

Mercy Corps Indonesia

Scope of Work for Consultant

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| Consultancy Title | : Technical Advisor on Development of Standard Operating Procedures in Pusdalops BNPB |
| Project | : INVEST DM 2.0 |
| Location(s) | : Jakarta |

Background

The Investing in Human Capital for Disaster Management – INVEST DM 2.0 is a cooperation program between the government of United States of America through United States Agency for International Development (USAID)/Bureau for Humanitarian Assistance (BHA) with the Government of Indonesia (GoI) through the National Disaster Management Agency (*Badan Nasional Penanggulangan Bencana – BNPB*). INVEST DM 2.0 is a multi-year 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 for emergency preparedness, response, and recovery; policy and development planning; institutional governance; and organizational development.

The main objective of the INVEST DM 2.0 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. One of the focuses of INVEST DM 2.0 is for systems strengthening to improve guidelines and procedures.

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 solution is into action – helping people triumph over adversity and build stronger communities from within.

Purpose / Project Description:

INVEST DM 2.0 will support Emergency Operations Center / *Pusat Pengendalian Operasi – (Pusdalops)* BNPB to trail the implementation of and revise/finalize the existing draft of internal technical SOPs. Support will include developing a set of technical SOPs on Early Warning Services that involves operations across work units in BNPB.

The draft of Pusdalops' internal technical SOPs to trial and revise/finalize are:

1. Preparation of disaster rapid assessment support documents
2. Preparation of disaster emergency operations plan
3. Conduct disaster emergency operations tactical control
4. Conduct evaluations to disaster emergency operations

Development of a set of technical SOPs on Early Warning Services will require a series of discussions between Pusdalops and the Directorate of Early Warning, as well as consultations with across BNPB Deputies, to formulate a standardized early warning services that will be

delivered by BNPB for interfacing with institutions and/or civil society . Presidential Regulation 93/2019 is adopted as a basis for establishing the standard.

Consultant Activities:

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

1. To trial implementation and revise/finalize each of the above-mentioned Pusdalop's internal technical SOPs. Trialling will be conducted by tabletop exercise (TTX) with the results used to inform finalizing the process of legislation. The consultant will work with Pusdalops BNPB and INVEST DM 2.0 team to:
 - a. Facilitate the all stages of testing, including but not limited to
 - i. Preparation: all materials and tools for the TTX; all actors who will be involved (i.e., performer, observer/evaluator).
 - ii. Implementation: facilitate the TTX, assign inject cards, facilitate after action review with the actors involved.
 - iii. Post: facilitate substantial and operational review of the conducted TTX with the actors involved.
 - b. Facilitate the revision and finalization process of each SOPs with Pusdalops BNPB.
 - c. Compile all the TTX materials and tools into one practical guideline for Pusdalops BNPB to conduct testing of SOPs in the future.
2. To develop a set of technical SOPs of BNPB's early warning service, the consultant with work with Pusdalops and the Directorate of Early Warning at BNPB to:
 - a. Facilitate series of discussions and consultations with relevant work-units in BNPB to clarify:
 - i. What kind of early warning service(s) as a standard is required to be delivered by BNPB?
 - ii. What are the division of roles and the business processes for the intended early warning services?
 - iii. Identify SOP/s that need to be developed.
 - b. Facilitate processes in developing the SOPs for BNPB's early warning service delivery. This includes provision of technical assistance to the relevant work unit and/or the assigned SOP Development Working Group, writing or input for quality control to develop the SOPs.
 - c. Facilitate simple trialing of priority SOP(s) to test the functionality of the intended early warning service, and thereafter to make the necessary adjustments to the SOP(s).

Consultant Deliverables:

1. [1] Guideline for SOP trialing (TTX guideline)
2. [4] Final draft of Pusdalops' internal technical SOPs
3. [1] Design and business process of BNPB's early warning service(s)
4. [1 package] Technical SOPs of BNPB's early warning service.

Timeframe / Schedule

The period of the performance is for 28 days, 12 days for trial & finalize the internal SOPs, and 16 days for develop and trial and finalize the early warning SOPs, in intermittent input from September until 31 December 2021.

| No. | Activities | Est. Workdays |
|-----|-----------------------------------|---------------|
| 1. | Trial internal SOPs | |
| | • Planning & preparation | 2 |
| | • TTX | 3 |
| | • Review & evaluation | 1 |
| | • Revision & finalization of SOPs | 3 |
| | • Develop TTX guideline | 3 |
| 2. | Early warning SOPs | |
| | • Clarification of EWS services | 3 |
| | • SOPs development | 5 |
| | • Functional SOPs testing | 5 |
| | • Revision & finalization of SOPs | 3 |

Reporting

The consultant will report to the Senior Disaster Risk Management, Systems and Strategy Specialist.

Required Experience & Skills

- Minimum 5 years of experience in developing standard operating procedures for government agencies with a specific emphasis in emergency management, emergency operations, early warning systems, technical and administrative SOPs.
- Functional knowledge of the systems and institutions within the Government of Indonesia, including excellent knowledge of the Perka BNPB 02/2017.
- Experienced in providing trainings, technical assistance, and facilitation of drafting legal frameworks to the government staff at the national level.
- Experienced in designing and facilitate table-top exercises for government agencies in the field of disaster response and/or early warning.
- Experienced in developing technical guidelines at the national-level government agencies.

How to Apply

Prospective candidates shall email their technical proposal outlining (a) the proposed work plan/strategy; (b) CV and (c) price quotation to **procurement@id.mercycorps.org** with subject "3.1.5 Consultant". Only candidates who meet the qualifications will be contacted.