

SCOPE OF WORK FOR CONSULTANT

Consultancy Title:	Technical Advisor on Development of Standard Operating Procedures to support Pusdalops BNPB (Short-Term Technical Assistance/STTA)
Project:	Technical Assistance to BNPB on COVID-19
Location(s):	Jakarta

BACKGROUND

Under USAID/OFDA funding, Mercy Corps Indonesia is implementing the “Investing in Human capital for Disaster Management (INVEST-DM) program at the national level. INVEST-DM is working to support the Government of Indonesia (GOI) to develop and increase the capacity of civil servants to be able to fulfil their mandate to deliver effective DRM services and save lives. INVEST DM seeks to provide a holistic approach to support Indonesia’s disaster management institutions and will apply the guiding principles to ensure gender and disability inclusive perspectives and frameworks are engaged.

In December 2019 a cluster of pneumonia with unknown causes was identified in the Wuhan, China. The disease then rapidly spread to 26 additional countries and was identified as a novel corona virus. WHO declared CoVID-19 as a Public Health Emergency of International Concern (PHEIC) on January 30, 2020. On March 11, 2020 the World Health Organization (WHO) declared that the current CoVID-19 a pandemic situation. At the time of the declaration there were 118,000 confirmed cases in 114 countries and 4,291 people had already succumbed to the illness and lost their lives. By September 19, 2020, there were 30,980,631 confirmed cases in 213 countries and 960,871 people had lost their lives.

On March 14th, 2020, President Jokowi appointed the Badan Nasional Penanggulangan Bencana (BNPB) the lead agency for managing and coordinating the response of the GOI to the CoVID-19 threat in Indonesia. On July 20th, 2020, President Joko Widodo issue Presidential Regulation 82/2020 to establish COVID-19 Handling and National Economic Recovery Committee with the two disparate task forces; national economic recovery, and COVID-19 response. The Head of BNPB is still in charge for the COVID-19 response task force with establishing a command and control structure that integrates all of the relevant agencies and professionals to ensure that WHO guidance for management of a pandemic are appropriately and timely addressed throughout the Nation. BNPB has not developed plans and Standard Operating Procedures (SOP’s) for the management of pandemic events. A Pandemic Preparedness Assessment of BNPB was completed on February 25-26th, 2020 and revealed gaps in the preparedness and human capacity of the organization to respond to a pandemic threat.

A series of discussions with senior BNPB leadership, have led to the request for technical advisors to be provided to strengthen the capacity of the appointed workforce to respond to the rapidly emerging pandemic threat. A specific desire and willingness to have technical assistance, guidance and Just-In-Time training and coaching for the leadership in the Pusdalops BNPB has been demonstrated. Policy Brief on the Command and Control, Coordination, Communication and Information (C4i) developed by INVEST DM in August 2020 has been suggesting urgent needs for availability of specific Standard Operating Procedures (SOPs) in the Pusdalops. Additionally, the

Head of Pusdalops PB has requested technical assistance in evaluating the required SOPs to ensure effectivity and accountability of Pusdalops operations.

OBJECTIVE OF CONSULTANCY

To support the operational objective of the Pusdalops PB through provision of a Technical Advisor for Development of Standard Operating Procedures with a demonstrated background in organizational development and emergency management and experience in facilitating SOP development for government agencies.

SPECIFIC OBJECTIVES:

- Perform an analysis of the existing systems and workflows at BNPB Pusdalops as input for operational improvement.
- Facilitate the overall process in developing standard operating procedures of BNPB Pusdalops in accordance with Perka BNPB 02/2017.
- Provide a strategy document and tools for monitoring and evaluation of the SOP implementation.

DELIVERABLES

The key deliverables of this assignment will be:

- Analysis document and recommendations related to the findings from the assessment of the existing Pusdalops PB systems and workflows.
- Trainings to Pusdalops PB staff on SOP development. This includes training for the development as well as for testing the developed SOPs.
- Documentation of processes in developing SOPs. This includes documentation of lessons learned for the overall SOP development processes, and measured improvement of skills of Pusdalops staff in developing SOPs.
- Strategy and tools for monitoring and evaluation of the SOP implementation.

ACTIVITIES

The purpose of the task is to facilitate the development of SOPs to support Pusdalops PB for more effective and accountable both technical and administrative operations. The technical expert (STTA) will be embedded in the Pusdalops, under the direction of INVEST DM management team. The expected activities include:

- Conduct assessment and gap analysis for the current system and workflows to determine key procedures which the Pusdalops PB must generate and provide analysis.
- Facilitation of various capacity building; technical assistance, Just-inTime (in-house) or in-service training for the SOP Development Working Group or individuals in the Pusdalops regarding SOP development, implementation, as well as its monitoring and evaluation.
- Facilitation of meetings with administrative and technical representatives from relevant BNPB unit, agencies or ministries to collaborate or integrate the intersect working procedures as follows, but not limited to:
 - Procedure for activation of Pusdalops in the event of emergency;
 - Procedure for early warning dissemination;
 - Procedure for data and information management;
 - Procedure for mobilizing the quick reaction team;
- Conduct tabletop exercises to test the priority SOPs.

TIMEFRAME / SCHEDULE

The period of the performance is for 20 days, in intermittent input from October through November 2020, with possibility of extension.

REPORTING

The consultant will report to the Lead EOC Operation Management Advisor of Investing in Human Capital Development for Disaster Management (INVEST-DM).

REQUIRED EXPERIENCE & SKILLS

- Experienced and proficient in developing standard operating procedures for government agencies with a specific emphasis in emergency management, emergency operations, 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 working with BNPB is preferred.
- Fluency in Bahasa Indonesia and English.

TO APPLY

Email your application to procurement@id.mercycorps.org with subject "TA SOP Development_INVEST DM" highlighting your suitability for the consultancy position with your CV and completed biodata sheet (can be obtained in this link: <https://bit.ly/2ZboIDS>) by October 2nd, 2020 the latest. Only shortlisted candidates will be contacted.

Thank you,
Mercy Corps Indonesia