

Technical Advisory Group (Voluntary)

Terms of Reference

Background

The Island Foundation (TIF) is a charity organisation based in Singapore and registered and operated in Indonesia as Yayasan Peduli Kepulauan Indonesia (YPKI). Based in Bintan, Kepulauan Riau, our mission is to transform the learning ecosystem in Indonesia's small island communities through a community-based learning for sustainability program.

In 2021, The Island Foundation launched a new [five year strategy](#), and with that launched the flagship [Learning for Sustainability](#) program structured around three program pillars: Learning Centres, Local Teacher Training, and Community Engagement. The Learning for Sustainability program has been designed to work with all layers of the learning ecosystems in small island and coastal communities.

The Learning for Sustainability program is implemented in Bintan Regency and Lingga Regency in the Riau Islands, in collaboration with Regent Departments of Education and Culture, village offices, community leaders, public school leaders, public school teachers, parents, alumni and students.

The program is currently serving over 500 primary school students, training 200 primary school teachers, and engaging over 3,000 members of the community each year. The Island Foundation is committed to investing in our stakeholders over the long term, taking a depth approach to guide our grassroots delivery methods. The expected outcomes of the program are that students have access to improved learning experiences and are demonstrating improved learning outcomes, and that learning ecosystems in small island and coastal communities are strengthened. These outcomes have been designed to lead to children growing up to be active participants in their sustainable futures.

More information about TIF/YPKI organization can be found in this website <https://www.theislandfoundation.com/>

Purpose of the Technical Advisory Group (TAG)

The core purpose of the TAG is to provide strategic and technical advice to The Island Foundation (TIF) and Yayasan Peduli Kepulauan Indonesia (YPKI) on matters relating to pedagogy, learning, capacity building and community development.

TAG Membership

TIF and YPKI are seeking applicants to join existing TAG members. Specifically, we seek members who will voluntarily serve in their personal capacities to represent expertise related to pedagogy, education/learning, capacity building and community development with a preference given to individuals who have deep knowledge and experience working in diverse and under-resourced location/s across Indonesia.

Selection of members will be undertaken on a case-by-case basis, with priority given to individuals already engaged with TIF or YPKI in a technical or advisory capacity.

The technical areas of expertise of TAG members may include, but is not limited to, primary education, curriculum development, education system reform, education for sustainable development, education and learning in Indonesia, teacher capacity building, community engagement, grassroots activation, and alumni engagement, along with significant experience in programme design, service delivery, development and implementation, and innovation. Experience working with and for marginalised and Indigenous communities will be highly regarded.

Appointment

Each member will be required to complete a TIF conflict of interest declaration and appointment will be subject to evaluation of the declaration of interest form to determine whether or not appointment would give rise to a real, potential or apparent conflict of interest; and counter-signature by the appointee of TIF's invitation letter.

Members of the TAG shall be appointed for an undetermined period, with the term negotiable based on the individual members' availability and capacity.

Role of the TAG

The TAG will provide strategic and technical advice to TIF and YPKI to assure the quality of outcomes and content of the Learning for Sustainability program across its three pillars - Learning Centres, Local Teacher Training and Community Engagement - and will operate to increase awareness and access to technical information at the Board level.

- In the exercise of their advisory function, members of the TAG shall serve in their personal capacity, as voluntary experts advising TIF and YPKI; and in that capacity, members of the TAG shall provide TIF and YPKI with the best possible advice.
- Information and documentation that TAG members may gain access to will be considered as confidential and proprietary to TIF and YPKI.
- TAG members will endeavour to attend all scheduled meetings, and to actively participate in ad hoc meetings, email and in-person meetings as appropriate, including providing updates to the Board as required..
- Review of documents may also be requested of the TAG, as well as participation in other TIF and YPKI meetings and events.

1. Learning Centres

The TAG will advise TIF and YPKI specifically on:

1.1 The Learning for Sustainability Learning Centres Framework and delivery, including:

- a. Analysis of content and sequence for relevance
 - b. Assistance with lesson content planning and creation
 - c. Assistance in developing and validating measurement tools for student skills development
 - d. Assistance in program evaluation to strengthen quality delivery and student outcomes
 - e. Review of Framework to ensure that it meets students' needs and remains relevant to local context, and national/international developments
 - f. Trialing innovative initiatives to improve student outcomes.
- 1.2 Parents engagement and assessment of community perceptions.
 - 1.3 Ongoing improvement of data collection and monitoring.
 - 1.4 Direct capacity building of TIF and YPKI Management and Program team as required, or identification of external capacity building providers.
 - 1.5 Development and administration of alumni engagement and internships.

2. Local Teacher Training

The TAG will advise TIF and YPKI specifically on:

- 2.1 Indonesian education sector coordination.
- 2.2 Review, sign off and review of the Learning for Sustainability Local Teacher Training Framework produced through consultancy.
- 2.3 Equity and efficiency of provision of training opportunities, including needs assessments, selection criteria (geographic locations, schools, and individual participants) and engagement strategies.
- 2.4 Data collection, monitoring and evaluation, including pre and post assessment of participants.
- 2.5 Strengthening and optimising relationships with key government departments to ensure program impact data is well recorded and reported.
- 2.6 Development and administration of Teacher Training alumni engagement.

3. Community Engagement

The TAG will advise TIF and YPKI specifically on:

- 3.1 Best practice and frameworks to support the building of effective, sustainable relationships with the community.
- 3.2 Stakeholder mapping, analysis and engagement strategies with a diverse range of actors.
- 3.3 Setting objectives for building trust, co-creating solutions and fostering local ownership of projects, including the development of feedback mechanisms and communication channels.
- 3.4 Planning for long-term impact, including sustainability and exit strategies that prioritise the skills, resources and ownership of the program needed by communities to sustain initiatives after TIF/YPKI's involvement ends.

4. Board education

The TAG will advise TIF Board specifically on:

- 4.1 Recommendations and updates pertaining to (1), (2) and (3).
- 4.2 Any relevant updates pertaining to education/learning for sustainable development, education system reform in Indonesia, or any relevant emerging challenges and opportunities.

Meetings and Operational Procedures

The TAG will commence with monthly meetings - frequency may be adjusted following the initial three months, dependent on need and availability. The TAG meetings will be held through video/teleconferences.

Representatives of TIF and YPKI will co-chair the meetings and provide a secretariat function, including convening meetings, developing agendas, coordinating any working groups, etc. TIF and YPKI will/will not approve the participation of any suggested TAG meeting observers.

TAG will, as a rule, develop its advice by consensus - if a consensus cannot be reached, minority views/opinions will be reflected in meeting summary/minutes/reports. Following each meeting of the TAG, the TIF/YPKI secretariat will prepare a meeting summary, including the advice and recommendations proposed by the TAG. Any summary/minutes/reports will remain unpublished unless otherwise decided by TIF.

How to Apply

Interested applicants should submit a cover letter responding to the skills sought and expectations of the role with their CV by 29 November to courtney@theislandfoundation.com with the position title *Technical Working Group Member* listed in the subject line.

Applications should include two references with whom the applicant has demonstrated education/learning and Indonesia expertise.

All applications will be treated as confidential and only shortlisted applicants will be contacted.