



UNIVERSITAS TRISAKTI

UNIVERSITAS TRISAKTI
FAKULTAS KEDOKTERAN
FACULTY OF MEDICINE - UNIVERSITAS TRISAKTI

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PERMISSION LETTER

Number : 1641/USAKTI/FK/01B/V/2026

To Whom It May Concern

This is to certify that dr. Ade Dwi Lestari, M.Kes, Sp.Ok is a faculty member (Lecturer) at the Faculty of Medicine, Universitas Trisakti, Indonesia. We have been informed of her engagement as a consultant under the program:

“TA-10183 INO: Supporting Essential Health Actions and Transformation Program – Health Promotion (Occupational Health Lead) (54224-001)”

implemented by the Asian Development Bank (ADB) in collaboration with the Ministry of Health of the Republic of Indonesia.

The Faculty of Medicine, Universitas Trisakti hereby has no objection to and grants permission for dr. Ade Dwi Lestari to undertake this consultancy assignment for the period of May to August 2026.

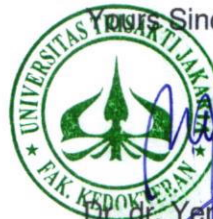
We understand that the assignment is conducted on an intermittent basis and will not interfere with her primary duties and responsibilities as a lecturer.

We also recognize that this engagement contributes positively to her professional development, as well as to academic advancement and institutional collaboration in the field of occupational health.

This letter is issued upon request for administrative purpose.

Jakarta, 13 May 2026

Sincerely,



Dr. dr. Yenny, Sp.FK.

Dean

Faculty of medicine Universitas Trisakti



Takwa-Tekun-Terampil, Asah-Asih-Asuh, Satria-Setia-Sportif





Asian Development Bank

Date: 14 April 2026

To: **Ade Lestari**

Jl. Asem Baris Raya No.8E, Kebon Baru. Tebet, Jakarta Selatan, 12830
Jakarta Selatan, DKI Jakarta, 12830
Indonesia

Dear Ms. Lestari:

Contract No. S221898

TA-10183 INO: Supporting Essential Health Actions and Transformation Program - Health Promotion (Occupational Health Lead) (54224-001)

The Asian Development Bank (ADB) offers to engage you for consulting assignment stated above.

Our offer is valid for 5 days. ADB reserves the right to consider its offer withdrawn, if counter-offer for higher remuneration or other change of terms and conditions is presented. The counter-offer might not be considered, and ADB may opt to negotiate with the next ranked candidate.

Please study the terms and conditions and appendixes.

Please use Consultant Management System to accept the offer, by filling electronic forms and attaching signed offer, recent copy of government issued ID and Bank details. ADB normally pays Remuneration and Out-of-Pocket expenses in USD. Candidate may choose to be paid in other currency for Remuneration only.

Sincerely,

[electronically signed 14 Apr 2026]

Galiya Ismakova

Director

Procurement Division

Appendixes:

Appendix A: Terms and Conditions

Appendix B: Terms of Reference

Appendix C: Remuneration and Reimbursable Expenses

Appendix D: Consultant's Timesheet

Appendix E: Standards of Conduct

Appendix F: ADB's Anticorruption Policy Requirements

Confirmation of Acceptance

TERMS AND CONDITIONS FOR CONTRACT NO. S221898

DEFINITIONS

- D-1. **Consultancy inputs** means the amount of the time when the Consultant's services are required during the engagement. Consultant input is normally expressed in **Working Days** unless otherwise specified. **Home Office** work means Consultant's work at the Consultant's own office or residence; **Field** work means Consultant's work at an **Assignment Location** other than the Consultant's Place of Residence.
- D-2. **Consultant** means the person who will provide the service under this contract.
- D-3. **Consultant's Place of Residence** is the city or province where the Consultant holds permanent residence or office.
- D-4. **Contract** comprises the Offer Letter, the Specific Conditions, the General Conditions, the Standards of Conduct, the Notice to Proceed (NTP) and all Appendixes to any of these documents. The Contract becomes effective upon receipt of ADB's NTP. NTP is issued after the Consultant accepts the offer.
- D-5. **D** for Definitions; **S** for Specific Conditions, and **G** for General Conditions.
- D-6. **Executing Agency (EA)** is the organization or government agency the Government of the Technical Assistance (TA) recipient country designates to implement the TA. The reference to EA in the General Conditions may be disregarded if the Consultant is engaged as a staff consultant.
- D-7. **Firm** means the company or organization through which the Consultant is engaged. The reference to "Firm" in the General Conditions may be disregarded if the Contract is signed directly between ADB and the Consultant.
- D-8. **Project** means an ADB financed project for which the Service is required.
- D-9. **Services** means the services the Consultant will perform as specified in the **Terms of Reference ("TOR")** in Appendix B.
- D-10. **Standards of Conduct** means the standards of conduct set out in Appendix E which the Consultant is required to comply with.
- D-11. **Term of Engagement** means the period when the Contract is effective.
- D-12. **User Unit** means the ADB office or division that uses and supervises the Consultant. User Unit issues NTP. The Consultant should report to the User Unit during Term of Engagement.
- D-13. **Working Day (WD)** means a day on which the Consultant is required to work and has provided inputs to the Services on a full-time basis or the Consultant is required to travel and has made the travel for the Services.

TERMS AND CONDITIONS FOR CONTRACT NO. S221898**SPECIFIC CONDITIONS**

- S-1. **Term of Engagement:** The Consultant shall make herself available for Services from 27 Apr 2026 to 31 Aug 2026 on an intermittent basis. The commencement date is confirmed in the Notice to Proceed (NTP). Should the NTP indicate a commencement date and completion date different from the above, the NTP shall prevail.
- S-2. **Consultancy Inputs:** Total of 65 working days.
- S-3. **Assignment Location:** Jakarta, Indonesia.
- S-4. Details on S-1 to S-3 are further specified in the **Terms of Reference (TOR)** in **Appendix B**.
- S-5. **Remuneration:** USD [REDACTED] per working day as defined in D-13. Payment will be made in accordance with **General Conditions Clause 3, 4, 5, and Appendix C**. The consultant is expected to work not more than **5** days per week for Home Office Work and **6** days per week for Field Work, excluding the time required for travel, for the Services.
- S-6. **Out-of-Pocket Expenses:** Details are specified in **General Conditions Clause 4 and Appendix C**.
- S-7. **Maximum Payment:** USD [REDACTED]
- S-8. **Insurance:** ADB provides a Global Group Insurance Policy (GGIP) covering the engagement term. Benefits and other terms and conditions of Insurance Policy are subject to change without prior notice as a result of negotiations between ADB and Insurance Provider. Current coverage description is available at [Global Group Insurance Plan for Consultants](#).
- S-9. **User Unit:**
 Ye Xu
 Senior Health Specialist
 Human and Social Development Sector Office
 Sectors Department 3
 Fax.: (63 2) 8636-2444
 E-mail: yexu@adb.org
- S-10. **Advances:** None
- S-11. **Executing Agency:** Ministry of Health
- S-12. **Currency of Payment:** As specified in S-5 and S-6.
- S-13. **Bank Account:** Refer to the Consultant's Payment Information under CMS Profile for the most up-to-date payment details.
- S-14. **Consultant's Information:**
 Ade Lestari
 Jl. Asem Baris Raya No.8E, Kebon Baru, Tebet, Jakarta Selatan, 12830
 Jakarta Selatan, Dki Jakarta, 12830
 Nationality: INO
 Fax No.:
 E-mail: DR.ADEL1212@GMAIL.COM

Indonesia

S-15. **Billing Unit:**

Fax No.:

E-mail:

Controller's Department

S-16. To reduce the safety and security risks to the Consultant, it is recommended that the Consultant complies with the requirements detailed in the following link [Recommended security requirements for ADB Individual Consultants](#), as updated from time to time. Failure to comply with these requirements may affect ADB's ability to provide assistance to the Consultant in the event of an emergency.

TERMS AND CONDITIONS FOR CONTRACT NO. S221898

GENERAL CONDITIONS

G-1. Performance of the Consultant

- a. On any working day when the Consultant's inputs are required, the Consultant shall work full time and exclusively for the assignment. The Consultant shall not undertake any other assignment with ADB or any other institution during such periods. The Consultant shall diligently and effectively perform the Services during the Term of Engagement.
- b. The Consultant shall cooperate with ADB, and, where applicable, with the Executing Agency under a Technical Assistance assignment. ADB reserves the right to evaluate the Consultant's performance and to retain confidential records of the performance evaluation to refer to if the Consultant is considered for future engagements. The performance evaluation criteria are provided in the Individual Consultant Performance Evaluation Form which is accessible at [performance-evaluation-individual-consultant.doc](#).

G-2. Ethics and Integrity

- a. The Consultant shall, at all times, observe and comply with the Standards of Conduct and ADB's Anticorruption Policy Requirements.
- b. The Consultant warrants that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in this Contract have been given or received in connection with the selection process or in the Contract's execution.

G-3. Remuneration

- a. ADB pays the Consultant's remuneration either to the Consultant or, if ADB engages the Consultant through a firm, to the firm. ADB pays remuneration for the period in which ADB requires the Consultant's full time commitment to provide Consultancy Inputs. The payment is subject to the terms and conditions in Specific Conditions Clause 5, Appendix C, General Conditions Clause 3, Sections b, c, d, and General Conditions Clause 5.
- b. If Specific Conditions Clause 5 indicates a lump sum payment for the Services, the Consultant's remuneration and OPE, except for any reimbursable expenses specified in Appendix C, will be paid in lump sum in accordance with a payment schedule shown in Appendix C.
- c. If Specific Conditions Clause 5 does not indicate a lump sum, ADB pays the remuneration computed by multiplying the Working Day rate indicated in S-5 and the number of Working Days that the Consultant has worked or traveled as required by ADB and in accordance with the Terms of Reference.
- d. The Consultant is expected to work not more than five or six days within a calendar week depending on the nature and location of the Services. The maximum number of days per calendar week that the consultant may claim for remuneration is specified in S-5 depending on the nature of the Services.
- e. If the Consultant is required to travel during a weekend, the Consultant will be remunerated using the Working Day rate for the time spent on travel via the most direct route. The allowable travel time will not be accounted against the

weekly maximum limit of Working Days.

- f. ADB does not accept claims from the Consultant or the Firm for payments exceeding the maximum weekly limit unless such claims are certified by the User Unit with justification.
- g. For processing the payment, the Consultant is required to complete an accurate timesheet for the actual input that the Consultant has provided for the assignment. A template of the timesheet is in Appendix D. The Consultant's timesheet and payment will be subject to ADB's audit. The Consultant or the Firm shall not make multiple claims to ADB and/or other clients concurrently for the same Working Days and travel days remunerated by ADB for the Services and **shall be deemed to make a representation to this effect at the time of submission of each invoice.**
- h. ADB uses a remuneration system to determine the amount it offers for each assignment. If ADB re-engages the Consultant for a new assignment in the future, the remuneration it offers might be different from the rate for this assignment, which is indicated in Specific Conditions Clause 5.

G-4. **Out-of-Pocket Expenses (OPE) and Reimbursable Expenses**

- a. If Specific Conditions Clause 5 does not indicate a lump sum for Remuneration and OPE, ADB will pay OPE to the Consultant, or the Firm if the Consultant is engaged through a firm, for actual costs substantiated by receipts of purchase or other supporting documents as specified in Appendix C, unless otherwise specified. Details of the OPE are shown in Appendix C which may include the following:
 - i. Per Diem allowance is a daily allowance for accommodation and subsistence when the Consultant stays overnight at a place other than the Consultant's Place of Residence to perform the Services during the Consultant's Term of Engagement. Per Diems follow ADB's current standard per diem rates (see Appendix C for the per diem rate applicable to this Contract).
 - ii. Travel Cost covers all transportation costs the Consultant reasonably incurs in traveling for the Services including the cost of transportation by appropriate public transport between the Consultant's Place of Residence and the nearest convenient international airport. Air travel should be less than first class and by the most direct route with connecting flights. Extra costs for non-work related stop-over en-route exceeding the allowable travel time or for non-direct route flights shall be at the Consultant's own expense.
- b. If Specific Conditions Clause 5 indicates a lump sum for Remuneration and OPE without reimbursable expenses, ADB will make payments following the payment schedule in Appendix C and in accordance with General Conditions Clause 5.
- c. If Specific Conditions Clause 5 indicates a lump sum for Remuneration and OPE with reimbursable expenses, ADB will make payments following the payment schedule in Appendix C and in accordance with General Conditions Clause 5 and reimburse either the Consultant or the Firm the actual cost of the reimbursable expenses.

G-5. **Payment**

- a. ADB makes payment in accordance with Specific Conditions Clause 5, General Conditions Clause 3, and General Conditions Clause 6 when applicable, within a reasonable period, normally (depending on General Conditions Clause 5-c) not more than 30 days, unless otherwise specified in Appendix C, from ADB's receipt of the invoice from the Consultant, or the Firm if the Consultant is engaged through a Firm.
- b. Unless otherwise specified in Appendix C, the invoice shall be submitted to the User Unit each month together with a statement or monthly time sheet/record showing the time the Consultant spent during that period performing the Services and with the supporting documents for the reimbursable expenses as required in Appendix C.
- c. Payment follows the User Unit certifying that Services are satisfactory.
- d. ADB payments shall be made to the bank account as specified in Specific Conditions Clause 13.
- e. ADB will remit payments only to the individual consultant's own bank account or to the Firm's bank account, if the individual consultant is engaged through a firm. ADB will not remit funds to third-party accounts. The Consultant or Firm is responsible for ensuring that correct and up-to-date bank account details are provided in the Consultant's Payment Information within the CMS Profile. Frequent changes are highly discouraged by ADB and for each change, a written request signed by the authorized representative of the Firm shall be uploaded in CMS.
- f. The Consultant, or the Firm if the Consultant is engaged through a firm, shall submit the final invoice within 60 calendar days after the completion of the Term of Engagement or termination of the Contract. If no final invoice is received by ADB within 60 calendar days after the completion of the Term of Engagement or termination of the Contract, ADB shall make the final payment based on the Contract's account record certified by the User Unit after the settlement of any pending matters, such as outstanding advance payment, Contract variations or handover of equipment by the Consultant to ADB if any equipment is purchased by the Consultant using ADB funds. ADB will then close the Contract account after the final payment. All payment claims to ADB, if any, from the Consultant or the Firm, shall be considered as irrevocably waived after the closure of the Contract account.
- g. Total payment under this Contract shall not exceed the maximum amount indicated in Specific Conditions Clause 7 unless ADB issues a Contract variation order to amend the maximum amount.
- h. Except for the monthly and final invoice which shall be submitted by the Consultant to the User Unit, all requests for advances, queries and follow-ups regarding status of payments should be sent to the Billing Unit.

G-6. **Advances** - The Consultant, and the Firm if the Consultant is engaged through a Firm, may request an advance on OPE up to the amount as indicated in Specific Conditions (Specific Conditions Clause 10). The advance will be recovered in the number of installments specified in Specific Conditions Clause 10 starting from the first billing. The User Unit must approve additional advance(s) and recovery is adjusted.

G-7. Insurance

- a. Check Specific Conditions Clause 8 on applicability of b) or c) below.
- b. Where ADB engages the Consultant directly, ADB shall provide a Global Group Insurance Policy (GGIP) as described at [Global Group Insurance Plan for Consultants](#). The GGIP covers the duration indicated in Specific Conditions Clause 1. Benefits and other terms and conditions may change without prior notice. Usually terms and conditions are reviewed annually when the contract with the Insurance Provider is renewed.
- c. Where ADB engages the Consultant through a Firm, ADB shall undertake no responsibility for life, accident, travel, or any other insurance coverage for the employees or sub-contractors of the Consultant or for the dependents of any such persons who may travel to the duty station or elsewhere for the purposes of the Services. The Firm shall
 - i. take out and maintain adequate medical and life insurance covering the individual consultant for the period of engagement.
 - ii. take out and maintain adequate insurance against loss of or damage to equipment the Firm or Consultant purchases in whole or in part with funds provided by ADB, if any. The proceeds of such insurance shall be payable in a currency freely usable to replace or repair such equipment.
 - iii. take out and maintain adequate professional indemnity insurance and insurance against claims by third parties resulting from acts performed in carrying out the Services.
 - iv. take out any other necessary insurance coverage for the Consultant.

G-8. Language – All reports, unless otherwise specified in the TOR, and all communication related to the execution of this Contract shall be in the English language.

G-9. Reports - The Consultant shall submit to the User Unit reports and/or other written and electronic documents as required in the TOR. A maximum 500-word knowledge summary will be included in the front section of the final report to be delivered in pdf format. All reports, notes drawings, specifications, statistics, plans and other documents and data compiled or made by the Consultant or the Expert while performing the Services shall be the sole and exclusive property of ADB. Upon Contract termination or conclusion, ADB has the right to direct the disposal of such property which may be made available to the general public in ADB's sole discretion. The Consultant may retain copies of such documents and data but shall not use the same for purposes unrelated to the Services without the prior approval of ADB. After concluding the Term of Engagement, the Consultant shall continue to cooperate with ADB to clarify or explain any contents in the reports the Consultant submits.

Consultant should follow the ADB Handbook of Style and Usage in all documents and publications prepared for ADB. The handbook is available online at [Handbook of Style and Usage | Asian Development Bank](#). Printed copies are available on request from the Procurement, Portfolio, and Financial Management Department, the Office of the Secretary, and the Department of Communications.

G-10. Intellectual Property

- a. The Firm shall ensure that all its Services and all goods and services (including without limitation all computer hardware, software, and systems) procured by

the Consultant from ADB funds or used by the Consultant in the carrying out of the Services do not violate or infringe on any industrial property or intellectual property right or any third party claim. The Consultant, and the Firm if the Consultant is engaged through a Firm, shall indemnify ADB from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, suits, proceedings, demands, costs, expenses, and disbursements that may be imposed on, incurred by, or asserted against ADB by reason of infringement or alleged infringement of the Consultant or Firm in carrying out the Services of any intellectual or industrial property right.

- b. Without affecting the generality of General Conditions Clause G-10 (a) above, the Consultant, and the Firm if the Consultant is engaged through a Firm, shall ensure that the writings, textual matter, drawings, photographs, picture, maps, and diagrams and all materials submitted to ADB are either (i) original with the Consultant in all respects and do not infringe the copyright or intellectual property right of any third party; or (ii) should there be any part of the writings, textual matter, drawings, photographs, picture, maps, diagrams and material which are not of the Consultant's original work, the Consultant, or the Firm, shall have obtained/cleared all copyright permissions and pay all copyright or other fees for textual matter, drawings, photographs, picture, maps, diagrams and materials to be reproduced and such reproduction does not infringe the copyright or intellectual property right of any third party. The Consultant shall ensure that all the materials submitted are original or properly cited and quoted, with permission to use extensive passages received from the author/publisher (with proof of permission attached).
- G-11. **Public Statement and Commitment** - The Consultant, and the Firm if the Consultant is engaged through a firm, shall act discreetly and refrain from making public statements, including through online platforms and social media, about the Services or any ADB-related activities without ADB's prior written approval. The Consultant, and the Firm if the Consultant is engaged through a firm, has no authority to commit ADB in any capacity and shall make this clear as circumstances warrant. The Consultant should refrain from any political activity involving the assignment or in the country where the project takes place during the Term of Engagement. The Consultant shall not take any action, such as using business cards or stationery carrying the name of ADB, which may imply that the Consultant is a staff member of ADB. The Consultant, however, may use the ADB-consultant-business-card format as shown at [ADB's policy on business cards](#).
- G-12. **Disclosure of Information** - The Consultant, and the Firm if the Consultant is engaged through a firm, shall comply with the *ADB Public Communication Policy* (a copy may be obtained from the ADB Public Information Center or by visiting www.adb.org).
- G-13. **Equipment** - It is agreed that the Consultant, unless otherwise approved by ADB, shall use, when necessary, his/her own computing tools, laptop or notebook for performing the Services. In special cases, ADB may provide funds under the Contract for the Firm/Consultant to purchase equipment for use by the Consultant during the Term of Engagement. Such equipment shall remain as ADB's property and should be handed over to ADB, unless otherwise instructed by ADB, upon the termination of the Contract. The Firm/Consultant shall be responsible for, and shall indemnify ADB, in respect of loss or damage to equipment and material purchased by the Firm/Consultant in whole or in part with funds provided by ADB.
- G-14. **Exemptions and Immunities** - ADB intends that the Consultant receive in ADB's

member countries the privileges, immunities, and exemptions accorded to Consultants performing a Mission for ADB under Chapter VIII of ADB's Articles of Agreement. These include exemptions from taxes on all ADB's payments to the Consultant or the Firm for the Services, except taxes levied by the Country in which the Consultant holds a citizenship or nationality, where that Country has, at the time of its ratification or acceptance of the ADB Articles of Agreement, retained the right to tax such payments.

The Consultant or the Firm is responsible for meeting any and all tax liability that may arise out of the Contract.

- G-15. **Relationship of the Parties** - Nothing contained in this Contract shall be construed as establishing any relationship other than that of independent contractor between ADB and the Consultant, or the Firm if the Consultant is engaged through a firm.
- G-16. **Subcontracting** - The Consultant, and the Firm if the Consultant is engaged through a firm, shall not subcontract the Contract or any part of it to another Consultant or Firm, unless the subcontracting is for certain support services, such as administrative assistants, research assistants, surveyors or services of similar nature as specified in the TOR. The Consultant or Firm must obtain written approval from the User Unit prior to subcontracting such support services. In the event of any such subcontracting of support services by the Consultant or Firm, notwithstanding any prior written approval, ADB undertakes no responsibility or obligation in respect of any such subcontractor(s) of any type whatsoever and the Consultant and, as applicable, Firm hereby indemnify ADB from any and all claims, costs, charges, and damages incurred or sustained by ADB arising out of, or in connection, with signing and implementation of such subcontract(s). The Consultant acknowledges and agrees that subcontracting shall not, under any circumstances, relieve the Consultant from any obligations, duties, responsibilities or liabilities under or pursuant to the Contract.
- G-17. **Disability or Incompetence of the Consultant** - ADB's engagement of the Consultant is conditional upon the Consultant's or the Firm's confirmation to ADB that the Consultant is healthy and without physical or mental disability that may interfere with performing the Services. The Consultant shall, if called upon to do so, give ADB any medical or other evidence as ADB may reasonably require. If at any time in ADB's opinion, whether for reasons of health or otherwise, the Consultant is unable to perform or to complete the Services adequately, ADB may terminate this Contract.
- G-18. **Unusual Incidence** - The Consultant shall report immediately to ADB any accident involving personal injury or property damage during the Term of Engagement. The Consultant shall also report to ADB immediately any circumstances which might hinder or prejudice performance of the Services.
- G-19. **Visas** - The Consultant shall obtain visa and other approvals from governmental authorities required under applicable laws and regulations of the Assignment Location to permit the Consultant to carry out the Services and, if applicable, shall obtain visas and other required approvals from the relevant governmental authorities for any dependents of such Consultant physically present in the Assignment Location during the Term of Engagement.
- G-20. **Suspension; Termination of Contract**
- a. ADB may suspend performance of the whole or part of the Contract, or the disbursement of funds under the Contract, for a period as specified below, or as ADB deems necessary if no period is specified:

- i. ADB determines that a condition has arisen which, in the reasonable opinion of ADB, interferes, or threatens to interfere, with the effective carrying out of the assignment or accomplishing the Services for a specified period not to exceed thirty (30) working days; or
 - ii. ADB becomes aware that the Consultant may have breached the Standards of Conduct or ADB's Anticorruption Policy Requirements and ADB decides, in its sole discretion, to conduct an enquiry into such potential breach of the Standards of Conduct or ADB's Anticorruption Policy Requirements.
- b. Notwithstanding the above, this Contract may be terminated by ADB:
 - i. upon the expiration of a period of not less than fifteen (15) calendar days after written notice of its intention to terminate has been given to the Consultant;
 - ii. immediately if ADB, in its sole discretion, determines that the Consultant, or the Firm (if the Consultant is engaged through a firm), has engaged in misconduct, or integrity violations including corrupt or fraudulent practices as defined in relevant ADB policies and procedures including its ADB's Anticorruption Policy (1998), Investigation and Enforcement Framework (2024), both as amended from time to time;
 - iii. immediately if ADB (1) determines, in its sole discretion, that the Consultant, or the Firm (if the Consultant is engaged through a firm), has failed to observe or comply with Section G-2 or the Standards of Conduct; or (2) identifies significant integrity or reputational risks through any due diligence review process; or
 - iv. immediately if ADB determines that the Services to date are so deficient as to demonstrate that the Services cannot be satisfactorily performed.

ADB may, in its sole discretion, declare a Consultant or Firm whose services are terminated by ADB under sub-section (ii) or (iii) above as ineligible to be engaged in the future as a staff member of ADB or as a consultant (whether hired as an Individual or through a Firm) or subcontractor on any ADB-financed or administered assignments.

- c. The Consultant, or the Firm (if the Consultant is engaged through a firm), may terminate the Contract if there are circumstances beyond the Consultant's reasonable control which make it impossible to carry out the Services. Consultant must substantiate such reasons in writing and ADB must accept the justification in order that such a termination can occur. Upon ADB's confirmation in writing, or the failure of ADB to respond to such submission of justification within fifteen (15) days from receipt, the Consultant shall be relieved from performing the Services and this Contract shall be terminated.
- d. Termination Procedure - Upon termination of the Contract or ADB giving such notice, the Consultant and the Firm (if the Consultant is engaged through a firm), shall immediately bring the Services to an orderly close and reduce expenditures to a minimum. Unless the Consultant's default causes termination, the Consultant, or the Firm (if the Consultant is engaged through a firm), is entitled to full reimbursement for costs duly and reasonably incurred prior to the termination date. Reasonable costs for the orderly termination of Services,

including return travel by the Consultant, are reimbursable. If termination is occasioned by the Consultant's or the Firm's default, the Consultant or the Firm (if the Consultant is engaged through a firm), or ADB as the case may be, shall be entitled to the difference between:

- i. the costs, direct or indirect, the Consultant or the Firm incurs in the performance of the Services up to the date of termination; and
- ii. the aggregate of all sums ADB paid to the Consultant or the Firm under the Contract.

- G-21. **Entire Agreement and Contract Amendment** - The Contract, as amended from time to time in accordance with the foregoing provisions, constitutes the entire agreement between the parties and supersedes all prior agreements or understanding, whether written or oral, expressed or implied. The Parties, through their authorized representatives, may agree in writing to vary the Contract. Once such agreement in writing (e.g. email exchanges, minutes of meeting, or through ADB's consultant management system) has been reached, ADB, through its authorized representative, shall issue a variation notice to formally record and confirm the agreed variation. The notice shall be effective upon issuance, unless otherwise stated in the notice.
- G-22. **Notices and Requests** - Any notice or request required or permitted under this Contract shall be sent by the authorized representative of the sending party in writing. Such notice or request shall be deemed to be fully given or made when it is delivered by hand, mail, or fax or through ADB's consultant management system to the intended party. The authorized representative under this Contract for ADB is the Director of the User Unit (name and address are in Specific Conditions Clause 9) and the authorized representative for the Consultant is the person who confirms the acceptance of the Offer Letter and the address is indicated in the Offer Letter, unless otherwise notified by the Consultant, or the Firm if the Consultant is engaged through a firm.
- G-23. **Delays** – No failure or delay on the part of ADB in exercising any power or right under this Contract shall operate as a waiver of that power or right, nor shall any single or partial exercise of such power or right preclude any other or further exercise or any other power or right under this Contract.
- G-24. **Inspection and Audit** - The Consultant, and the Firm where the Consultant is engaged through a firm, shall permit ADB or a representative authorized by ADB to inspect and audit any site, assets, accounts, records and other documents relating to the selection process of and execution/performance of this Contract, and have them audited by auditors appointed by ADB. The Consultant/Firm's failure to comply with this obligation may constitute an integrity violation subject to contract termination (as well as a determination of ineligibility under ADB's Anticorruption Policy and Investigation and Enforcement Framework).
- G-25. **Governing Law**
This Contract and any non-contractual obligations arising out of or in connection with it are governed by English law.
- G-26. **Rights of Third Parties**
A person who is not a party to this Contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or to enjoy the benefit of any term of this Contract.
- G-27. **Settlement of Disputes**

- a. For the purpose of this General Conditions Clause 27, "Dispute" means any dispute, claim, difference or controversy arising out of or in connection with this Contract, including any dispute as to its existence, validity, interpretation, performance, breach or termination and any dispute relating to any non-contractual obligations arising out of or in connection with it.
- b. If a Dispute arises, either party may provide a notice to the other party in accordance with General Conditions Clause 22. The notice shall include a detailed description of the Dispute. The parties shall first attempt to resolve the Dispute amicably by negotiation. If the Dispute is not resolved amicably by negotiation within 30 calendar days from the date on which the notice was given (or any longer period as the parties may agree in writing), such Dispute shall be finally resolved in accordance with General Conditions Clause 27(c).
- c. Subject to General Conditions Clause 27(b), any Dispute shall be referred to and finally resolved by arbitration administered by the Singapore International Arbitration Centre ("SIAC") in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC Rules") which are in effect on the date of this Contract and which rules are deemed to be incorporated by reference into this Clause. The parties agree that:
 - i. The arbitration shall be conducted by one arbitrator appointed in accordance with the SIAC Rules;
 - ii. The seat and venue of arbitration shall be Singapore;
 - iii. The language of the arbitral proceedings shall be English;
 - iv. The fees and expenses of the arbitrator and all other expenses of the arbitration shall be initially borne and paid equally by the parties, subject to determination by the arbitrator. The arbitrator may provide in the arbitral award for the reimbursement to the successful party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses, incurred by such party; and
 - v. Any arbitral award made pursuant to this clause shall be final and binding on the parties.
- d. The parties shall continue to comply with, observe and perform all their obligations under this Contract irrespective of the nature of the Dispute and notwithstanding the referral of the Dispute for negotiation under General Conditions Clause 27(b) or arbitration under General Conditions Clause 27(c).
- e. To the fullest extent permitted under any applicable law, the parties irrevocably exclude and agree not to exercise any right to refer points of law or to appeal to any court or other judicial authority. The arbitral tribunal shall not be authorized to take or provide, and the Consultant agrees that it shall not seek from any judicial authority, any interim measures of protection or pre award relief against ADB, its property or assets.
- f. Nothing in this Contract shall constitute or be construed as an express or implied waiver, renunciation, exclusion or limitation of any of the immunities, privileges or exemptions of ADB under the Agreement Establishing the Asian Development Bank, any other international convention or any applicable law.

TERMS OF REFERENCE

Contract	S221898
Project	TA-10183 INO: Supporting Essential Health Actions and Transformation Program - Health Promotion (Occupational Health Lead) (54224-001)
Expertise	health promotion, occupational health
Source	National

Objective and Purpose of the Assignment**Background**

The Asian Development Bank (ADB) approved Loan 4381-INO: Supporting Essential Health and Transformation (SEHAT) results-based lending (RBL) program, together with technical assistance (TA) 10183-INO: Supporting Health System Transformation for Improved Primary Care (financed on a grant basis by the by the Japan Fund for Prosperous and Resilient Asia (JFPR)), on 17 November 2023. The RBL program will support the Ministry of Health (MOH) to implement a nationwide primary care transformation that increases access to quality gender- and climate-responsive primary care services. The vision for a transformed and strengthened primary care system is an expanded network of primary care providers that implements lifecycle based standardized care supported by labkesmas (public health laboratories), capable of early detection and surveillance. The aim is to expedite further reductions in among others maternal mortality, neonatal and child mortality, stunting and tuberculosis and non-communicable diseases through improved primary and secondary prevention services.

The transformation emphasizes integrating and standardizing health services in primary care facilities and labkesmas. The lifecycle-based approach also considers emerging health needs for older people and adolescents as well as mental health. It will strengthen health promotion and community empowerment and expand community based maternal and child health care, elderly care, and mental health services. It will promote the use of digital tools in primary care and labkesmas and the various information platforms related to health and climate change. It aims to improve the quality of human resources including increased awareness of climate change adaptation among health workers and communities. The program's impact will be maternal and child mortality reduced, and disease control and nutrition status improved. The outcome will be access to quality gender and climate responsive primary care services increased. The program has four outputs: (i) life cycle-based integrated and standardized primary care model adopted and strengthened; (ii) public health laboratories in primary care strengthened; (iii) capacity of primary care and public health laboratory workers, including climate awareness and gender responsiveness, improved; and (iv) digital coordination and reporting of integrated primary care services and public health laboratories expanded.

Indonesia is currently approaching a demographic bonus, expected to peak in 2035, making workplace-based health interventions a strategic approach to improving the overall health of the productive-age population.. There are approximately 143.7 million people of working age, counting for 53% of the country population. The workplace serves as a key setting where a concentrated population spends a significant portion of their time (~8 hours per day) making it an effective platform for implementing systematic and high-impact health interventions. This is especially crucial for countries experiencing a demographic bonus

To address these needs, the Directorate of Health Promotion and Community Health plan to develop a national model for workplace health programs. These initiatives will strengthen the health promotion and preventive effort as part of the integrated primary health care efforts at the workplace, ensuring a comprehensive approach to specifically promote and prevent non-communicable diseases, occupational illnesses, mental health issues, and reproductive health concerns. By aligning workplace health programs with primary health care principles—such as accessibility, prevention, and community

participation—this model will strengthen the country's overall health system and support the well-being of Indonesia's workforce.

The TA will support the Ministry of Health in developing the occupational health program, starting within the internal Ministry of Health, with a focus on supporting strategic and innovative initiatives mainstreaming climate change mitigation and adaptation measures; gender actions; monitoring and evaluation of nutrition, maternal and child health (NMCH) programs; in the workplace setting of Ministry of Health. The TA will contribute to the desk review and benchmarking exercises, as well as the development of roadmap, policy and/or regulatory framework and technical guideline. In addition, the TA will support initial implementation activities aimed to strengthen the institutionalization of occupational health into the primary health care services within the Ministry of Health. It is expected that this initiative will serve as a prototype for integrating primary health care services principles into the occupational health in more broadly across general workplace setting.

Gender and Integration Occupational Health in Primary Health Care

The workplace can be a setting where gender inequalities are both manifested and sustained, with consequent impacts on health. Work affects women's and men's bodies and minds in many ways. Workers can gain great satisfaction from their jobs, but they can also be exposed to hazards that can affect their health. Toxic chemicals may lead to cancer, reproductive problems, and even to death. Repetitive movements and heavy loads can damage bones, joints, muscles and nerves. Working in overly hot or cold temperatures can affect the cardiovascular and reproductive systems, causing pain and illness. Working under pressure with little power to change the work environment can cause psychological and physical distress. All over the world, women and men suffer discomfort, disease, injuries and death from their work. In general, the problems associated with men's work are better known, since men do visibly heavy and dangerous work such as mining, cutting trees, fishing and building. More recently, a number of risks have been identified in women's work. Among them, female workers often get violent treatment both physically and verbally and ultimately make female workers stressed and depressed(WHO,2006).

Occupational health services should be strengthened, with a strong emphasis on primary prevention, in both female- and male-dominated workplaces. Enhancing support services for occupational health within primary health care is essential. Equitable access to occupational health facilities must be ensured for both women and men, regardless of job title, including key interventions such as first aid for psychological injuries, particularly for women who experience violence. Additionally, developing a gender-responsive worker health program requires policies that reinforce and support its implementation.

Objectives of the Assignment

The ultimate goal is to integrate occupational health into primary health care in the workplace, starting within the Ministry of Health workplace setting, establishing a comprehensive health service focused on preventing non-communicable diseases, reproductive health, mental health and occupational diseases, while ensuring incorporation of a gender-responsive approach.

1. Develop occupational health programs and provide technical guidance on integrating occupational health into primary health care in the workplace.
2. Support and ensure the implementation, monitoring and evaluation of the integration of occupational health into primary health care in workplace.

Scope of Work

1. Conduct analysis and provide strategic recommendations for the implementation and evaluation of programs and policies related to the integration of occupational health into primary health care services within the Ministry of Health.
2. Provide technical recommendations and consultancy to ensure the effective implementation of

programs and policies within the Ministry of Health

Detailed Tasks and/or Expected Output

1. Conduct analysis and provide strategic recommendations regarding the Integration of Occupational Health into primary health care services within the Ministry of Health.

Tasks:

- a. Review and provide recommendations regarding existing occupational health policies/frameworks within the Ministry of Health.
- b. Finalize the comprehensive gender-disaggregated Health Risk Assessments (HRA), accompanied by analysis and recommendations.
- c. Develop a gender-based Key Performance Indicators (KPIs) in the strategic roadmap, for a comprehensive occupational health management system within the Ministry of Health.
- d. Develop efforts to strengthen public health laboratories (Labkesmas) in conducting workplace environmental monitoring and occupational health surveillance.
- e. Conduct Surveys/FGDs/Workshops/Discussions/Advocacy with relevant stakeholders within the Ministry of Health as needed.

Outputs:

- a. A report on the review of existing occupational health policies/frameworks within the Ministry of Health.
- b. A comprehensive HRA report that distinguishes risk profiles between male and female employees, including the identification of specific risks such as ergonomic hazards for pregnant/nursing mothers and gender-specific psychosocial stress factors.
- c. A strategic roadmap for a comprehensive occupational health management system within the Ministry of Health, that includes SMART (specific, measurable, achievable, relevant, time-bound) targets aimed at closing gap in access to occupational health services between male and female employees.
- d. Reports on the results of surveys/FGDs/Workshops/Discussions/Advocacy with relevant stakeholders within the Ministry of Health as needed.

2. Provide technical recommendations and consultancy to ensure the effective implementation of programs and policies within the Ministry of Health.

Tasks:

- a. Improve the management of Medical Check-Ups (MCU) for Ministry of Health employees (including, among others: gender-sensitive MCU packages; appointment of MCU service providers; and sanctions for employees who do not undergo MCU). Management of MCU protocols that include gender-specific screening variables as part of the routine health examination (e.g. cervical/breast cancer screening for women; prostate screening for men; and, reproductive health assessments related to workplace exposures).
- b. Formulate mechanisms for processing/analyzing, interpreting data, and following up on the MCU results of Ministry of Health employees.
- c. Conduct Surveys/FGDs/Discussions/Advocacy with relevant stakeholders within the Ministry of Health as needed.

Outputs:

- a. Technical Guidelines for MCU Management for Ministry of Health employees and health service facilities acting as MCU providers.
- b. A manual on the mechanisms for processing/analyzing, interpreting data, and following up on the MCU results of Ministry of Health employees.
- c. Reports on the results of surveys/FGDs/Workshops/Discussions/Advocacy with relevant stakeholders within the Ministry of Health as needed.

Minimum Qualification Requirements

The candidate should possess the following:

- . Having a strong background in occupational health specialist doctor
- . Approximately at least 7 years of specialized experience in occupational health
- . Proven experience in organizing occupational health activities
- . Experience working as a company doctor and in occupational health laboratories
- . Excellent communication skills with the ability to provide technical advice and strategic guidance effectively

Minimum General Experience	10	Years
Minimum Specific Experience (relevant to assignment)	7	Years
Regional/Country Experience	Required	

Deliverables	Estimated Submission Date	Type
A comprehensive HRA report that distinguishes risk profiles between male and female employees Description including the identification of specific risks such as ergonomic hazards for pregnant/nursing mothers and gender-specific psychosocial stress factors.	20-Apr-2026	Report
A report on the review of existing occupational health policies/frameworks within MOH	30-Apr-2026	Report
Technical Guidelines for MCU Management for MOH employees and health service facilities Description Technical Guidelines for MCU Management for Ministry of Health employees and health service facilities acting as MCU providers	15-May-2026	Others
A manual on the mechanisms for processing/analyzing, interpreting data, & following up MCU results Description A manual on the mechanisms for processing/analyzing, interpreting data, and following up on the MCU results of Ministry of Health employees.	05-Jun-2026	Others
A strategic roadmap for a comprehensive occupational health management system within MOH Description A strategic roadmap for a comprehensive occupational health management system within the Ministry of Health, that includes SMART (specific, measurable, achievable, relevant, time-bound) targets aimed at closing gap in access to occupational health services between male and female employees	15-Jun-2026	Others

Schedule and Places of Assignment (chronological and inclusive of travel)

<u>City and Country</u>	<u>Working Days</u>	<u>Est. Start Date</u>	<u>Est. End Date</u>	<u>Other Details</u>
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Jakarta, Indonesia	65	27/04/2026	31/08/2026	Dates are flexible.
TOTAL	65	Intermittent; Max. Working Days/Week: 5 for Home Office, 6 for Field		
NOTE: Actual schedule to be confirmed with User Unit.				

CONFIRMATION OF ACCEPTANCE

Selection Number	221898		
Contract	S221898		
Project	TA-10183 INO: Supporting Essential Health Actions and Transformation Program - Health Promotion (Occupational Health Lead) (54224-001)		
Expertise	health promotion, occupational health		
Source	National	Category	Independent
☒ I have carefully read your offer letter dated 14 April 2026 and all its attachments. I accept the offer. ☒ I certify that I am presently in good physical and mental health conditions to undertake the assignment under my ADB contract. I do not suffer from any physical and/or mental condition that could reasonably be expected to impair my ability to complete this assignment satisfactorily. ☒ I acknowledge and agree that, except to the extent covered by any insurance which ADB will provide in connection with this assignment and of which ADB has notified me in writing, I shall be solely responsible for (i) any pre-existing medical condition, (ii) ensuring adequate medical supplies required for my health for any reason, and (iii) any and all medical and medical-related expenses (including, without limitation, emergency evacuation costs) incurred while undertaking this assignment.  _____ Ade Lestari Consultant 30 April 2026 _____ Date			