Mercy Corps Indonesia

SCOPE OF WORK FOR CONSULTANT

Consultancy Title:	National Consultant for End-line Survey
Program:	Investing in Human Capital for Disaster Management (INVEST DM)
Implementing Organization:	Mercy Corps Indonesia (Jakarta-based)
Donor:	USAID Office of Foreign Disaster Assistance (USAID/BHA (formerly OFDA))
Target & Location(s):	General Affairs, Human Resources, and Planning Bureaus; Education and Training Center; System and Strategy Department and Emergency Response Operation Center; and INVEST DM Partners (UHM, ADPC, ASB, YMCI)

1. BACKGROUND

Mercy Corps, the prime implementer of INVEST DM, takes a consortium approach, with activities and outputs jointly implemented by partners YMCI (workforce planning and development and development of system and strategy), University of Hawaii (Polytechnic), Asian Disaster Preparedness Centre (Pusdiklat PB), and Arbeiter-Samariter-Bund (gender and disability inclusion).

INVEST DM strengthens the BNPB by embedding teams and providing technical assistance (TA) tailored to research, improve and/or support the establishment, implementation, and measurement of organizational development initiatives. Achievement of program outcomes and interventions are expected to contribute towards a high-performance culture. Program interventions align with BNPB priorities and support ' 'BNPB's ongoing reform agenda of organizational development and change management for civil servants in (i) pre-service training (establishment of the new BNPB Polytechnic); (ii) strengthening of the in-service training program (BNPB Pusdiklat); and (iii) supporting the BNPB's General Affairs and Planning Bureaus to develop a draft five-year Workforce Planning and Development Plan; and (iv) support to the new deputy of System and Strategies to build the capacity of the new department.

A key feature of INVEST DM is the embedding of specialists within each of the BNPB departments, including the Polytechnic, Pusdiklat, deputy of Systems and Strategy, General Affairs, Human Resources, and Planning Bureaus. These specialists work closely with relevant counterpart technical units to deliver the work plan's outputs and activities approved by the BNPB (Outcomes 1 to 4).

Goal: The Government of Indonesia's disaster management institutions and people at multiple administrative levels are equipped to fulfill their mandate to deliver effective DM services and save lives	
(IR1) Training structures within BNPB (in-service and pre-service) are strengthened and human resource capacity within BNPB is improved in disaster management	**(IR2)** BNPB has increased capacity to adopt and manage new initiatives

Outcome 1: The functionality of DM Polytechnic, the institution established in BNPB for pre-service education, is improved	Outcome 3: BNPB has the capacity to create and manage workforce planning and development
Outcome 2: Organizational capacity of Pusdiklat is strengthened to ensure delivery of appropriate certified in-service training for the BNPB workforce	Outcome 4: BNPB's new system and strategy department has the organizational capacity to develop and synchronize policies for sub-national uptake

2. PURPOSE OF END-LINE SURVEY

The purpose of this end-line survey is two-fold:

I.   Based on baseline study and landscape assessment, compare the INVEST DM 'program's achievements to date vis-à-vis its target outcomes and outputs, including an in-depth analysis of approaches to technical training and organizational capacity development;
II. Review INVEST DM Theory of Change and Program Logic against program goals and performance;
III. Based on findings, generate lessons learned, identify key results on impact, provide conclusions with clear justifications as input for final program reporting, and/or recommendations for future programming opportunities.

In short, the end-line survey should measure the changes and achievements against the baseline.

The end-line survey will follow the two-step process as follows:

Step one: Conduct an end-line survey to measure the organizational and technical performance of selected Bureaus and Departments (technical directorates and centers) in BNPB against the baseline or close to the conclusion of program activity implementation. A perception study of program stakeholders will be conducted as part of the end-line

Step two: The result from the end-line survey will be followed and used to inform the end of program performance and major achievements against the two key intermediate results and four outcomes.

The end-line survey should refer to the following questions below:

1. Political and Social Economy Context
   a. What do current BNPB and other relevant GoI policies and regulations say? What are the major political and socioeconomic drivers/conditions (direct/indirect) that have influenced program direction and implementation?
   b. To what extent have these conditions impacted BNPB priorities and affected the program targets and priorities?

2. Relevancy to Theory of Change
   a. Is the program's TOC still relevant to the current and emerging context?
   b. If not, make suggestions for its update?

3. Pre-service training (Polytechnic)
   a. What were the challenges (past, current, and future) to BNPB securing the Polytechnic DM's licensing (based on a review of BNPB priorities/Renstra, state budget, and the GOI agencies involved in the permit approval process)? To what extent (demonstrated) has INVEST DM moved the permitting process forward? To what extent can the outputs delivered by INVEST DM be used by BNPB (or GOI) to support and fast-track the establishment of an external DM pre-service study program?
   b. To what extent has the stocking analysis (from the demand and supply side) influenced the course/study program development (i.e., syllabus, teaching and learning modules and materials, development). Are three courses relevant to and in line with the new BNPB/BPBD functional positions for entry-level public servants?

4. In-service training (Pusdiklat BNPB)
   a. Comparing to the baseline, what is the current capacity of Pusdiklat in delivering appropriate certified in-service training for the BNPB workforce?

5. Workforce planning and development
   a. Comparing to the baseline, what is the current capacity of BNPB to create and manage workforce planning and development? Is BNPB committed to resource and action the midterm new Human Capital Roadmap, 2021-2024? And for planning purposes, to what extent is HCR referenced to BNPB's Renstra, 2021-2024 (i.e., is it a companion to or are elements of it incorporated in the Renstra)?

6. BNPB System and Strategy
   a. Comparing to the baseline, what is the likelihood of the DM public campaign and other strategies and systems developed by INVEST DM adoption by BNPB (%) and rolled out to subnational governments?

7. Gender and inclusive human capital development
   a. Comparing to the baseline, how do current policies and regulations incorporate gender and inclusive human capital development in BNPB?

3. END-LINE SURVEY METHODOLOGY

DESK STUDY

The Consultant will have access to and consult the following documentation on the INVEST DM program:

- Grant agreement, program proposal, and modifications
- Baseline study and change stories
- Program reports
- Program Implementation/Performance Monitoring Plan
- Program MEL
- MOUs with implementing partners
- Relevant regulations and laws
- Information sheets and presentations

END-LINE SURVEY DESIGN

The Consultant will be expected to produce an end-line survey Design document, including the end-line survey methodology and activity schedule, including resources required to deliver the

proposed survey. Also, the document should adequately address the end-line questions agreed upon with the team. The end-line survey design should include the data collection and analysis methods and tools to be used, including the justification of particular methods chosen that address constraint, limitations, and biases of the preferred methods. A Desk Study should inform the end-line design document of the program documentation listed above. The end-line design document should include proposed lists of interviewees, interview tools, forms and questions, and a work plan. The end-line design document will be submitted to the program team for approval, and any subsequent changes made to the document will require re-approval.

DATA COLLECTION

The following process for the end-line survey will be:

1. Develop and test the survey tools, instruments, and FGD questions by an external consultant with review by the INVEST DM management team;
2. Identify and conduct up to two case studies and a tracer study to investigate specific thematic areas of practice (to be agreed upon in consultation with the Senior MEL advisor and MEL Specialists)
3. Training of INVEST DM teams (Partners/Outcome Managers) to conduct the data collection;
4. Data collection will target each of the counterpart BNPB technical units/directorates, centers, and bureaus) including relevant GOI stakeholder agencies as required (LAN, BKN, MenPAN, MoEC, MoHAs etc.)

The methodology of data collection will be a combination of qualitative and quantitative methods. Tools to collect quantitative data will reflect the end-line survey questionnaire. The perception study will collect and analyze qualitative data sets. Qualitative data collection tools should be appropriate, adequate, and cost-effective. Discussion/guiding questions will reflect neutral, a non-biased language that is sensitive to the demographics of the target population. All tools used in conducting the evaluation, such as questionnaires, checklists, and discussion guides, will be included in the report as annexes. The key informants of this data collection should, at minimum, include: staff of the targeted departments in BNPB, the staff of the INVEST DM partners, etc.

DATA ANALYSIS

The data analysis applies for the end-line survey should, at a minimum, include a descriptive analysis. It is expected that the analysis will investigate the enabling and disenabling environment for planned outputs and where appropriate trends and patterns as well as outliers in the data and conduct appropriate data validation to confirm or dispute findings and interpretations. Additionally, the Consultant is expected to conduct validation workshops with the program team on preliminary findings.

4. DELIVERABLES

The Consultant will be responsible for the following deliverables:

a. A final end-line design document with all attachments (see Methodology section for details);
b. Data collection (secondary and primary data) in sample target areas as well as conducting data analysis;
c. Presentation of preliminary findings to the program team, senior management, and other relevant programs within MC Indonesia, including the submission of presentation materials;
d. Draft version of the end-line survey report, which will include the perception study, submitted by the agreed-upon date to the program team for review and feedback; and

e. Final version of the end-line survey report, based on the Report Format section described below, submitted by the agreed-upon date to the program team as an electronic file. Both draft and final versions of the end-line survey report written in English and Bahasa Indonesia.

5. ROLES AND RESPONSIBILITIES

A national/international Consultant will conduct the end-line survey. The Consultant will be responsible for developing the end-line survey design, work plan, data collection, analysis of collected data, and producing the report. The Consultant will receive support from the INVEST DM Monitoring, Evaluation and Learning team on communicating with stakeholders and beneficiaries, data collection and logistics, and travel. Other INVEST DM program staff will also be available to provide information on program implementation. The Consultant will report directly to the INVEST DM Chief of Party. The INVEST DM Deputy Chief of Party, and Senior MEL advisor, MEL Specialist, and Government Liaison Policy and Legal Adviser will also provide input into the draft report.

6. END-LINE SURVEY WORK PLAN

The final-end-line survey will start on November 16, 2020 and should be completed in 17 working days as follows:

No.	Activity	Place	Duration	Deliverable
1	Desk study (review program documents and other relevant national and international DRMRR literature), develop instruments and report framework	Home-based	3 days (3rd week of November)	Evaluation design submitted (no later than 3rd week of November 2020)
2	Meeting with program team and partners, refine study instruments and reporting framework, develop field activities schedule, prepare logistics	Online meeting	3 days (3rd-4th week of November)	-
3	Data collection & management	Online meeting & BNPB Jakarta	3 days (4th week of November)	-
4	Data analysis & report preparation	Online Meeting & Mercy Corps office Jakarta	3 days (1st week of December)	Data and analysis report submitted on December 7, 2020
5	Initial findings presentation to INVEST DM team and Mercy Corps management	Online Meeting & Mercy Corps office Jakarta	1 day (as needed)	-
6	Draft report writing & review by MC	Mercy Corps office/others	2 days (2nd week of December)	Draft report submitted on December 14, 2020

7	Report finalized	Mercy Corps office/others	2 days (3rd week of December)	Final report submitted on December 18, 2020
	Total		17 days	

7. CONSULTANT QUALIFICATIONS

The Consultant should have the following skills and competencies:

1. Minimum 10+ years of working experience in development programs, with 5+ years of program evaluation experience, including program design and management.
2. Technical expertise in disaster risk management and risk reduction (DRMRR) with significant experience working with Government, at national and subnational levels, on technical training and organizational capacity development programs.
3. Familiarity with the DRM context in Indonesia, including legal and regulatory frameworks.
4. Excellent written and oral communication skills in English, including report writing and editing.
5. Demonstrable extensive experience producing high quality evaluations (a sample or summary of a previous evaluation project will be required).
6. Experience working with/evaluating NGO programs funded by USAID/OFDA cooperative agreements is preferred.
7. Experience working in Indonesia or the region is preferred.
8. Working knowledge of Bahasa Indonesia is an advantage.

8. APPLICATION PROCEDURES

Please submit your proposal and curriculum vitae in English to: procurement@id.mercycorps.org no later than November 14, 2020. Only shortlisted candidates will be notified.