

CALL OF QUOTATION

Procurement Nbr:	002/Prog/UCLG ASPAC/II/2026
Procurement Title:	SDGs Center Consultancy for Synchronisation of RAD SDGs 2025–2030 with RAN SDGs in Four Provinces
Purpose:	Hiring the SDGs Center in Support for the Development of Policy Recommendations and Documentation of Best Practices
Division:	Strategic Services and Programme
Duty Station:	UCLG ASPAC Secretariat
Date and Location:	February – March 2026
Budget Code:	5300 – SDGs Localisation
Position Holder:	Identified SDGs Center from Public University
Posting Date:	04 February 2026
Closing Date:	15 February 2026

A. BACKGROUND

The Government of Indonesia, through the SDGs National Secretariat under the Ministry of National Development Planning (PPN/Bappenas), continues to strengthen the implementation of the Sustainable Development Goals (SDGs) 2025–2030 at the sub-national level. One of the key instruments to ensure alignment between national priorities and local development agendas is the preparation of the Regional Action Plan (Rencana Aksi Daerah / RAD) SDGs at the provincial level.

In order to ensure that the formulation and finalisation of RAD SDGs are grounded in strong analytical foundations, evidence-based approaches, and substantive policy coherence, **the engagement of SDGs Centers is considered essential**. SDGs Centers will play a strategic role in providing technical expertise, policy analysis, facilitation of multi-stakeholder engagement, and documentation of good practices in SDGs implementation.

In this context, UCLG ASPAC, with support from Tanoto Foundation and in collaboration with the SDGs National Secretariat, aims to **recruit and engage SDGs Centers as Technical Consultants** to provide substantive and technical assistance for the formulation of RAD SDGs 2025–2030 in four provinces: North Sumatra, Riau, Central Java, and East Kalimantan. This assignment includes the preparation of policy recommendations to strengthen the implementation, monitoring, and evaluation of RAD SDGs, as well as the documentation of good practices emerging from the formulation process.

The consultancy assignment will be conducted through desk research, a series of meetings and interviews with local stakeholders, including Bappeda and relevant non-state actors in the designated provinces, from February to March 2026. Upon concluding those aforementioned activities, each SDG Center will wrap up the assignment by writing the report of policy recommendations and documentation of best practices of RAD SDGs in each province.

UCLG ASPAC will facilitate the assignment contract with the SDG Center and will do the overall coordination and guidance, while **the hired SDGs Centers will serve as the primary providers of substantive, analytical, and technical inputs**, including desk research, facilitation of meetings, interviews and policy

analysis, preparation of reports, and identification of good practices. The outputs will be submitted to UCLG ASPAC as the final deliverables of the assignment.

B. OBJECTIVES

The objectives of this activity are:

1. To engage SDGs Centers in providing substantive and technical assistance for the formulation and implementation of RAD SDGs 2025–2030 in four target provinces;
2. To strengthen provincial capacities in the implementation, monitoring, and evaluation of RAD SDGs through evidence-based policy recommendations;
3. To produce systematic documentation of locally-led good practices of RAD SDGs formulation in four target provinces through analytical and knowledge-based approaches.

C. EXPECTED RESULTS

The expected outputs of the activity are:

1. Technical assistance for the following four provinces in producing RAD SDGs 2025–2030 documents for:
 - North Sumatra
 - Riau
 - Central Java
 - East Kalimantan
2. Four (4) provincial-level policy recommendation reports on the implementation, monitoring, and evaluation of RAD SDGs.
3. One (1) good practice documentation report on the provincial RAD SDGs formulation process in each province.

D. DATE & VENUE

The activities will be implemented during the period of:

- February – March 2026

The venues will be the SDGs Center and Bappeda offices of the respective provinces, and the main activities will include:

- Desk research on relevant documents and policy briefs;
- Strategic coordination, technical reviews, and meetings in the respective provinces (both offline and online) with Bappeda Province, relevant local government agencies, SDGs National Secretariat, Tanoto Foundation and UCLG ASPAC;
- Provincial workshops and focus group discussion (FGD) sessions in the respective provinces.

E. SPECIFICATION

The SDGs Center (Service Provider) will be expected to meet the following requirements:

1. A minimum of 3 years of relevant institutional experience in SDGs-related research, policy analysis, regional development planning, or technical assistance to government institutions.
2. Demonstrated familiarity with the SDGs framework, particularly the development of RAD SDGs with RAN SDGs and RPJMD alignment, and sub-national SDGs implementation.
3. Proven experience in supporting provincial or local governments, especially Bappeda, through policy formulation processes, technical reviews, or facilitation of multi-stakeholder engagement.

4. Strong analytical and writing capacity in preparing policy recommendation reports, analytical studies, and documentation of good practices.

5. Excellent facilitation, communication, and coordination skills, including experience in conducting workshops, FGDs, peer learning sessions, and technical consultations.
6. Ability to communicate effectively in Bahasa Indonesia (mandatory) and English (preferred), both orally and in writing.
7. Institutional capacity to mobilise a multidisciplinary team and deliver outputs within the agreed timeline, both independently and in coordination with UCLG ASPAC and government counterparts.

F. SCOPE OF WORK

Under the supervision and guidance of UCLG ASPAC in coordination with Tanoto Foundation and SDGs National Secretariat of Bappenas, the SDGs Center will perform the following tasks:

The assignment aims to provide technical assistance to Provincial Governments in strengthening, aligning, and finalising the Regional Action Plans for the Sustainable Development Goals (RAD SDGs) through structured coordination meetings, policy dialogue, and capacity-building activities across four provinces: North Sumatra, Riau, Central Java, and East Kalimantan.

The SDG Center will be recruited from a locally based university and will serve as a consultant to do the following tasks:

- Assist Bappeda Province with the development of RAD SDGs, in coordination with Bappeda Province and SDGs National Secretariat.
- Facilitate technical meetings, FGDs. Workshops and or consultative meetings as part of RAD SDGs development.
- Prepare a policy recommendation report in support of effective and result-based SDGs implementation in provincial level.
- A comprehensive technical review and finalisation process will be undertaken to ensure the quality and consistency of RAD SDGs documents and supporting policy frameworks. In parallel, best practices arising from the assistance process will be documented.

Activities include:

- Technical review and validation of RAD SDGs 2025–2030 documents;
- Finalisation of policy recommendation documents;
- Compilation of best practices and supporting documentation.

Outputs:

- Finalised RAD SDGs 2025–2030 documents in four provinces;
- One (1) best practices compilation;
- One (1) comprehensive policy recommendation report

G. TIME FRAME

The SDGs Center will have 2 (two) month-working period, from End of February 2026 to March 2026. For further details on the timeframe, please refer to **Appendix I: Time Frame**.

F. HOW TO APPLY:

The applicants are invited to submit:

1. **CV (maximum 3 pages);**
2. **Brief Cover Letter and Portfolio** outlining relevant experience and availability
3. **Financial proposal**

Please send your application by **15 February 2025** with the email subject: **SDGS Center - [University Name]** to: procurement@uclg-aspac.org – copy to: hendra.adi@uclg-aspac.org

This Call for Quotation is creating to formalise the appointment of an identified candidate based on prior evaluation and management decision.

**-UCLG ASPAC is committed to diversity and inclusion and
encourages qualified candidates of all backgrounds to apply-**

Annex I: Time Frame

Aktivitas	Luaran	Programme Timeline															
		Januari 2026				Februari 2026				Maret 2026				April 2026			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Partisipasi dalam lokakarya dan rapat teknis penyusunan RAD SDGs untuk memberikan masukan teknis untuk RAD										v	v	v	v				
Koordinasi dan penjajakan dengan Bappeda	Terbangunnya kesepahaman dan kesiapan dukungan dari Bappeda kepada SDG Center					v											
Kajian/ <i>desk research</i> dokumen perencanaan pembangunan dan laporan monev pelaksanaan SDGs di daerah, dan dokumen lain yang relevan	Draft pointers dokumen rekomendasi kebijakan dan identifikasi best practice						v										
Pengumpulan data melalui interview/wawancara/diskusi dengan Bappeda dan stakeholder (offline dan online)	Notulensi, dokumentasi kegiatan						v	v									
Menyusun draft laporan rekomendasi kebijakan dan kompilasi daftar <i>best practice</i> penyusunan RAD SDGs						v	v										
Pengiriman draft laporan rekomendasi kebijakan dan kompilasi daftar best practice								v									
Review draft laporan rekomendasi kebijakan(UCLG ASPAC)									v								
Revisi dan pengiriman naskah akhir laporan rekomendasi kebijakan dan kompilasi <i>best practice</i>	Laporan final dokumen rekomendasi kebijakan dan kompilasi <i>best practice</i>									v	v						