

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: INVEST DM 2.0 - Development Grant Monitoring Dashboard

Project Location(s): BNPB, DKI Jakarta

Finance Department Code:

Background:

The *Investing in Human Capital for Disaster Management* (INVEST DM) 2.0 program in Indonesia began on May 17, 2021. INVEST DM 2.0 builds upon the achievements of the USAID/BHA Technical Assistance and Training Teams (TATTs) program (2014-2019) and the first phase of the INVEST DM program (May 2019-Jan, 2021). INVEST DM 2.0 assistance focuses on the national level, with many of the interventions expected to flow-down for sub-national uptake. It directly supports the Government of Indonesia (GOI) National Disaster Management Agency (BNPB) in building the capability of its workforce (bureaucratic reforms and capacity building) and national DM capacity through education and training initiatives and improved systems and strategies. The interventions will contribute toward strengthened sub-national DRM institutions and people at key administrative levels who will be better equipped and able to fulfill their mandates to deliver effective DRM services and save lives.

One of the technical units in BNPB that is being assisted by the INVEST DM 2.0 is the Planning Bureau. As an Echelon II level unit in BNPB, the Planning Bureau coordinates the preparation of programs and budgets sourced from the state budgets (APBN) and non-state budgets (from abroad and domestic), monitoring, evaluating, and compiling reports. According to non-APBN programs and budgets, BNPB, since its establishment until now, has had experience in partnership with various foreign grant donors, such as bilateral, multilateral, NGO, etc. Along with technological advances - following the spirit of bureaucratic reform that encourages electronic-based government management and increasingly complex grant management - the Planning Bureau intends to develop an information system (dashboard) to monitor grants for tracking and consolidating official development assistance (ODA)/foreign grants. INVEST DM 2.0 will assign a consultant (team or firm) to support the Planning Bureau of BNPB in developing the grant monitoring dashboard.

Purpose / Project Description:

This activity aims to support the role of the Planning Bureau of BNPB in grant administration and monitoring. The dashboard output (analysis-based report interface) is expected to support decision-making by relevant officials at BNPB, tracking ODA contributions to the reduction of the disaster risk index, alignment of and contributions to achieving BNPB program and priorities improving the electronic system of grant management within BNPB.

Consultant Objectives:

The Consultant will be responsible for the development and testing of grant monitoring dashboard for BNPB.

Consultant Activities:

The Consultant will:

1. Conduct needs assessment (including requirements) based on related government regulations, business processes, and current best practices on grant management at BNPB
2. Develop dashboard concept design
3. Web-based dashboard development and testing
4. Post-testing fixing, improvement, and development of manual for operations and maintenance
5. Provide training for user and admin based on developed manual
6. Final presentation and product (running dashboard, account, and source code) hand-over to BNPB for further utilization, maintenance, and development.

Consultant Deliverables:

The Consultant will deliver:

- Conduct a need assessment for evidence-base needed to justify dashboard development
- Develop the dashboard concept design
- Dashboard development and testing, as well as its fixing and improvement after testing
- Online running and integrated dashboard at BNPB internal hosting by using official sub-domain
- Develop operation and maintenance manual
- User and admin training
- Product presentation and hand-over

Timeframe / Schedule:

The consultation work will commence from April 26 – to August 31, 2022, to complete the following tasks summarized below:

No	Task	Activity and Output	Deliverable
A	Conduct needs assessment (including requirements) based on related government regulations, business processes, and current best practices on grant management at BNPB	<p>Develop need assessment concept and methodology</p> <p>Present the concept and methodology to INVEST DM 2.0 and BNPB</p> <p>Deliver the need assessment activity</p> <p>Present the need assessment report to</p>	<ul style="list-style-type: none">• Approved need assessment concept and methodology• Approved need assessment report containing dashboard requirement and concept analysis

No	Task	Activity and Output	Deliverable
		INVEST DM and BNPB, as well as its revision if required	
B	Dashboard concept design	Develop the concept of dashboard design based on the approved needs assessment report and present it for approval	The concept design approved by INVEST DM 2.0 and BNPB
C	Dashboard development and testing	<p>Develop script, user interface (back-end and front-end), security, database, hosting, inter-app integration/operability, and related technical requirements</p> <p>Dashboard runs online by hosted in BNPB server and official sub-domain</p> <p>Online running dashboard and testing</p> <p>Presentation to INVEST DM 2.0 and BNPB</p>	Online running integrated dashboard presented and tested
D	Post-testing fixing, improvement, and development of manual operations for and maintenance	<p>Dashboard fixing and improvisation based on the testing results</p> <p>Post fixing and improvement version runs online</p> <p>Develop operation and maintenance manual</p> <p>Presentation on post fixing and improvisation as well as operation and maintenance manual to INVEST DM 2.0 and BNPB</p>	<p>Dashboard's final and stable version runs online and approved</p> <p>Manuals developed and approved</p>

No	Task	Activity and Output	Deliverable
E	Provide training for user and admin and finalize the manual	Mini-workshop on dashboard operational and maintenance based on developed and approved manual Manual improvement based on input from the training process, if necessary	Training facilitated, and manual improved
F	Final presentation and product hand-over	Present the final product to INVEST DM 2.0 and BNPB related to the dashboard,	Final presentation Final version of manuals User/admin account and source code hand over to BNPB

The Consultant will report to:

INVEST DM 2.0 Government Liaison & Legal and Policy Advisor

The Consultant will work closely with:

Planning Bureau of BNPB, Pusdatinkom of BNPB and INVEST DM 2.0 team.

Required Experience & Skills:

The consultant team should have followed the qualifications, competencies, and experience:

- Team member composition at least has two different backgrounds in the fields of formal education and expertise in public/state administration, public policy, international relations/development, business administration, computer science, information technology, math, or related field.
- Experience with a minimum of 5 years in developing a web-based application for management information systems.
- Familiarity with the DRM context in Indonesia, particularly in an environment of international cooperation for DRM in Indonesia, will be an advantage.
- Have a deep understanding of government business culture and processes.
- Excellent written and verbal communication skills in both English and Bahasa Indonesia, including advanced report writing and presentation.
- Experienced working with government officials is essential, and BNPB is preferred.

How to Apply

Prospective candidates shall email their technical proposal outlining the proposed work plan and team profile (curriculum vitae enclosed), company profile (for firm candidate), portfolio, price quotation to procurement@id.mercycorps.org with subject "Development of Grant Monitoring Dashboard" before **April 19, 2022**. Only candidates who meet the qualifications 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 these 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.