

# **SCOPE OF WORK FOR CONSULTANT**

<b>Consultancy Title:</b>	Consultant – Strengthening system to manage database of DM trainers/facilitators
<b>Project:</b>	INVEST DM
<b>Location(s):</b>	Jakarta and Sentul (West Java)

## **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 expected to be able to carry out the functions of 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. In last twelve years, BNPB has made significant progress in the formulation and determination of disaster management policies; implementation of policies and good practices 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.

INVEST DM, a USAID funded the program, is present to provide a holistic approach that can support BNPB in carrying out its roles and duties to fill gaps in several 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 Program is to strengthen the capacity of disaster management agencies in Indonesia and resources at various administrative levels so that they are able to fulfill their mandate in providing effective and life-saving disaster management services.

The Disaster Management Training and Education Center (Pusat Pendidikan dan Pelatihan Penanggulangan Bencana/Pusdiklat PB) as the center that established to support tasks and functions of BNPB and DM institutions in Indonesia through providing technical training services. Pusdiklat PB continues to develop the organization's capacity and the implementation of its training programs. Many developments have been achieved since the establishment of the Pusdiklat PB in 2008 to support disaster management performance. In parallel, there is a fundamental gap that is an obstacle for DM's Education and Training Center to become a formal, comprehensive institution as a provider of in-service training on disaster management.

Pusdiklat PB needs more trainers, a clear certification process for training providers and trainers, and availability of more active modules and curriculum for training. In order for Pusdiklat PB to be considered as an entity for DM training, it is substantial to have a database and a system for

managing certified trainers. The database for external trainers/facilitators should be accessible for users from both government and non-government parties.

To support its training program, Pusdiklat PB has developed a pool of trainers/facilitators in collaboration with the Technical Assistance and Training Teams (TATTs) program (2014-2019) which funded by USAID. Other products resulted from this collaboration were A Guidelines for Management of DM Trainer; and Standard Operating Procedure (SOP) on Management of DM Trainer of Pusdiklat PB. The implementing tools and infrastructure still need to be improved and implemented. To resurrect the existing pool of trainer/facilitator it is important to strengthen the system to ensure the coverage database of external trainers/facilitators, system and criteria and its effectiveness in supporting the performance of Pusdiklat PB on DM training and education.

## **OBJECTIVE OF CONSULTANCY**

The purpose of this consultancy is to strengthen the system to manage external trainers/facilitators as needed by Pusdiklat PB with refer to existing mechanism of Pusdiklat PB and basic pool of database developed under TATTs project. Through strengthened system, management database of external trainers/facilitators as properly to enhance the human resources capacity on DM including integrated of inclusivity aspects (gender and disability) to boost DM training and education performance of Pusdiklat PB. External trainers/facilitators as a great resource to support limited human resources number and capacity on DM related for Pusdiklat PB.

The Consultants will closely collaborates with Division for Program and Evaluation, Division for Education and Training, and Trainers of Pusdiklat PB to gain information and inputs in strengthen the system to manage external trainers/facilitators.

## **DELIVERABLES**

- Report on the review of the existing system and practice with identified gaps and recommendation
- Revised Pusdiklat's relevant guideline and SOP on management of DM trainers
- Improved existing Pusdiklat database based on the revised guideline and SOP
- Tested guideline and SOP through actual recruitment of trainers

## **TIMEFRAME / SCHEDULE**

The activities are expected to be completed within 1.5 month since the start of the consultancy with a maximum 30 effective working days.

## **REPORTING**

In discharging services requires by this Contract, the Consultant will work under the supervision of the Country Representative of ADPC Indonesia, and work closely with the Program Support Officer, as ADPC team work under INVEST DM and in close collaboration with other INVEST-DM Team members to ensure compliance with assignment as mentioned in Terms of Reference (ToR).

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

INVEST-DM 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.

## **CRITERIA**

1. The consultant must be a consortium or a team of independent consultants who are members of the higher education institution.
2. Degree/expertise subjected to database development/management or at least 5 years working experience on database management.
3. Has 5-10 years working experience in any field/discipline in disaster risk reduction.
4. Experience on develop the mechanism/system of database to support the improvement of human resource capacity related to training and education.
5. Must have a strong network with various stakeholders on DM (University forum for DRR, NGO networks, local BPSDM, private sector and Local DM Offices).
6. Familiar with government working system related to training and education.
7. Design/re-design and develop/re-develop trainer database to meet the needs of training and education on disaster management.
8. Modifying and editing/upgrade existing database.
9. Use database to design the business purposes.
10. Ability to extract the information from various parties and documents for strengthen the mechanism/system of human resources development capacity.
11. Experience performing role as trainer and/or facilitator.
12. Ability to work in tight deadline and dynamic working environment.
13. Ability to work in a collaborative and team environment.
14. Can speak reasonable English.
15. Excellent report writing skills in Bahasa and English.

## **TO APPLY**

Interested candidates from higher education institutions or organizations could email their proposal and price quotation to [procurement@id.mercycorps.org](mailto:procurement@id.mercycorps.org) with subject "INVEST DM\_Consultancy 2.2" no later than August 16<sup>th</sup>, 2020. Only shortlisted candidates will be contacted.

Thank you,  
Mercy Corps Indonesia