

[RFP Consultant]

Consultant needed to provide technical support to CLASP Indonesia (Apr–Sept 2026) through desk research and analysis, drafting and reporting, and project coordination support. The assignment will strengthen the quality and consistency of CLASP's technical outputs and evidence base to inform Indonesia's policy transition and MEPS strengthening, including support to market and policy analysis, development of reports and stakeholder materials, and coordination inputs across government, industry, and partners.

DUE: [23 MARCH 2026] at 23:59 ET QUESTIONS: [rsoebagiono@clasp.ngo]

About CLASP

[CLASP](#) is the leading global authority on efficient appliances' role in fighting climate change and improving people's lives. With 25 years of expertise, CLASP collaborates with policymakers, industry leaders, and other experts to deliver clear pathways to a more sustainable world for people and the planet.

CLASP is a global nonprofit with offices in Europe, India, Indonesia, Kenya, and the United States. We have worked in over 90 countries since our inception in 1999. We are mission-driven and committed to a culture of diversity, transparency, collaboration, and impactful work. Find out more [about CLASP](#).

Introduction

CLASP is seeking a qualified individual to provide technical support for but not limited to (1) desk research and analysis, (2) drafting and report support, and (3) project coordination support. The assignment will strengthen technical aspects of CLASP Indonesia data collection quality and consistency to generate actionable evidence to inform Indonesia's policy transition and the strengthening of minimum energy performance standards (MEPS).

Background

CLASP is an international non-governmental organization supporting governments and market actors to improve energy efficiency through Minimum Energy Performance Standards (MEPS), energy labeling, and market transformation programs. In Indonesia, CLASP works closely with government agencies, industry, and other stakeholders to strengthen evidence-based policy development across appliances and equipment with high energy and emissions impact.

CLASP Indonesia manages multiple parallel analytical and policy-oriented workstreams that require intensive desk research, data analysis, drafting, and iterative revision of technical outputs. To support ongoing and upcoming activities, CLASP seeks an **individual consultant** to provide technical and analytical support for MEPS-related research, desk study and report development support, to the Indonesia program team.

Timeline

Deadline for application: **23 March 2026**.

The consultancy will run from **1 April 2026 to 30 September 2026**.

It is expected to be part-time, with a maximum of 15 working days per month, and one working day equivalent to 8 hours.

Scope of Work

The tasks to achieve the above objective include, among others:

Task 1: Desk research and analysis

- Conduct desk studies on appliance and equipment markets relevant to MEPS, energy labeling, and market transformation.
- Review international best practices, standards, benchmarks, and regulatory frameworks.
- Collect, clean, and organize technical, market, and policy data from secondary sources.
- Support analysis of energy savings potential, emissions impacts, and market implications where required.

Task 2: Drafting and report support

- Draft and revise sections of technical reports, policy briefs, analytical memos, and presentations.
- Prepare technical notes, briefing papers, tables, charts, and figures to support reports and stakeholder materials.
- Support harmonization of structure, language, and formatting across documents.
- Incorporate comments and feedback from internal review cycles.

Task 3: Project and coordination support

- Support stakeholder mapping and synthesis of inputs from government, industry, and partners.
- Prepare slide decks, meeting materials, and internal briefing notes and present the materials to increase local stakeholder capacity.
- Document meeting notes and maintain revision or comment-tracking logs.
- Provide ad-hoc analytical or writing support to Associates as requested.

Key Deliverables

Deliverables will be task-based and recurring, depending on project needs, and may include:

- Desk study reports and analytical memos.
- Data tables, charts, and supporting analysis files.
- Inputs to CLASP reports, presentations, and stakeholder materials.

- Summary notes highlighting key findings and policy implications.

Specific deliverables will be agreed and confirmed on a monthly basis.

Key Qualifications

- Academic background in energy, engineering, economics, data analytics, or a related field.
- Experience in energy efficiency, MEPS, or appliance market analysis is desirable but not mandatory.
- Strong data analytics capability, including the ability to manage, analyze, and interpret quantitative datasets.
- Excellent desk research and analytical skills, with attention to detail.
- Ability to synthesize complex technical findings into clear, policy-relevant outputs.
- Experience working with government agencies or international development organizations is an advantage.
- Strong written and verbal communication skills in both English and Bahasa Indonesia are mandatory.

Submittal

Register as a Consulting Partner

Interested parties must [register as a CLASP Consulting Partner](#).

Submit Technical and Financial Proposals

Interested parties should submit separate technical and financial proposals electronically, in English, via this [form link](#) (preferably in PDF format). The files should be named as per the following example:

[CONTRACTOR_NAME] _Technical Proposal_ RFP YYYY-MM-DD
[CONTRACTOR_NAME] _Financial Proposal_ RFP YYYY-MM-DD

The length of the technical proposal should not exceed 20 pages and should include:

- Proposed approach and methodology for delivering analytical, research, and coordination support across the scope of work described
- Illustrative work plan describing how tasks would typically be organized and delivered across the consultancy period (April–September 2026), recognizing that specific assignments will be defined on a rolling basis
- Background and experience of conducting similar activities
- A summary of qualifications and experience of key personnel

The financial proposal (in IDR) should include a detailed budget with all direct and indirect cost estimates for executing the project, including Indicative level of effort (in days) and associated costs for each team member, based on the maximum expected workload described in the RFP.

CVs and related summaries of experience and qualifications of proposed project team staff should be included in an Annex and should not exceed 10 pages.

Optional At This Stage – Fill Out Pre-Qualification Questionnaire (PQQ)

All contractors must [fill out the PQQ](#) before working with CLASP. This can be voluntarily completed at the RFP stage but will be mandatory if a contract is awarded.

The PQQ is a thorough due diligence screening aimed at gathering legal and financial information on prospective partners/vendors. Contract awards are conditional upon passing the due diligence screening. Organizations that have already completed the PQQ do not need to complete it again unless the structure of the business has changed. If you are unsure, please email Andrea Testa (atesta@clasp.ngo) to determine next steps.

Evaluation Procedure

A committee appointed by CLASP will evaluate proposals received. Selection of qualified companies or organizations will be based upon the following criteria:

- **Technical Evaluation Factors**
- **Financial Evaluation Factors**

All bids will be evaluated and ranked using Quality and Cost Based Selection (QCBS), with 80 percent of the score accorded to the technical proposal, and 20 percent to the financial proposal. The detailed evaluation criteria can be found in Annex A.

ANNEX A: EVALUATION CRITERIA

Technical Approach (35 points): The technical approach described in the proposals will be evaluated on:

- The demonstrated understanding of the overall project context (15).
- The detailed work plan and approach clearly defining the target objectives and the strategy to achieve the objectives as outlined in the scope of work (20).

Management Structure and Staff Qualification (25 points): The proposed management structure and staff will be evaluated on:

- The professional qualifications and the extent to which the requisite expertise and experience of the key personnel will directly contribute to the completion of the tasks (25).

Past Performance and Corporate Experience (20 points): The experience and capacities of the contractor will be evaluated based on:

- The past performance, familiarity, and experience in understanding policies and program related to standards and labelling (10).
- Extent of local expertise including experience, qualifications, and track record in implementation of similar programs (10).

Cost Evaluation Factors (20 points): While the overall Technical Evaluation is the key factor in reviewing the proposal, the cost evaluation will be an essential factor in determining the final contract award and ability to remain in the competitive range and will be evaluated for feasibility, completeness, and practicality.

CLASP looks forward to reviewing your responses and would like to thank you in advance for your participation in this Request for Proposals. CLASP will notify all respondents who submit proposals when a decision has been made.

CLASP is an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for all employees. CLASP's goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. CLASP complies with all federal, state and local employment law in the countries we operate and is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, disability, political affiliation, personal appearance, family responsibilities, matriculation, genetic information, military or protected veteran status, credit information or any other characteristic protected under federal, state or local law.

Each person is evaluated based on personal skill and merit. CLASP's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.