

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: Web-Development Portal and Database for Management of Disaster Risk Assessment Experts

Project Location(s): Jakarta

Finance Department Code: 20087

Background:

The 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 Authority, BNPB). INVEST DM 2.0 was 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 flow down for regional implementation. This program directly supports the National Disaster Management Agency (BNPB) in building the capacity of its human resources (bureaucratic reform and capacity building) and national disaster management (PB) capacity through education and training initiatives as well as systems strengthening and strategy enhancement. It is hoped that these initiatives will contribute to the strengthening of local PB institutions and people at key administrative levels who will be better prepared and able to fulfill their mandate to deliver effective and lifesaving PB services.

In the implementation of Minimum Service Standards (MSS) by the regions, BNPB provides support through the implementation of its duties by providing guidelines and directions for disaster management efforts through the function of formulating and determining disaster management policies. BNPB as the executor/peak agency of government affairs in the field of disaster management has an interest in the substance of the MSS policy and ensures its implementation by local governments. In accordance with Article 9 Paragraph (3) of Government Regulation Number 2 of 2018 concerning Minimum Service Standards, basic services for disaster sub-affairs consist of: services disaster-prone information, disaster prevention and preparedness services and rescue and evacuation services for disaster victims.

One of the main components to provide disaster-prone information services is the availability of competent disaster risk assessment experts to conduct disaster risk assessments (KRB) for the documentation and informing of MSS planning and DRM tactical decision making and action. The availability of adequate human resources is a challenge in the implementation of the Permendagri. Not only to conduct disaster risk studies, but also more broadly to manage disaster risk assessment experts scattered in various locations in order to assist 514 districts/cities throughout Indonesia.

BNPB has developed guidance for the management of disaster risk assessment experts as an effort to standardize the implementation of disaster risk studies throughout Indonesia. Management of disaster risk assessment expert guidance covers recruitment, capacity building, competency certification, mobilization (assignment) and monitoring evaluation. The guide provides information on the management of disaster risk assessment experts. It is expected to complement the existing general guidelines to ensure the KRB documents are prepared by competent experts in accordance with MSS to optimize KRB document development process in Indonesia at the district/city level.

To complete the guidelines and support the management of these experts, BNPB with support of INVEST DM 2.0, will create a portal and database for the management of disaster risk assessment experts. The availability of the portal is expected to facilitate BNPB in the recruitment process, a bridge for experts, as well as archives for pertinent activities, products implemented, monitoring-evaluation of experts, and so on.

Consultant Objectives:

BNPB Directorate of Mapping and Risk Evaluation will provide the IT infrastructure that may be required to develop the portal and database. Main objective of the consultant is to develop a portal and IT database for the management of disaster risk assessment experts.

Consultant Deliverables:

1. Work plan development for review and approval.
2. Design and the developed Portal and IT database for the management of disaster risk assessment experts.
3. Manual on how to operate and manage the portal.
4. Presentation of the results of the development of a portal for disaster risk assessment experts.
5. A brief narrative activity completion report describing the initial situation, the inputs given, the process carried out, the results achieved, the challenges encountered and strategic proposals for the next steps that need to be carried out by BNPB.

Consultant Activities:

The scope of activities to be carried out in the development of the portal are as follows:

1. Design the portal and database through discussion and consultation regarding the need, design, and direction of making a portal for the management of disaster risk assessment experts.
2. Create a portal and database for the management of disaster risk assessment experts.
3. Provide technical assistance/training to BNPB staff on the portal and IT database management (including platform operations and maintenance) of disaster risk assessment experts.
4. Develop a manual for the portal and database operation.
5. Prepare an activity completion report.

Timeframe / Schedule:

The performance period for consulting services will be in October 2021.

The Consultant will report to:

INVEST DM 2.0 Roster Management Specialist.

The Consultant will coordinate and work closely with:

Directorate of Mapping and Risk Evaluation of BNPB, and INVEST DM 2.0.

Required Experience & Skills:

- Formal education and expertise in portal and database development.
- Experienced in the process of developing portals and databases for the management of experts/labor.
- Knowledge of disaster risk management preferred.
- Experience working with government officials is essential, and with BNPB preferred.

How to Apply:

Individuals/Institutions who meet the qualifications can send their application letter, CV, company profile (if relevant), portfolio, and price quote to procurement@id.mercycorps.org with the email subject "Web-Development Portal and Database for Management of Disaster Risk Assessment Experts" no later than 10 October 2021. Only shortlisted candidates who 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.