

# Mercy Corps Indonesia

## Scope of Work for Consultant

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**Project/Consultancy Title:** Human Resources Management Technical Competencies Assessment for the staff of HR Bureau BNPB

**Project Location(s):** Jakarta

**Finance Department Code:** 20087

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### Background:

Indonesia's overall development has resulted in an enabling environment for Indonesia's disaster management agencies to semi-autonomous, 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 its workforce within the framework of human capital development to sustain the service provision of the national and subnational disaster management institutions (provincial & district/city).

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 to support BNPB in carrying out its roles and duties to fill systems and skills gaps in priority areas, including increasing technical capacity covering disaster preparedness, response, and recovery; policy planning and development; improved governance and institutional strengthening/ organizational development. All of this boils down to one aspect, namely, the development of human capital.

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

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.

**Purpose / Project Description:**

The purpose and objective of this activity are to perform the Human Resources Management Technical Competencies Assessment for up to 19 HR Bureau staff within the operational scope of BNPB's HR Bureau organization and to advance the implementation of BNPB's Human Capital Development Plan (HCDP).

Under the regulation of National Disaster Management Authority (BNPB) number 4 of 2019 on Organization and Work Procedures, the task of the Human Resources Division is to perform the preparation of development coordination, to draft and to determine the needs, procurement, ranking, development and career path, transfer and performance evaluation, welfare, reward, discipline, dismissal, and development human resources information system.

In performing their tasks, the function of Human Resources Division includes:

- a. Preparing the planning materials and human resources development
- b. Preparing the ranking development materials, transfer, and human resources development welfare, and
- c. Preparing the coordination materials and development the human resources information system

To enable performing the tasks as described above, each individual staff within HR Bureau must possess highly technical competencies in human resources management. To measure individual technical competencies, the human resources management technical competencies assessment is required to be conducted.

The results of the individual technical assessment will provide each employee with a comprehensive description of their strengths, weaknesses, and development needs as will be formulated in the individual development plan. The result of the individual technical assessment and individual development plan will be the basis to determine and to implement the competency-based training for individual professional development that should be linked to the Human Capital Development Plan (HCDP) and lifelong learning.

**Consultant Activities:**

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

1. Conducting "Socialization" through online to the HR Bureau staff. This socialization should inform what the technical competencies assessment is, why it should be done, and how it will be implemented.
2. Identifying the tasks, function, and responsibilities of each individual staff within HR Bureau.
3. Identifying technical competencies of human resources management that will be applied for each individual staff within HR Bureau to perform their tasks, function, and responsibilities.
4. Designing the methodology that will be applied for conducting the technical competencies assessment.
5. Developing the examination materials that will be used to do the assessment.
6. Conducting the technical competencies assessment of human resources management for up to 19 HR Bureau staff.

7. In consultation with the leadership of HR Bureau, develop the Individual Development Plan based on the result of technical competencies assessment for individual professional development that should be linked to the Human Capital Development Plan (HCDP) and lifelong learning.
8. Developing the individual report on technical competencies assessment.
9. Conducting individual feedback through online.
10. Developing activity completion report

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

1. UU No. 5/2014 tentang Aparatur Sipil Negara (ASN);
2. PP No. 17/2020 tentang Perubahan atas PP No. 11/2017 tentang Manajemen Pegawai Negeri Sipil;
3. Peraturan BNPB No. 4/2019 tentang Organisasi dan Tata Kerja Badan Nasional Penanggulangan Bencana;
4. Peraturan BNPB No. 8/2020 tentang Perubahan atas Peraturan BNPB No. 4/2019 tentang Organisasi dan Tata Kerja Badan Nasional Penanggulangan Bencana;
5. Keputusan Menteri Ketenagakerjaan RI No. 297/2020 tentang Penetapan Jenjang Kualifikasi Nasional Indonesia Bidang Manajemen Sumber Daya Manusia;
6. Keputusan Menteri Ketenagakerjaan RI No. 149/2020 tentang Penetapan Standar Kompetensi Kerja Nasional Indonesia Kategori Jasa Profesional, Ilmiah dan Teknis Golongan Pokok Aktivitas Kantor Pusat dan Konsultasi Manajemen Bidang Manajemen Sumber Daya Manusia; and
7. Other related government regulations.

### **Consultant Deliverables:**

The Consultant shall deliver to INVEST DM the following deliverables:

1. Individual reports for up to 19 persons as described in the purpose/project description above. In addition, a report on the results of the technical assessment will also be submitted which includes areas of strength, development areas and development recommendations. This Official Technical Competencies Report includes:
  - a. Personal identification data;
  - b. Individual profiles that include descriptions of competencies are displayed at this time, accompanied by suggestions for development in accordance with the competency gaps to be addressed;
  - c. Individual Development Plan resulted from consultation with the leadership of HR Bureau for individual professional development that should be linked to the Human Capital Development Plan (HCDP) and lifelong learning.
  - d. The type of competency-based training recommended based on the individual competency gaps;
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, Individual Competency Gap and Analysis of Training / Development Needs.
4. Individual feedback report covering areas of strength, development areas and development recommendations.
5. Activity Completion Report.

**Timeframe / Schedule:**

A. The following are the schedule of conducting technical competencies assessment:

- |    |                 |                              |
|----|-----------------|------------------------------|
| 1. | 11 January 2022 | Socialization through online |
| 2. | 17 January 2022 | 1st Batch (7 persons)        |
| 3. | 18 January 2022 | 2nd Batch (6 persons)        |
| 4. | 19 January 2022 | 3rd Batch (6 persons)        |

B. Submission of deliverables:

1. Individual report for up to 19 persons: 10 working days after completion of conducting technical competencies assessment.
2. Executive Summary: 10 working days after completion of conducting technical competencies assessment.
3. Presentation to INVEST DM 2.0 and BNPB related to the results of individual report in these technical competencies assessment activity: 2 days after submission of individual reports, and executive summary.
4. Individual feedback report: 2 days after presentation of the result of individual report.
5. Activity Report: 2 days after presentation of the result of individual report.

**The Consultant will report to:**

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 Human Resources Management Assessors to carry out technical competencies assessment in human resources management.
- Has a team with an advanced degree in Human Resources Management or other relevant field
- Has demonstrated expertise, skills, and experience working on the implementation of bureaucratic reforms for government institutions.
- Familiar with of Menpan RB Regulations and other related government regulations.

## How to apply

Prospective candidates shall email their technical proposal outlining (a) the proposed strategies and approach; (b) key personnel's CV, academic credentials, and certificate of the Human Resources Management assessor, and price quotation to [procurement@id.mercycorps.org](mailto:procurement@id.mercycorps.org) with subject "Technical Competencies Assessment in HRM" before **December 15, 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.