

SCOPE OF WORK FOR CONSULTANT

Consultancy Title:	Lead Emergency Operation Management Advisor
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 fulfill 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.

On 14 March, 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 March 17th, a total of 134 positive cases of CoVID-19 have been identified in Indonesia and thirteen¹ individuals have lost their lives. The rapidly increasing number of cases being identified has led the GOI and BNPB to begin developing plans to establish a national level command and control structure for coordination, communication and information management of the CoVID-19 threat in Indonesia. The GOI has not before declared a National Emergency, nor established a National level command and control structure. At the time of drafting this document, the National EOC is actively being developed and resourced.

The Head of BNPB has been tasked with establishing a command and control structure that integrates all of the relevant Ministries and agencies 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.

Justification for Intervention

A series of discussions with senior BNPB leadership, including the Acting Deputy for Emergency Response, 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 National Command and Control structure has been demonstrated. BNPB leadership indicated that the advisor would be embedded in the EOC to provide a broad range of assistance and guidance around systems and operational response.

¹ Confidential information obtained through meeting with BNPB Leadership 17/03/2020.

The failure of the GOI to effectively respond to and manage the imminent CoVID-19 novel viral threat will significantly increase the number of individuals impacted by the disease and the number of deaths in Indonesia.

OBJECTIVE OF CONSULTANCY

To support the initiative, provision of Short-Term Technical Assistance (STTA) with a strong track-record and demonstrated background in emergency operations management and disaster management will be embedded in the BNPB PUSDALOPS (EOC) – the COVID-19 National Control and Command Center - responsible to provide guidance and other technical support as may be requested by BNPB.

DELIVERABLES

The key deliverables of this assignment will be:

- Biweekly reports indicating the progress of the overall project and other relevant issues, challenges and opportunity submitted once every two weeks.
- A final report documenting lessons learned and recommendations for improvement and the overall achievement of the goals and activities.
- Draft Scope of Works for STTA, as required

ACTIVITIES

The purpose of the task is to facilitate the development of technical guidance, coaching and mentoring, and training to develop the capacity of individuals responsible for implementing and managing the Covid-19 national Control and Command Center (EOC). The national Advisor will lead the INVEST DM team of technical experts (STTAs) embedded in EOC, under the direction of INVEST DM management team. He/she will provide technical guidance and direction on the *development and implementation of DM protocols, frameworks, policy and 'just in time training and capacity building'*. The tasks will be responsive and flexible to the identified priorities, needs and gaps of GOI. The expected activities include:

- Lead a team of consultants to provide technical assistances to the EoC.
- Develop draft Scope of Work for STTA as required.
- Assisting the BNPB Head of EOC to identify the internal stakeholders necessary for developing SOP's for the EOC.
- Provide guidance and recommendations to the BNPB Head of EOC in developing relevant SOP's to support the operations and Continuity of Operations for the EOC. This includes supporting the development and delivery of training to stakeholders.
- Providing guidance and working collaboratively with the BNPB Head of EOC to identify the necessary infrastructure required to successful stand-up an EOC, inclusive of gender and disability frameworks.
- Identify and assist with the development of Just-in-Time (in house) or in-service training for individuals identified as participants in the EOC based on priorities, needs and gaps, and gender and disability inclusion.
- Advise and assist BPNB in determining the primary stakeholders necessary to participate in a national Emergency Operations Center.
- Provision of decision support for senior leadership regarding policy directives and tactical implementations, including identification and targeting at risk groups.
- Working with the Response Directorate, develop a plan for the integration of BPBD/Regional partners into a C4i structure, to include:
 - Bi-directional communications
 - Necessary regulations
 - Resource request processes
 - Proposed sub-national structures.

- Advise the development of a plan for integration of relevant NGO or foreign governmental entities (CDC, WHO, etc.) as advisors to the EOC.
- Facilitate, as required in consultation with BNPB's Center for Information, Communication and Data, the development of a national level Joint Information System (JIS), to include:
 - Determining the current capabilities of necessary stakeholders to engage in a JIS
 - Assess the educational needs related to structure and SOP's
 - Advise on operational means of obtaining the necessary education and coaching to establish a JIS
- Investigate feasibility of action research for capturing key opportunities for improvement and milestones to include in a policy brief.

TIMEFRAME / SCHEDULE

The period of the performance is from 8 September 2020 through 30 September 2020.

REPORTING

The consultant will report to the Chief of Party INVEST-DM.

REQUIRED EXPERIENCE & SKILLS

- Experiences in responses to communicable disease outbreaks and management;
- Good understanding about disaster management, system and institutions in Indonesia;
- Has a team with advanced degree in related disciplines, preferably in Public Health, Risk Management, Disaster/Emergency Management;
- Fluency in Bahasa Indonesia and English.

TO APPLY

Email your application to procurement@id.mercycorps.org with subject "EOC Management Advisor_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 September 6th, 2020 the latest. Only shortlisted candidates will be contacted.

Thank you,
Mercy Corps Indonesia