

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: BNPB UPT Feasibility Study and Grand Design Development

Project Location(s): BNPB, Jakarta

Finance Department Code: 8500-576-20111-01

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.

INVEST DM 2.0 (Investing in Human Capital for Disaster Management) program is a collaborative program between the United States Government (through USAID) and the Government of the Republic of Indonesia (through the National Disaster Management Agency, BNPB). INVEST DM 2.0 is designed as a continuation of the USAID/BHA Technical Assistance and Training Team (TATTs) program (2014-2019) and the first phase of the INVEST DM program (May 2019-Jan 2021). The program is focused on the national level, with many interventions expected to be absorbed by the sub-national level. This program directly supports BNPB in building the capacity of its human resources (bureaucratic reform and capacity building) and national disaster management capacity through education and training initiatives as well as system and strategy improvements. It is hoped that these initiatives will contribute to the strengthening of local DM institutions and people at key administrative levels who will be better prepared and able to fulfil their mandate to deliver effective and lifesaving DM services.

Purpose / Project Description:

To bring closer and accelerate the provision of DM services to the local and national level, and support local government in implementing the Minimum Service Standard of the sub-sector of local disaster (SPM PB), BNPB has been making efforts to establish vertical units as allowed by the regulations governing the BNPB organization. These regulations explicitly mention the existence of Technical Implementation Units (UPT) within the BNPB organizational structure. As a step towards achieving this aim, since the aftermath of the 2009 Padang earthquake, BNPB began with the establishment of the first UPT in Padang with the construction of the buildings and its operationalization.

Furthermore, as stated in the BNPB's Strategic Plan for 2020-2024, there are plans to develop the institution, including the establishment and preparation of vertical units in the regions. Several other initiatives have also been undertaken by BNPB to establish and prepare UPTs, including preparing and submitting proposals to the Ministry of Administrative and Bureaucratic Reform (KemenPAN-RB), conducting various studies, including an academic paper on establishing UPTs at the equivalent level of regional offices (Balai Besar).

INVEST DM 2.0 will support the establishment of BNPB's vertical units in the regions, following the strategic plan for BNPB's institutional development. The support provided is expected to review

the regulatory framework and initiatives that have been undertaken, consolidate or synergize all initiatives, fill the gaps, and provide additional perspectives. This includes obtaining input on practices and learning from the Regional Office of FEMA and US Government-owned Disaster Management authorities, for reference and adaptation as well as studying the Balai Besar's/UPTs of other GOI agencies for benchmarking purposes.

This activity aims to facilitate the establishment and operationalization of UPT BNPB at the regional/sub-national level, in strict adherence to the prevailing regulations and in alignment with the national disaster management efforts.

Consultant Objectives:

The objectives of this consultancy encompass a thorough feasibility study and a comprehensive grand design proposal, which is expected to become a consideration for strategic decision-making in the establishment and operation of the UPT of BNPB in certain period, depend on BNPB concurrence (commonly in five years period). The feasibility study and grand design should follow the existing GoI regulations and standards, including at minimum the following aspects, such as: vision and objectives, need and scope of services; organizational structure; human resources; regulation and standards; technology and infrastructures; maintenance and development; budget; stakeholders; communication and education; performances; etc.

Consultant Activities:

Through INVEST DM 2.0 supervision and close coordination with the Directorate of Logistics and Equipment Management of BNPB as well as Legal, Organization and Cooperation Bureau of BNPB, the consultant shall undertake preparations and conduct the feasibility study concerning the establishment of the UPT and the subsequent formulation of its comprehensive grand design.

The Consultant will:

1. Develop the study design/methodology by reviewing and enhancing process diagram/figure below and present the results to the INVEST DM 2.0 management and BNPB for approval,
2. Consult with stakeholders and conduct data collection with both secondary data and primary data collection approach, and further analysis, interpretation, and reporting,
3. Develop and present the feasibility study result and the grand design to INVEST DM 2.0 and to BNPB,
4. Finalize the study result/report and policy brief based on recommendations on input from INVEST DM 2.0 and BNPB,
5. Develop a brief of the study report (slide deck) for BNPB,
6. Develop the completion report,
7. Present the final study result to INVEST DM 2.0 and BNPB.

Consultant Deliverables:

- Approved study design/methodology
 - Approved feasibility study report and presentation,
 - Approved grand design and presentation,
 - Approved summary policy brief with recommendations,
 - Approved final slide presentation,
 - Approved activity completion report.
- All deliverables are to be developed in both Bahasa Indonesia and English.

Methodology

The process detailed below is subject to review and is designed for discussion with the selected consultant.

[See link for the flowchart of methodology](#)

Timeframe / Schedule:

The study will commence from September – December 2023 (eighteen weeks) to complete the following tasks summarized below:

No	Task	Activity and Output	Deliverable
A	Develop the study design and methodology and present to INVEST DM 2.0 and BNPB	Overview of the study design/methodology by reviewing and enhancing the current developed methodology and presenting the result to INVEST DM 2.0 and BNPB for approval.	Approved study design/methodology and workplan
B	Consultation, data collection, analysis, interpretation and reporting	Conduct data collection with both secondary data and primary data collection approaches, and further analysis, interpretation, and reporting.	Draft feasibility study report presentation
C	Finalize the feasibility study report and develop the grand design	Present the feasibility study result and develop the grand design.	Approved feasibility study report Draft grand design
D	Finalize the grand design	Finalize the study result/report and policy brief based with recommendations on input from INVEST DM 2.0 and BNPB.	Approved draft grand design document
E	Summarize the consultation result in the form of a policy brief and develop a presentation slide deck	Develop a policy brief and slide deck for the final presentation of the consultation results to INVEST DM 2.0 and BNPB.	Summary policy brief with recommendations. Final slide presentation.

No	Task	Activity and Output	Deliverable
<p><i>The candidate consultant should propose in their proposal about level of effort in the form of person days to deliver the above tasks.</i></p>			

The Consultant will report to:

INVEST DM 2.0 Governance Liaison & Legal and Policy Advisor

The Consultant will work closely with:

CoP, Deputy CoP, Senior DRM Specialist, respective working unit in BNPB.

Required Experience & Skills:

The Consultant should have followed the qualifications, competencies, and experience:

- Minimum 15+ years of working combined experience in government organizational development, development, humanitarian/ disaster risk management.
- Technical expertise in organizational development with significant experience working with government, development agencies/programs, at national and subnational levels.
- Familiarity with the whole-of-society DRM landscape in Indonesia and DM institutionalization, DM Minimum Service Standard, and DM legal and regulatory frameworks.
- Candidate must have a deep understanding of government business culture and processes with experience working with BNPB.
- Extensive experience in producing high-quality evaluations (a sample or summary of a previous related portfolio will be required).
- Excellent written and oral communication skills in both English and Bahasa Indonesia, including report writing and editing.

How to Apply

Prospective candidates shall email their technical proposal outlining (a) the proposed work plan; (b) Curriculum Vitae, and (c) price quotation to procurement@id.mercycorps.org with subject "Feasibility Study of UPT BNPB" before **15 September 2023**. 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.