Yayasan Ekosistem Bintang Lestari
Jln. Dipati Ukur No. 5, Kota Bandung,
Jawa Barat 40132, Indonesia.

Role Profile	
Title	Ecosystem Associate
Reports to	Deputy Programme and Ecosystem
Types of contract	~~Full-Time / Part-Time~~ / Project-Based*
Expected places to travel (if applicable)	Indonesia
Duration of contract	12 Months

About Supernova

Supernova Ecosystem is a catalyst organisation to help boost the impact-investing at the sub-national level in Indonesia. **Our core mission is to scale up and commercialise sustainable business and its supporting ecosystem, at a jurisdictional level.**

Supernova aims to help achieve the Sustainable Development Goal and we use it as our framework. By working on green, sustainable commodities and businesses, the organisation is focusing on reducing the impact of climate change and building a better business that preserves the environment.

Supernova Ecosystem works across three “universes”; the development agencies, private sectors, and the government ecosystem. We equip, prepare and facilitate connections among contributors to achieve their common goals. Through our combined 40+ years of experience working in the sectors mentioned before, as well as in the start-ups’ ecosystems, we are in the unique position to create a bridge between different stakeholders and to aggregate the supply chain to ensure more businesses are involved in the green economies. As a for-profit organisation, we are aiming to create business models among the ecosystem contributors to develop a roadmap towards sustainability and resilience of the environment and community. - and to ensure the sustainability of the ecosystem as well.

Context and Environment (Background)

During the past decade, we have seen growth in the interest of investors, venture capital, the private sector and government funding to funnel investment into sustainability efforts. However, despite the high-interest sustainability efforts in various jurisdictions, they are still struggling to ensure that there are real incentives to swim upstream on the development pathway.

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In the case of Indonesia, this disconnect is a direct result of a centralised impact investment system mainly clustered in major cities with limited connection, knowledge and resources to the majority of remote jurisdictions. At the same time, the jurisdictions are the areas with actual potential to make a more significant impact to protect and preserve the critical ecosystem, forests and peat in particular, while ensuring the welfare of communities on the ground as per the SDGs and climate goals.

Several impact investment challenges to note are:

- Impact investment strategy for Indonesia is rarely crafted based on climate priorities – particularly when it is related to deciding return vs operational cost to keep 'boots on the ground' as means of support for targeted beneficiaries and MEL (Monitoring Evaluation and Learning) of actual impacts for the investment fund;
- A significant gap between investment initiatives (including program design, decisions and impact measurement) and local knowledge, needs and policy setting; and
- There is a non-existent presence of a sustainable investment community at the local level, particularly in the district, with actual social capital on the ground to support local backbone team roles.

Understanding that this project's success can only be achieved through multi-stakeholder collaboration, our team will apply the 'collective impact' approach within our activities. Thus, we need to assemble a team experienced in this multilateral ecosystem and passionate about championing a platform to catalyze the movement.

Konstelasi Accelerator came into existence to support sustainable businesses at the jurisdiction level to grow and be ready to be invested. Our accelerator program runs for 24 months, emphasising the Value Chain Collaboration Canvas, where we encourage and facilitate collaboration between businesses in a value chain and work with other enabling organisations to boost their growth. Moreover, to strengthen sustainable businesses further, we employ a venture-building strategy. This entails providing support and resources to companies from within, ensuring they receive tailored assistance to optimise their potential. We are constantly moulding the organisation's target to the target of our sister organisation, the investing arm, Equatora Capital.

Summary of Role

The Ecosystem Associate supports the implementation and coordination of Supernova's ecosystem approach. This position works closely with the Deputy Programme and Ecosystem team to assist in engaging ecosystem actors—government, private sector, communities, and partners—and ensures alignment between programmatic activities and ecosystem priorities.

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The Ecosystem Associate plays an important role in coordinating activities, documenting processes, and supporting the integration of safeguarding principles such as Environmental Sustainability, Equality, Diversity & Inclusion (EDI), and Child Protection into all activities.

This role requires strong organisational and communication skills to support internal processes and external engagements. The Ecosystem Associate contributes to the development and maintenance of tools and systems that enable knowledge sharing and ensure seamless collaboration across the organisation and with key stakeholders.

Additionally, the role provides operational and administrative support for ecosystem initiatives and collaborates with the Equatora Capital team to assist in tracking progress towards investable metrics and outcomes.

Key Results Area / Success Measures

(accountabilities, responsibilities and main duties, derived from OKR 2025)

Key Result 1	**Managing relationship with key stakeholders (local government, local organizations, potential SBE partner)**
Managing front end communication to Konstelasi's stakeholders	- Conduct engagement implementation with the stakeholders especially our primary stakeholders/Cohorts - Carrying out technical arrangement and support functions in networking cohort with entities outside SPNV according to the problems and needs of the cohort - Manage the entire project management process for established collaborative activities
Key Result 2	**Successfully running Value Chain Collaboration Cohort (VC3) program (Technical Support)**
Stakeholder Engagement Report	- Documented participation in identifying and engaging with assigned stakeholders. - Accurate data entry and maintenance in the database.
Commodities Demand Research Report	- In-depth research on commodities demand, including quality standards and market analysis. - Exploration of collaboration opportunities with third parties for data gathering.
Drive collaboration documentation and support project development	- Assist in documenting collaborations with local heroes, middle players, and stakeholders, including drafting essential points for MoUs.

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initiatives.	- Assist in planning and coordinating engagement activities such as kick-off meetings, gatherings, FGDs, and other collaborative projects. - Assist in coordinating and monitoring Venture Building and project development activities with stakeholders.
Risk Mitigation Check-ins and Progress Records	- Participation in regular check-ins for risk mitigation. - Contribution to discussions on issues and bottlenecks. - Establishment of a relay system for project continuity. - Well-written progress records and documents based on regular monitoring.
Key Result 3	**Successfully running Venture Building (Technical Support)**
Market Research and Business Impact Analysis Report	- Assist in compiling market research and business impact analysis reports, and support the identification of promising venture build opportunities.
Portfolio Database	- Developed and maintained a database of potential portfolio companies. - Comprehensive list with key details for each potential venture.
Due Diligence Management	- Detailed report on the due diligence process for portfolio companies. - Documentation of risk assessments and recommendations
Portfolio Performance Monitoring Report	- Regularly updated report on the performance of portfolio companies. - Key metrics, challenges, and proposed solutions included.
Knowledge Management System and Impact Reporting Support	- Developed knowledge management system. - Support documentation for impact reporting processes.
Key Result 4	**Strategic Support to Deputy Programme and Ecosystem**
Strategic Responsibilities	- Provide strategic inputs and analysis to support program planning and ecosystem initiatives. - Contribute to the development of strategic documents (e.g., ecosystem roadmaps, partnership strategies). - Participate in high-level discussions and assist in aligning operational activities with long-term strategic goals.

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Other Tasks

- Developing and implementing any external-facing events or projects related to the Konstelasi Accelerator courses or programmes.

Role Specification

Specification	Essential	Desirable	Assessment
Skills and Knowledge			
Relationship-building and Community Engagement	V		
Knowledge about value chain		V	
Excellent project management skills and software utilisation	V		
Excellent spoken and written Bahasa Indonesia and English		V	
Knowledge on database management and knowledge information		V	
Experience			
Experience in working with community or organisation outside Java		v	
Experience in delivering projects and project management	V		
Strong experience in business development and impact investment		V	
Strong sustainability experience delivering multi-stakeholder engagement and projects		V	
Professional working knowledge of sustainability, impact investment or NGO	V		
Behaviour			
Adaptive and able to work with programme and service iteration	V		

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Creating a shared purpose or collective action	V		
Data-Driven		V	
Independent working style, output-based.	V		
Profitable		V	
Plugged-in		V	
Qualification			
Bachelor or Master degree At least 3-5 years experience working in the business or NGO sector		V	

Working Arrangements

Institutional Arrangements	The Ecosystem Associate will report directly to the Deputy Programme and Ecosystem and work under the guidance of the Partner Konstelasi Accelerator, Equatora Partner, Programme Lead, and other key team members. This position collaborates closely with the Deputy Programme and Ecosystem to support the delivery of ecosystem initiatives and strengthen internal coordination across the organisation.
Duration of Work	This role is a 12 Months project-based contract with deliverables set in monthly discussions with the Deputy Programme and Ecosystem, and adjusted as required.
Travel Plan	The work is remote, with the possibility to travel to some parts of Indonesia where the organisation is focusing, such as West Kalimantan, Bali and NTT, and South Sumatra and Centre Sulawesi. The work outlined in this Role Profile is expected to be carried out on a desk review basis with any additional information gained through electronic means. However, in the event that travel to other regions or cities is necessary, all necessary costs will be borne by the project

Supernova Core Values

Supernova holds 3 core values to guide the organization and employees in decision making, developing programs, and day-to-day activities. The values are:

1.1. Sustainable

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Supernova strives to achieve social, environmental, and economic sustainability for all stakeholders involved.

1.2. Adaptive

Supernova is capable of quickly receiving information, adapting and changing, and still deliver its promises.

1.3. Collective action

Supernova works together with all partners and stakeholders to achieve collective success.