

Recruitment	: <u>Independent Consultant for Communication and Knowledge Management</u>	
Based/Location	: <u>Jakarta</u>	Scope/Area: <u>National Level</u>
Duration	: <u>February – December 2026</u>	LOE: <u>50% (part-time)</u>
Report to	: <u>Chief of Party (COP)</u>	

BACKGROUND: Yayasan Jalin Komunikasi Indonesia (Jalin Foundation), a local non-profit organization, commits to improving the quality of life of Indonesian people by empowering all levels of society through Social Behavioral Change (SBC). We have a well-established capacity to address public health issues, including family planning, maternal and child health, nutrition, COVID-19 response, and promoting healthy lifestyles through evidence-based interventions, partnerships, and a multi-disciplinary approach. Jalin has a strong capacity for social and behavior change, utilizing evidence-based approaches and strategic messaging to effectively promote positive behavior change and shift social norms. Jalin Foundation uses SBC best practices to ensure people have the information and motivation to make healthy choices for themselves, their families, and their communities. The projects managed by the Jalin Foundation partners with various stakeholders, including the government, media, community/religious figures, and civil society organizations, to contribute to achieving a positive impact regarding health issues. Currently, Jalin Foundation is managing various funded projects, i.e., Meatless Monday campaign, Tobacco Control (Preventing and reducing tobacco use among Indonesian teens), and The Challenge Initiative (TCI).

PROJECT DESCRIPTION: As part of a global initiative, Jalin Foundation manages The Challenge Initiative as TCI hub for Indonesia. TCI is a demand-driven, systems-strengthening program that promotes local ownership and sustainability in Family Planning and Reproductive Health (FP/RH). The program positions city governments as the primary drivers of change and provides targeted technical assistance and capacity strengthening to improve governance, program management, and FP/RH service delivery. TCI supports cities to better use existing financial, institutional, and human resources.

Jalin Foundation serves as the national TCI hub in close collaboration with city governments and key stakeholders, under the leadership of the Ministry of Population and Family Development (Kemendukbangga/BKKBN). In Year 1, TCI will be focusing on building strong program foundations by developing evidence-based and data-driven strategies and implementation plans that strengthen city readiness. This process begins with national-level policy alignment and introduction of the TCI model in coordination with BKKBN, followed by a data-informed approach to engaging cities with the greatest need to improve FP/RH outcomes.

Jalin Foundation is currently seeking a motivated and qualified candidate as a part-time consultant (LOE = 50%) for the position of **Communications & Knowledge Management Consultant** to support the project's communication and knowledge management functions. The role will focus on documenting program learning and results, and translating evidence and experience into clear, accessible content for national and international audiences.

POSITION OVERVIEW: Working closely with the TCI, BKKBN, MLE Officer, and City Managers to provide content inputs and conduct reviews, **the Communication and Knowledge Management Consultant** will be responsible to write and document program learning and results from the TCI project at the national level and in two participating cities (to be determined), and to support the preparation of clear, user-friendly written materials for publication and knowledge sharing.

Key Responsibilities will include but not limited to:

1. Draft and edit written documentation of program learning and results from national and city-level implementation, in line with project reporting requirements.

2. Prepare publishable written products for TCI platforms (including TCI University), with format determined by project needs (e.g. learning notes, blog post, stories, summaries, or short reports).
3. Revise, package, and finalize draft materials developed by the project team into clear, well-structured products ready for publication.
4. Support the simplification and refinement of selected toolkits, guides, or learning materials to improve clarity and user-friendliness, based on technical inputs from project staff.
5. Coordinate with the COP, MLE Officer, and City Managers to ensure content accuracy, consistency, and alignment with agreed project messaging.

Deliverables

1. Written documentation of program learning and results from national and city-level implementation, prepared as part of project reporting requirements.
2. At least four publishable communication products during the year (one per quarter), with the format determined by project needs. Products may include learning notes, stories, blog posts, summaries, or short reports, as appropriate.
3. Edited and simplified versions of selected toolkits or learning materials to improve readability and usability.
4. Organized a folder of finalized written outputs.

Qualifications:

1. Strong writing and editing skills, with the ability to produce clear and engaging content for public and non-technical audiences.
2. Ability to translate inputs and direction from technical staff into well-structured written products.
3. Experience writing reports, stories, or learning materials for development or institutional settings is an advantage.
4. Proficiency in English; working knowledge of Bahasa Indonesia is required for coordination and reviewing source material.
5. Preferably a Bachelor's degree in Communication, Development Studies, Knowledge Management, Public Health, Social Sciences, or a related field.
6. Minimum 3–5 years of experience working on public health programs with international donors, including collaboration with government counterparts and multiple stakeholders.

Interested candidates may submit current resume and cover letter (no more than 4 pages) to:
info@jalinfoundation.or.id by **COB Friday – February 13, 2026**.

Please notify the position applied in the subject line.

(Only short-listed candidates will be notified)

Jalin Foundation is committed to safeguarding the interests, rights, and well-being of children and young people with whom it is in contact and to conducting its programs and operations in a manner that is safe for children and young people. Jalin Foundation is also committed to promoting Gender Equality, Disability Rights, and Social Inclusion