

## **Term of References**

### **Consultant for Institutional Goal Setting and Performance Management Process**

### **Save the Children Indonesia**

#### **Background**

Save the Children Indonesia (SC IDN) gained full membership status in the Save the Children Association (SCA) in 2025 and is committed to continuously strengthening its internal capacity to achieve our 2030 ambition of **triple impact, double income, as one team**.

To realize this ambition, strengthening organizational performance management is essential. Through the development of its Country Strategic Plan (CSP), Save the Children Indonesia has established a set of indicators across strategic, enabler, program, and humanitarian pillars to be achieved during the 2025–2027 period.

As part of this effort, we aim to enhance our performance management system by incorporating both **OKRs (Objectives and Key Results)** and **KPIs (Key Performance Indicators)**, aligning institutional goals with individual objectives, and integrating performance management with our **rewards and recognition system**. This integrated approach is expected to strengthen alignment, boost motivation, and improve accountability across the organization.

To support this initiative, we are seeking a consultant to guide the organizational goal-setting process, cascade institutional strategy to the individual level, and deliver training for our management team to ensure successful implementation.

#### **Objectives**

The overall objective of this consultancy is to design and facilitate the cascading of organizational KPIs into department and individual performance targets, while also equipping SC IDN staff with the knowledge and tools required to continue the process sustainably.

#### **Scope of Work**

The consultant will directly report to CEO of SC IDN. They also work closely with the Head of People and Organization Development (POD), Head of Transformation, and Head of REALM.

The consultant will be responsible for:

- 1) Designing approach to identify the KPI based on resources that the Organization has.
- 2) Designing a structured approach and methodology for cascading KPIs from organizational to departmental and individual levels.
- 3) Facilitating workshops with dept/unit head and staff to cascade KPIs.
- 4) Developing tools and templates to support KPI tracking and performance measurement.
- 5) Delivering training sessions and knowledge transfer to staff, ensuring they are equipped to replicate and maintain the KPI cascading process in the future.
- 6) Preparing a final report summarizing the cascading process, training delivered, and recommendations for ongoing improvement

#### **Deliverables**

Deliverables are submitted monthly, along with the record of monthly activities, to be reviewed and approved by the supervisor and organization.

Deliverables may include but are not limited to the following:

- Inception report with proposed approach and work plan.
- Guideline and tools on cascading institution's goal into individual KP
- Facilitated workshops for cascading KPIs, including presentation and worksheet.
- Training modules and sessions for staff.
- A brief session to provide recommendation to SCIDN performance management and rewards mechanism

### Qualifications

#### Essential:

- Proven experience with 15+ years in organizational development, performance management, and HR strategy.
- Strong knowledge of OKR/KPI frameworks and cascading methodologies from institutional to individual level.
- Experience in delivering training, coaching, and knowledge transfer.
- Excellent facilitation, communication, and reporting skills

#### Desirable:

- Previous experience in the non-profit sector
- Solid knowledge on performance management and rewards mechanism

### Assignment Details

<b>Duty Station</b>	: SCIDN Jakarta office
<b>Duration</b>	: November 2025 – January 2026
<b>Arrangement</b>	: Hybrid.
<b>Line Coordination</b>	: Consultant will work under the supervision of the CEO with close coordination with Head of POD, Head of Transform Hub, and Head of REALM.

### Application Requirements

Please send your company profile and sample portfolio of previous works related to innovation, along with a cover letter highlighting your suitability and motivation to apply for this position. The application should be submitted via email to: [procurement.indonesia@savethechildren.org](mailto:procurement.indonesia@savethechildren.org), no later than **28 October 2025**.

*Save the Children invests in childhood – every day, in times of crisis and for our future. In the United States and around the world, we are dedicated to ensuring every child has the best chance for success. Our pioneering programs give children a healthy start, the opportunity to learn and protection from harm. Our advocacy efforts provide a voice for children who cannot speak for themselves. As the leading expert on children, we inspire and achieve lasting impact for millions of the world's most vulnerable girls and boys. By transforming children's lives now, we change the course of their future and ours.*

*Save the Children is committed to conducting its programs in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. As a humanitarian agency, Save the Children is obliged to create and maintain an environment that aims to prevent the sexual exploitation and abuse of children and promote the implementation of its child safeguarding policy. All representatives of Save the Children – employees, volunteers, interns, consultants, Board members and others who work with children on Save the Children's behalf – are expected to conduct themselves in a manner consistent with this commitment and obligation.*