

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: Consultant for Enhancing LMS and eLearning of Pusdiklat BNPB

Project Location(s): Sentul, Bogor

Finance Department Code: 20087

Background:

Mercy Corps Indonesia is part of the global Mercy Corps family, a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within.

The Investing in Human Capital for Disaster Management (INVEST DM) 2.0 program in Indonesia commenced on May 17, 2021. INVEST DM 2.0 builds upon the achievements of the USAID/BHA Technical Assistance and training teams (TATTs) program (2014-2019) and the first phase of the INVEST DM program (May 2019-Jan 2021). Program assistance is focused on the national level, with many of the interventions expected to flow down for sub-national uptake. It directly supports the Government of Indonesia (GOI) National Disaster Management Authority (BNPB) in building the capability of its workforce (bureaucratic reforms and capacity building) and national DM capacity through education and training initiatives and improved systems and strategies. These will contribute to strengthened sub-national DRM institutions and people at key administrative levels who will be better equipped and able to fulfill their mandate to deliver effective DRM services and save lives.

In supporting the implementation of Outcome 1 on strengthening the capacity of Pusdiklat PB, INVEST DM will support Pusdiklat to conduct a training program to enhance the skill and competency of all BNPB civil servants. This program will also provide access to BNPB staff to meet the Gol requirement on individual competency development of a minimum 20 hours per year of training or capacity building which will contribute to BNPB's bureaucratic reforms agenda.

Purpose / Project Description:

The purpose of this program is to provide technical assistance to the team of LMS and eLearning at Pusdiklat BNPB in Sentul Bogor.

As part of outcome 1, output 1.1 specifically aims to support Pusdiklat to develop the capacity to implement online training programs and strengthen the capacity of Pusdiklat to operationalize their online training delivery mechanisms.

Consultant Objectives:

The overall objective of the consultancy assignment is to improve the function of the LMS and eLearning platform of Pusdiklat PB (<https://elearning.bnpb.go.id/>) as well as to support the Pusdiklat's staff in operating and overcoming any problems (troubleshooting) that occurs on e-learning platform (open edX platform) at Pusdiklat PB.

Consultant Activities:

The Consultant shall conduct the following activities:

1. Improve the current Pusdiklat e-learning platform (Open EdX) by developing additional features/functions:
 - a. A participant scheduling feature.
 - b. Assignment file upload and download feature for both participant and tutors by adding configuration for user access or user permissions to see what page and view they can access.
 - c. Create the attitude assessment feature that will assist the training organizer and trainers in objectively evaluating the participants' attitudes, such as their presence, class activity, etc.
 - d. Create a shortcut dashboard link, which can be used to download and upload training required files by the participants.
 - e. Create a feature that allows the trainers to insert the participants' grades and oversee the statistical grade for each of the students. These features can be developed on one page, which can facilitate the trainers to access it.
 - f. A notification feature that aims to bring participants awareness of the upcoming activities, ongoing training, assignment and its deadline, and other relevant information on the system.
 - g. Improve the navigation display on the mobile version and add a login button.
 - h. Alter the landing page by adding a specific section for this training program for ASN BNPB.
 - i. Redesign the display of the front page of the e-learning platform to become more attractive and neater.
2. Provide technical supports to the Pusdiklat's e-learning team base on needs, such as:
 - a. Support the LMS and eLearning team to improve and overcome any problems with the eLearning platform, such as troubleshooting as required by Pusdiklat.
 - b. Training/coaching to Pusdiklat staff

Consultant Deliverables:

The Consultant will produce the following major outputs:

1. Improved LMS and eLearning platform of Pusdiklat PB with the additional features/functions.
2. Report on the function enhancement activities, including display improvement activities and their outcomes.
3. Report and presentation on the LMS and eLearning improvement and overcome activities as well as troubleshooting if any problems occur on the LMS and eLearning platform of Pusdiklat

Timeframe / Schedule:

The consultancy will commence in October 2021 – February 2022 with 15 days of the assignment.

The Consultant will report to:

Program Manager and VET and In-Service Training Coordinator INVEST DM 2.0.

The Consultant will work closely with:

The team of LMS and eLearning from Pusdiklat PB, DCOP INVEST DM 2.0, and VET and In-Service Training Coordinator INVEST DM 2.0.

Required Experience & Skills:

The selection criteria to assess the technical capacity of the consultants includes the following.

- Bachelor's degree in education, social science, IT-related disciplines.
- At least 5 years of relevant experience in LMS and eLearning platforms.
- Strong interpersonal skills and ability to work with diverse stakeholders from government, ministry, and NGOs.
- Experience working with the government agencies such as ministries and BNPB.
- Strong knowledge and skills in improving the function, display, and other features of the open edX platform are highly desirable.

How to Apply:

Prospective candidates shall email their cover letter, CV, company profile (when relevant), and sample of relevant portfolios to procurement@id.mercycorps.org no later than **October 10th, 2021** with the subject line: **Consultant for Enhancing LMS and eLearning Pusdiklat PB**. Only candidates who meet the required qualifications and experiences will be contacted.

Diversity, Equity & Inclusion

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

Equal Employment Opportunity

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

Safeguarding & Ethics

Mercy Corps Indonesia team members are expected to support all efforts toward accountability, specifically to our stakeholders and to international standards guiding international relief and development work, while actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MCI's policies, procedures, and values at all times and in all in-country venues.