025/2026 education year.
- Support new student enrollment and re-enrolment in 2026/2027 in Jakarta and surrounding areas, and 4 field locations (Medan, Makassar, Pekanbaru, and Malang)
- Maintain coordination with the Education Agencies and Public Schools in Jakarta and Surrounding areas and support UNHCR in advocating education access for refugees.
- Support 5 Public Schools in Jakarta and surrounding areas and remotely support education institutions in 5 field locations (Medan, Makassar, Pekanbaru, Malang, and East Aceh) on planning and implementing Sport Program.
- Provide offline support to a maximum of 100 refugee children on transport allowance, tuition fee, and school supplies in Jakarta and surrounding areas.

- Remotely coordinate with UNHCR field staff and public school on education program and related cash-based support for 35 students in 4 field locations (Medan, Makassar, Pekanbaru, and Malang).

SCOPE OF WORK

- Monitor refugee children who are studying in local schools, covering administration and academic aspects, such as but not limited to:
 - Monitor refugee children's presence and address on a monthly basis.
 - Provide additional support for refugee children who have challenges in accessing educational services.
 - Liaise refugee children and their parents with school/teacher on the refugee children's well-being at school.
- Facilitate new student re-enrolment, and new student enrollment if needed, for the 2026/2027 academic year
- Remotely coordinate with UNHCR field staff and public schools to facilitate the education and sport program for approximately 35 in 5 field locations (Medan, Makassar, Pekanbaru, Malang, and East Aceh).
- Provide cash-based support for transport allowance and school supplies to a maximum of 135 refugee students, and tuition fees directly to public schools.
- Manage education hotlines and refer incoming calls to available services.
- Facilitate biannual meetings with Education Agencies and Public Schools in Jakarta and the surrounding areas aimed at promoting refugee inclusion in the education system.
- Participate in monthly coordination meetings with UNHCR and partners.
- Support planning and implementation of sport program activities in minimum 5 schools in Jakarta and surrounding areas and 5 schools in field locations.
- Submit a monthly report, including statistics on the number of participants as required by UNHCR.
- Data protection and management of beneficiaries, public schools, and stakeholders.

CORE DELIVERABLES

- **Deliverable 1:** Proposed workplan for Education and Sport Activities in minimum 5 (five) public schools in Jakarta and surrounding areas and 5 schools in field locations for 2026
- **Deliverable 2:** Quarterly report in Q1 & Q2 on the progress of education and sport activities implementation.
- **Deliverable 3:** Quarterly report in Q3 on the progress of education and sport activities implementation.
- **Deliverable 4:** Quarterly report in Q4 on the progress of education and sport activities implementation.

TIMELINE OF ACTIVITIES

The activities are expected to start on 1 April 2026 and be completed on 31 December 2026.

BUDGET

The budget for this project will include the cost of activities, including human resources, materials/supplies and other related services as formally agreed between the Supplier and UNHCR Indonesia.

SUPPLIER QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIREMENT

Language

- Fluency in English (required)
- Fluency in Bahasa Indonesia (required)

Competency

- 5 years of experience in education program management (required).
- Experience in working with refugees or other minority groups (desired).
- Stakeholder engagement (desired).

Proposal components

- Technical proposal.
- Budget proposal (including equipment)
- Institution registration profile.
- List of similar projects in the past (portfolio)