Terms of reference (ToRs) for the procurement of services

Indonesia Energy Transition Facility (IETF) Project Pipeline Development Officer

A- Context

Indonesia holds vast renewable energy potential but remains heavily dependent on fossil fuels. Coal-fired power plants supply over 60% of the country's electricity, while gas accounts for close to 20% of generation. The new RUPTL 2025–2034 sets out PLN's development plan for the coming decade, with electricity capacity additions reaching 71 GW and a significant increase in renewable energy capacity.

Indonesia's energy transition is anchored in its Just Energy Transition Partnership (JETP), established during the G20 summit in Bali in November 2022. The Comprehensive Investment and Policy Plan (CIPP), published in November 2023, sets out an energy transition pathway, policy reform proposals and a financing framework. AFD implements France's EUR 500 million commitment under the JETP framework.

On 5 February 2025, AFD, the European Union, Indonesia's Ministry of Energy and Mineral Resources (MEMR), and PLN officially launched the Indonesia Energy Transition Facility (IETF), a EUR 14.7 million technical assistance programme spanning five years (2025–2030), funded by the EU (EUR 10.6 million) and AFD (EUR 4.1 million). The Facility is co-steered by AFD and the EU Delegation to Indonesia. In parallel, AFD supports Indonesia's energy transition through major financing operations, including a budgetary loan supporting energy transition governance reforms and a results-based loan supporting PLN's low-carbon investment plan.

The IETF is structured around two complementary components: Component 1 supports energy transition public policies and regulations, primarily with MEMR; Component 2 focuses on project preparation, institutional support and capacity building for energy state-owned enterprises, primarily PLN and potentially other SOEs depending on emerging needs. The IETF is now fully operational, with technical assistance activities underway across both components. Over the course of the first two years, several technical assistance workstreams have been launched with PLN — covering project preparation, capacity building, and institutional support — and a number of projects have been pre-identified for preparation under Component 2.

Component 2 pursues three interrelated objectives:

- Supporting the preparation and implementation of AFD's identified lending operations with PLN, including a wind energy project, a hydroelectricity project and a results-based loan to accelerate the deployment of wind, solar and transmission infrastructure;
- Identifying and preparing new projects across a range of technologies, including biomass, hydroelectricity, transmission and geothermal with energy SOE’s;
- Supporting energy SOEs in their just energy transition trajectory through targeted capacity building and institutional support, addressing gaps identified through both existing and pipeline projects.

As the facility enters its full implementation phase, the management structure needs to be strengthened to better respond to the evolving needs of the Indonesian counterparts and to ensure effective coordination across both components. The IETF is thus evolving and will be

from November 2026 fully coordinated by the IETF coordinator (under recruitment). ensure overall programme coherence, effective coordination between the two components, consolidated planning and reporting, and strong alignment with AFD's financing operations and sector strategy. The Project Pipeline Development Officer, the subject of these Terms of Reference, will be recruited to ensure project identification, to consolidate the project pipeline, ensuring the sustained delivery of Component 2 activities under the TA Coordinator supervision work in close collaboration with AFD Jakarta Agency and the AFD Energy Task Team Leader (TTL).

B- Objectives of the mission

Main objective: Support AFD in developing a robust pipeline of investment-ready energy projects under Component 2.

Specific objectives:
1. Develop and manage the Component 2 Project Pipeline
2. Lead recruitments and coordination of expertise for project identification
3. Provide targeted coordination support to the IETF Facility.

C- Description of the services

The consultant will be responsible for providing the following services, including but not limited to:

Task 1: Develop and manage the Component 2 Project Pipeline

1.Develop energy project pipeline

- Identify new investment opportunities with PLN, GDE and other SOEs.
- Screen projects against AFD priorities.
- Maintain and update the Component 2 pipeline.
- Monitor project maturity and identify bottlenecks.
- Recommend projects ready for AFD Identification Committee.
- Evaluate budget required for project preparation under the IETF

2. Lead recruitments and coordination of expertise for project identification

- Coordinate the different expertise to screen projects
- Lead procurement and recruitments procedure in accordance with AFD procedures and participate in selection committees.
- Identify and prepare new projects from screening to pre-feasibility when required (could be electricity transmission, hydro, geothermal, biomass projects)
- Draft terms of reference (ToRs) for consultants to be mobilised.
- Supervise sectoral experts recruited to support project selection and follow-up
- Review deliverables and initiate the corresponding payment requests
- Follow-up budget use for screening and file all required documentation
- Prepare the initial version of ToRs and procurement for project preparation (feasibility studies, ESIA) once a project has been validated by AFD's identification committee

- Support TAC to identify, design and supervise capacity-building and institutional-support activities.

Task2: Support the coordination of the IETF Facility

- Support the high-level strategic dialogue with PLN, GeoDipa Energi and other SOEs engaged under Component 2.
- Support the organisation of the annual meeting and mid-year review with PLN.
- Facilitate the validation of PLN's annual work plan.
- Participate to regular coordination meetings on Component 2 activities.
- Support the Facility Coordinator (TAC) on: the interface with the EU Delegation, overall IETF budget monitoring, updates to the consolidated work plan, external visibility requirements, and updates to the IETF Operational Manual.
- Contribute to the logistical organisation of Steering Committees, the preparation of presentations and minutes, and logframe/EU KPI tracking.
- Contribute to the preparation of EU narrative and financial reports and the associated payment requests.
- Participate in coordination with co-financiers (KfW, ADB/AIIB, JICA) and other donors (World Bank, etc.), as well as with Proparco.

D- Milestones and deliverables

Milestones of the IETF are listed in the table below with dates indicative. These milestones are repeated on the yearly basis (other deliverables may be added depending on the communications plan):

IETF Milestones	Expected date
IETF Steering committee with EU	March 2026 (already done)
Mid-year EU Steering Committee - governance	June 2026 (already done)
Mid-year EU Steering Committee – update **Mid-year PLN work plan review**	September 2026
Preparation of workplan 2027	10-12.2026
Annual meeting PLN	January 2027
Handover of EU annual report	Mid-February 2027
EU Steering Committee	March 2027
Implementation of activities	Throughout contract duration;

Similar calendar for upcoming years.

Mission's calendar

Estimated start date: between mid-October and early November 2026

Estimated duration of transmission between current IETF Project Management Unit and the selected consultant: 2 weeks to 1 months depending on starting date.

On-boarding: The mission will start with several days of on-boarding at AFD Paris to obtain the IT material and meet relevant services and personnel for the good pursuit of the mission.

The AFD Jakarta Energy team and Energy Task Team Leader will ensure the on-boarding of the selected consultant.

E- Required Qualifications

Education:
- Advanced university degree such as a masters in a field related to energy, public policy, or environment.
- An engineering degree would be a strong asset

Professional Experience:
- At least 2 years of professional experience, ideally including prior experience at AFD or, at a minimum, with another multilateral or bilateral development institution or the European Union.
- Demonstrated experience in project origination, investment pipeline development Demonstrated genuine interest in energy, technical related topics and energy transition issues, with a good understanding of the sector and its main stakeholders.
- Experience contributing to or managing a technical assistance project or programme — ideally in the energy sector and/or in Indonesia — would be a strong asset.
- Familiarity with feasibility studies for renewable energy power plants (hydroelectricity, wind, solar PV, biomass, geothermal) and/or with Environmental and Social Impact Assessments under international standards (e.g. World Bank) would be an asset.
- Proven experience working with Indonesian public sector companies is required, experience working with PLN is a strong asset.

Technical Skills:
- Good knowledge of renewable energy and energy transition issues, including the technical and financial aspects of energy projects.
- Proven familiarity with international standards for environmental and social management, particularly those of donors like AFD.
- Knowledge of Indonesian energy sector issues, including its main actors and consultants, would be a strong asset;
- Prior exposure to procurement and contract management under international donor procedures would be an asset.

Languages:
- Excellent command of English and French, both written and spoken.
- Fluency in Bahasa Indonesia is a strong asset but not mandatory.

Other Skills:
- Excellent sense of organization, with a proven ability to manage multiple priorities and deadlines effectively; strong project management and financial tracking skills.
- Strong project management, organizational, and financial tracking skills.
- Excellent interpersonal competencies, ability to take initiative and to work in a fast track and in an intercultural environment;
- Excellent communication skills, with the ability to interact with multiple partners and manage stakeholder relations.
- Ability to work independently

F- Conditions of the mission

The consultant shall be solely responsible for ensuring compliance with Indonesian laws and regulations regarding the choice of the umbrella company, employment arrangements, and the visa required to perform the assignment in Indonesia. AFD shall not be held responsible for the consultant's choice of umbrella company or visa arrangements.

Visa: The consultant is responsible for obtaining and maintaining the appropriate visa and work authorization required for the assignment. AFD will not provide administrative support for visa applications, although supporting documentation may be provided where appropriate if requested by the relevant authorities.

G- Available information

The following detailed information will be provided to the selected consultant:

- Detailed description of the IETF programme and the specific activities envisaged for 2026
- List of new projects under consideration for preparation
- All the elements available at AFD on existing projects

H- Format & methodology of the offer

The structure of the offer must correspond to the structure of the ToRs and must not exceed 10 pages (excluding CVs). The offer must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

In the offer, candidate is required to submit a technical and financial offer:

Technical Offer

The technical offer shall be structured as follows:

- **Curriculum Vitae (maximum 2 pages):** Present a single candidate, highlighting relevant education, professional experience and key qualifications for the assignment.
- **Understanding of the assignment and proposed contribution (maximum 1 page):** Describe the candidate's understanding of the objectives of the mission and the value he/she would bring to the implementation of the assignment under AFD's supervision.
- **Methodology and implementation approach (maximum 2 pages):** Present the proposed methodology for carrying out the assignment, including the organisation of the work, interaction with AFD and key stakeholders, indicative planning, and the proposed arrangements for missions.
- **Cover letter (maximum 2 pages):** Explain why the candidate is suitable for the position, highlighting the relevance of his/her background and presenting up to three significant achievements that best demonstrate the candidate's ability to successfully perform this assignment.

Financial offer

The financial offer is composed of the financial annex detailing the items below. The sum of all these items constitutes the budget mentioned in “Implementation modalities”.

- The daily rate of the consultant
- The fees of the umbrella company
- All contractual costs such as end-of-contract costs
- Shall the consultant live outside Indonesia, a flight at the beginning and the end of the mission can be included in the technical and financial offer.
- The expected total amount of reimbursable expenses for missions (including per diem). Consider the number of day of missions outside of Jakarta of 25 days par year
    - 2 missions in remote parts of Indonesia
    - All flights out of Indonesia that may be required to extend visa may be clearly explained, included in the technical and financial offer.
    - 1 flight to France to accompany a study trip of the IETF beneficiaries.
- Organisation of 2 days FGDs (including room rental, catering and translation).
- The amount of reimbursable expenses for health insurance, visa and telephone line.

I- Implementation Modalities

Duration: The Consultant shall start as soon as possible following selection and contracting, for an initial period of 1 year, renewable two times for six months each based on the AFD needs. The offers shall be prepared on the basis of 220 days per year.

Working conditions: The consultancy contract will be time based. Workload over the period of the services will be determined in the consultancy offer and refined in the Order slips emitted by AFD.

IT equipment: The consultant will be provided with IT equipment (laptop).

Work Location: At home. The consultant will have access to AFD office in Jakarta and to PLN office one day a week. Regular meetings to be held at PLN Jakarta and AFD Jakarta.

Number of working day: the expected number of worked days is 220 per year, making a total of 440 days over the contract period.

Missions

- Regular assignments in Jakarta.
- Several missions per year to Bangkok for coordination with the team at DR (REP + E&S project screening expert) and potential training sessions.
- One mission per year to France to liaise with AFD energy team and other relevant services
- Potential missions in Southeast Asia (ASE) for energy-related events.
- Potential missions within Indonesia outside of Jakarta for project identification

Mission Compensation

The missions shall be validated by AFD in writing upon presentation of budget and terms of references before the mission to be eligible to reimbursement.

Reimbursement based on actual expenses upon presentation of invoices for missions to Bangkok, Southeast Asia, France, and locations outside Jakarta in Indonesia (excluding meals).

Per diem (for meals) for missions outside of Jakarta: €50/day.

Flat-rate compensation of up to €1000 per month for missions in Jakarta.

Reimbursements

- Health insurance: Reimbursement based on actual expenses upon presentation of invoices.
- Visa: Reimbursement based on actual expenses upon presentation of invoices.
- Telephone line expenses: Reimbursement within reasonable limits.

Estimated budget

The estimated budget is 160,000 EUR HT for a 2-year period, including fees, all contractual costs and reimbursable expenses.