

Mercy Corps Indonesia

Scope of Work for Consultant

Consultancy Title	: Consultant Pilot Implementation of the Online Training for Emergency Response Operations Plan Development
Project	: INVEST DM 2.0
Location(s)	: Jakarta

Background

The Investing in Human Capital for Disaster Management – INVEST DM 2.0 is a cooperation program between the government of United States of America through United States Agency for International Development (USAID)/Bureau for Humanitarian Assistance (BHA) with the Government of Indonesia (GoI) through the National Disaster Management Agency (*Badan Nasional Penanggulangan Bencana – BNPB*). INVEST DM 2.0 is a multi-year program implemented by Mercy Corps with consortium partners Yayasan Mercy Corps Indonesia (YMCI) and University of Hawaii (UoH) – designed to provide a holistic approach that can support BNPB in carrying out its roles and duties to fill systems and skills gaps in priority areas, including increasing technical capacity for emergency preparedness, response, and recovery; policy and development planning; institutional governance; and organizational development.

The main objective of the INVEST DM 2.0 is to strengthen the capacity of disaster management agencies in Indonesia and resources at various administrative levels so that they are able to fulfil their mandate in providing effective and life-saving disaster management services. One of the focuses of INVEST DM 2.0 is systems strengthening to improve BNPB's operational readiness by supporting the revision, development and testing of DRM operational guidelines and procedures.

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action – helping people triumph over adversity and build stronger communities from within.

Purpose / Project Description:

One of the roles and functions of Pusdalops is to capacitate the sub-national government. Technical guidance and trainings for Pusdalops personnel at the sub-national BPBD level is crucial, to ensure the personnel have the required competency in managing operations of emergency response. In 2020, INVEST DM facilitated the development of an online technical training module on “Emergency Operational Planning” managed by Pusdalops BNPB and hosted in the LMS of Pusdiklat BNPB using an Open edX platform. INVEST DM 2.0 will support Pusdalops BNPB to launch and deliver Batch I online training for Emergency Operations Plan Development; specifically targeting Pusdalops' personnel at sub-national level. The training will be conducted in collaboration with Pusdalops and Pusdiklat BNPB to ensure the readiness—which includes scheduling, resource person/trainer and participants, as well as training materials.

Consultant Activities:

Under this assignment, the selected consultant with INVEST DM 2.0 guidance and in close coordination with Pusdalops BNPB, shall perform the following roles and activities:

1. Preparation:
 - a. Develop and implement a checklist/manual to guide the preparation (and later implementation) of the online training program (e.g., platform, training materials, schedule setting, resource person or trainers, identify potential participants, etc.).
 - b. Conduct simple trial (simulation) session to ensure operational readiness together with Pusdalops and Pusdiklat. Perform necessary adjustment as reflected from the evaluation.
2. Coaching to BNPB's personnel on training management and utilization of Open edX platform. Review and adjust the existing e-Learning Manual as a reference for coaching.
3. Launch and deliver the online technical training on Emergency Operations Plan Development.
4. Facilitate a review on the pilot training program process. Informed by the results of the trial revise the manual/checklist as well as module.

Consultant Deliverables:

1. Improved online training module on Emergency Response Operations Plan Development;
2. Training program implementation manual/checklist;
3. Activity completion report.

Timeframe / Schedule

The period of the performance is for 24 days, of intermittent input ranging from October 2021 until January 2022.

No.	Activities	Est. Workdays
1.	Preparation:	
	a. Develop and implement a checklist/manual	2
	b. Conduct simple trial (simulation) to ensure operational readiness	2
2.	Review and adjust the existing e-Learning Manual, and deliver coaching to Pusdalops BNPB personnel on training management and utilization of Open edX platform.	5
3.	Launch and deliver the online technical training on Emergency Operations Plan Development	10
4.	Facilitate a review on the pilot training program and improve the manual/checklist and training module	5

Reporting

The consultant will report to the Senior Disaster Risk Management, Systems and Strategy Specialist.

Required Experience & Skills

- Experience in managing and operationalizing offline and online training program.
- Experience in developing online-based training modules using Open edX platform.
- Familiar with the LMS (Learning Management System) of Pusdiklat BNPB is a plus.
- Expertise in the field of emergency response and emergency operations center.
- Expertise in training development and training management.
- Expertise in coding/programing, LMS/VLE (Virtual Learning Environment) and MIS/SIS (Management Information System/Student Information System).

How to Apply

Prospective candidates shall email their technical proposal outlining (a) the proposed work plan; (b) Curriculum Vitae, and (c) price quotation to **procurement@id.mercycorps.org** with subject "Piloting Online Training Consultant" before **September 24th, 2021**. Only candidates who meet the qualifications will be contacted.