

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: Conducting competencies assessment (managerial and socio cultural) for Echelon 3 Structural Officers and Mid-Level Functional Position (*Jabatan Fungsional Tingkat Madya*) and Implementing Staff (*Staf Pelaksana*)

Project Location(s): Jakarta

Finance Department Code:

Background:

Indonesia's overall development has resulted in an enabling environment for Indonesia's disaster management agencies to be independent, responsive, proactive, and able to prepare and respond to disasters in a way that reduces adverse impacts.

Badan Nasional Penanggulangan Bencana (BNPB) is present as an institution that is mandated to carry out the functions of command, control coordination, planning, and implementation of disaster management activities in an integrated manner, starting from before, during and after disasters that include prevention, preparedness, emergency the response, and recovery. During the decade, BNPB has made significant strides in the formulation and determination of disaster management policies; implementation of standard operating procedures and good practice of the policies formulated; disaster management by acting quickly, precisely, effectively and efficiently; coordinating the implementation of disaster management activities in a planned, integrated and comprehensive manner with related cross sectors; and the development of strong international relations and integrating global best practices in the framework of institutional arrangements, early warning systems, coordination, response management, and disaster risk reduction.

However, in carrying out its role, BNPB is faced with several challenges including empowering human resources within the framework of human resource development (workforce development) to sustain the work of disaster management institutions both at national and regional levels (provincial & district/city).

The INVEST DM 2.0, is a USAID/BHA multi-year funded program implemented by Mercy Corps - with consortium partners Yayasan Mercy Corps Indonesia (YMCI) and University of Hawaii (UoH) - designed to provide a holistic approach that can support BNPB in carrying out its roles and duties to fill systems and skills gaps in priority areas, including increasing technical capacity starting from preparedness, response, and recovery; policy planning and development; governance / institutional; and organizational development. All of this boils down to one aspect, namely the development of human capital.

The main objective of the INVEST DM 2.0 Program is to strengthen the capacity of disaster management agencies in Indonesia and resources at various administrative levels so that they are able to fulfil their mandate in providing effective and life-saving disaster management services.

Mercy Corps is 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.

Purpose / Project Description:

The purpose and objective of this activity are to organize the *Assessment Center* in the framework of mapping competencies and potentials for up to 60 persons consisting of echelon 3 structural officers and mid-level functional position, and also up to 35 persons of implementing staff (*staf pelaksana*) within the operational scope of BNPB's HR Bureau and advances the implementation of BNPBs HCPD by obtaining data on:

1. The potential of individuals of structural position to be transferred to other working units in accordance with their interests and talents;
2. The potential of functional position individuals to be transferred to a structural position;
3. The individual motivation, work engagement and potential for continuous learning within the framework of people development and lifelong learning;
4. Gaps in fulfillment of required competencies and identification of development programs in the areas of training, coaching or mentoring to address the competency shortfalls;
5. Talent Matrix/Talent Pool for those persons (echelon 3 structural position, mid-level functional position, and implementing staff).

Individual assessments are an important tool for placing the right persons with the right competencies in the right positions.

The individual competency assessments will increase the transparency and fairness of employee transfers and assignments within the BNPB. The principles of the individual assessment will be based on the standards of objectivity, transparency, accuracy, reliability, and usefulness.

The results of the individual assessment will provide each employee with a comprehensive description of their strengths, weaknesses, and development needs and identity individual pathways for career advancement.

Consultant Activities:

Under this assignment, the selected consultant, under the direction of INVEST DM 2.0 shall perform the following activities:

1. Design and deliver the functions of an assessment center within the framework of mapping competencies (managerial, socio-cultural) and potentials for up to 60 persons consisting of echelon 3 structural officers and mid-level functional positions and also [up to 35](#) implementing staff consistent with the prescribed scope determined by BNPB (and aligned with relevant GOI laws, regulations and guidance especially Menpan RB Regulations and BKN) to obtain data on:
 - a. The potential of incumbent structural position individuals to be transferred to other working units in accordance with their interests and talents;
 - b. The potential of incumbent functional position individuals to be transferred to a structural position/s;
 - c. The individual motivation, work engagement and potential for continuous learning within the framework of people development and lifelong learning;
 - d. Gaps in fulfilling the required competencies and identification of development programs in the areas of training, coaching or mentoring to address the competency shortfalls;

- e. Talent Matrix/Talent Pool for those persons (echelon 3 structural position, mid-level functional position, and implementing staff).
2. Develop the score range of each of the “Talent Management Boxes”.
3. Design and socialize the delivery of the purpose, objectives, inputs and operations of the assessment center implementation to the participants prior to its activation.
4. Present the result of the above individual assessment to the INVEST DM and BNPB.
5. Design an online feedback mechanism, prepare and deliver the results of the individual assessments to all participants.

In conducting the activities above, the Consultant should refer to the following government regulations:

- a. PERMENPANRB no. 38 tahun 2017 tentang Standar Kompetensi Jabatan Aparatur Sipil Negara;
- b. PERMENPANRB no. 3 tahun 2020 tentang Manajemen Talenta Aparatur Sipil Negara;
- c. PERKABKN no. 26 tahun 2019 tentang Pembinaan Penyelenggara Penilaian Kompetensi Pegawai Negeri Sipil;
- d. Peraturan Pemerintah no. 30 tahun 2019 tentang Penilaian Kinerja Pegawai Negeri Sipil;
- e. PERMENPANRB no. 8 tahun 2021 tentang Sistem Manajemen Kinerja Pegawai Negeri Sipil.

Consultant Deliverables:

The Consultant shall deliver to INVEST DM the following deliverables:

1. Individual reports for up to 60 persons consisting of echelon 3 structural officers and mid-level functional position and also [up to 35](#) implementing staff. In addition, a report on the results of the assessment will also be submitted which includes areas of strength, development areas and development recommendations. This Official Potential and Competency Report includes:
 - a. Personal identification data;
 - b. Individual profiles that include descriptions of potentials and competencies are displayed at this time, accompanied by suggestions for development in accordance with the competency gaps to be addressed;
 - c. Suitability of job placement (Job Person Match);
 - d. Prediction of success in the current position;
 - e. Predictions of success in career paths;
 - f. Gap competency;
 - g. The type of training recommended based on the competency gaps;
 - h. Literature that must be read based on the competency gaps;
 - i. Individual Development Program (IDP).
2. Presentation to INVEST DM 2.0 and BNPB related to the results of individual reports in this assessment activity.
3. Executive Summary containing a summary of Competencies per rank, Competency Gap per rank and Analysis of Training / Group Development Needs.
4. Individual feedback report and profiling of echelon 3 structural positions and mid-level functional positions and also implementing staff. This report should include talent distribution and communication style (DISC personality test).
5. Talent Matrix/Talent Pool that are formulated on the basis of the results of assessment center and performance evaluation (PP no. 30/2018 and PERMENPAN no. 8/2021). This formulation should be completed with the “excel formula”.

6. Activity Completion Report.

Timeframe / Schedule

A. The following are the schedule of conducting assessment center:

1. 13 September 2021 Batch 1 – 30 persons
2. 14 September 2021 Batch 2 – 30 persons
3. 15 September 2021 Batch 3 – 35 persons

B. Submission of deliverables:

1. Individual report for up to 60 persons consisting of echelon 3 structural officers and mid-level functional position and also [up to 35](#) implementing staff: 10 working days after completion of conducting assessment center.
2. Executive Summary: 10 working days after completion of conducting assessment center.
3. Talent Matrix/Talent Pools formulated on the basis of the results of assessment center and performance evaluations. This formulation should be completed with the “excel formula” and the “score range” of each Talent Management Box: 10 working days after completion of conducting assessment center.
4. Presentation to INVEST DM 2.0 and BNPB related to the results of individual report in this assessment activity: 2 days after submission of individual reports, executive summary and talent matrix/talent pool.
5. Individual feedback report and profiling of echelon 3 structural position and mid-level functional position [and also implementing staff](#): 2 days after presentation of the result of individual report.
6. Activity Report: 2 days after presentation of the result of individual report.

The Consultant will report to:

Dian Cahayani, Workforce Planning and Development Advisor

The Consultant will work closely with:

The INVEST DM 2.0 Workforce Planning and Development Advisor with input as required from Senior GESI Specialist and HR and General Affairs Bureau at the BNPB.

Close supervision and support will be provided by INVEST DM 2.0. The selected consultant is expected to engage in day-to-day communication with INVEST DM 2.0 and the BNPB. The selected consultant shall maintain an effective working relationship and consolidate the methodology to ensure that the work is thoroughly understood by the BNPB.

INVEST DM 2.0 will facilitate communications throughout the period of the contract, and shall actively participate in coordination, oversight, and implementation of this work. This may include adjustments in implementation as deemed necessary by INVEST DM 2.0.

Required Experience & Skills:

- 5-10 years of experience in relevant technical field (required);
- Has recognition, qualified, and certified to carry out a competency assessment, particularly assessment center;
- Has a team with an advanced degree in Psychology registered as Psychologist;
- Has demonstrated expertise, skills, and experience working on the implementation of bureaucratic reforms for government institutions;
- Familiar with of Menpan RB Regulations and the standard competency for ASN positions.

How to apply

Prospective candidates shall email their technical proposal outlining (a) the proposed strategies and approach; (b) key personnel's CV, SIPP from HIMPSI, and certificate of the assessor, biographical data sheet of each key personnel, and price quotation to **procurement@id.mercycorps.org** with subject "Competencies Assessment" before **August 31st 2021**. Only candidates who meet the qualifications 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.