

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: Consultant for Development of Technocratic Draft of 2025-2029 BNPB Strategic Plan

Project Location(s): BNPB, Jakarta

Finance Department Code: -

Background:

Mercy Corps Indonesia is part of the global Mercy Corps family, 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.

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 is 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 be absorbed by the sub-national level. This program directly supports BNPB in building the capacity of its human resources (bureaucratic reform and capacity building) and national disaster management capacity through education and training initiatives as well as system and strategy improvements. It is hoped that these initiatives will contribute to the strengthening of local DM institutions and people at key administrative levels who will be better prepared and able to fulfil their mandate to deliver effective and lifesaving DM services.

Purpose / Project Description:

BNPB is currently preparing the technocratic draft of the BNPB Strategic Plan for 2025-2029 as the medium-term national development plan in the field of disaster management. In preparation for this draft, BNPB has conducted a midterm evaluation of the BNPB Strategic Plan 2020-2024 and is currently preparing the technocratic draft of the National Disaster Management Plan (RENAS PB) 2025-2029. Additionally, several planning documents or sectoral roadmaps have been developed by BNPB, such as the Gender Mainstreaming Road Map, the Human Capital Development Plan, etc. In alignment with those efforts, Bappenas is finalizing the technocratic draft of the RPJMN 2025-2029 and has issued Ministry of PPN/Bappenas Regulation No. 10/2023 on the Ministerial Strategic Plan Development Guideline. In 2020, Indonesia government also issued Presidential Regulation No. 87/2020 on the Disaster Management Master Plan (RIPB). All these documents will serve as references and support the process of developing the new technocratic draft of the next period of BNPB Strategic Plan.

INVEST DM 2.0 will support BNPB in developing the technocratic draft of the 2025-2029 BNPB Strategic Plan through the assignment of consultant, either team or organization/firm.

Consultant Objective:

The objective of this consultation is to support BNPB in developing the technocratic draft of the BNPB Strategic Plan 2025-2029 through a participatory approach and learning process with the BNPB team. The draft will be developed by developing methodologies and work plans, conducting consultations, analyzing planning documents, evaluation documents, or relevant regulations, as well as writing and presenting the results.

Consultant Activities:

Through INVEST DM 2.0 supervision and close coordination with the Planning Bureau of BNPB the consultant shall undertake high quality assistance in developing the technocratic draft of BNPB strategic plan 2025-2029. The Planning Bureau also established strategic plan development team of BNPB to be engaged in the development process.

The Consultant will:

1. Develop methodology and workplan in accordance with relevant regulations and the last BNPB progress in the preparation the draft development.
2. Conduct analysis of related regulations and planning documents as the reference, among others RIPB, technocratic draft of RPJMN, technocratic draft of RENAS PB, BNPB Strategic Plan mid-term Evaluation, BNPB Human Capital Development Plan, BNPB Gender Mainstreaming Road Map.
3. Engage and facilitate the draft development related meetings/workshop/consultation.
4. Develop the strategic plan technocratic draft and summarize it in the form of a slide deck.
5. Present the technocratic draft to INVEST DM 2.0 and BNPB.
6. Assist BNPB in preparing materials and presenting the evaluation results to Bappenas, if needed.

Consultant Deliverables:

1. Methodology and workplan
2. Written analysis result presentation
3. Meetings facilitation and presentation
4. Technocratic draft of BNPB 2025-2029 strategic plan
5. Slide deck and meeting presentation.

All deliverable documents are to be developed in Bahasa Indonesia, and an executive summary of the produced draft will be in Bahasa Indonesia and English.

Timeframe / Schedule:

The consultation will commence from mid of January to end of March 2024 (10 weeks) to complete the following tasks:

No	Task	Deliverable	Level of Effort (days)
A	Develop methodology and workplan in accordance with relevant regulations and the last BNPB progress in the preparation the draft development.	Approved methodology and workplan in which following relevant provisions in the Regulation of the Ministry of National Development Planning/Bappenas No. 10/2003 on Ministerial 2025-2029 Strategic Plan Development are reflected	2
B	Conduct related regulation and planning document analysis as the reference, among others RIPB, technocratic draft of RPJMN, technocratic draft of RENAS PB, BNPB Strategic Plan mid-term Evaluation, BNPB Human Capital Development Plan, BNPB Gender Mainstreaming Road Map.	Approved written analysis result presentation.	15
C	Engage and facilitate the draft development related meeting/workshop/consultation.	Meeting presentation/facilitation	5
D	Develop the strategic plan technocratic draft and summarize it in the form of a slide deck.	Approved the strategic plan technocratic draft where its outline and stages follow related Bappenas regulation.	17
E		Approved summary of the technocratic draft slide deck	
F	Present the technocratic draft to INVEST DM 2.0 and BNPB Assist BNPB in preparing materials and presentation the evaluation results to Bappenas (if needed).	Meeting presentation.	1
Total days			40

The Consultant will report to:

INVEST DM 2.0 Governance Liaison & Legal and Policy Advisor

The Consultant will work closely with:

CoP, Deputy CoP, GEDSI Specialist, KM Specialist, Planning Bureau of BNPB.

Required Experience & Skills:

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

- Minimum 15+ years of working experience in the areas of national level development, humanitarian/disaster/climate risk management, public policy, development planning and budgeting, monitoring-evaluation and system thinking.
- Technical expertise and extensive experience in ministerial level strategic planning development with significant experience working with national level government, particularly with BNPB and Bappenas.
- Familiarity with the whole-of-society DRM landscape in Indonesia and national level government planning update issue.
- Deep understanding of government business culture and processes, as well as working experience with donor agency/NGO/UN.
- Extensive experience in facilitation process and producing high-quality government planning product (a sample or summary of a previous related portfolio may be required).
- Excellent written, verbal communication and presentation skills in both English and Bahasa Indonesia, including report writing.

How to Apply

Prospective candidates (organization or team) shall email their technical proposal outlining (a) proposed methodology and work plan; (b) team composition, expertise, and curriculum vitae of each, and (c) price quotation to procurement@id.mercycorps.org with subject "BNPB Renstra Development" before **24 January 2024**. Only shortlisted candidates 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.