

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: Consultant for Evaluation of BNPB Strategic Planning 2020-2024

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 Agency, 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:

To realize the disaster management development vision for 2020-2024, BNPB is currently implementing its medium-term strategic plan. As a government agency at the ministerial level, BNPB is obligated to conduct in-progress (mid-term) and final evaluations of the plan's implementation. The evaluations are in accordance with the Minister of National Development Planning/Head of Bappenas Regulation No. 1 Year 2023 on Procedures for Monitoring, Control, and Evaluation of Development Plan Implementation. Based on this regulation, every ministry is required to carry out in-progress evaluations in the first quarter of the third year and final evaluations in the first quarter of the fifth year of the strategic plan's implementation.

Ideally, BNPB should have carried out the in-progress evaluation in the first quarter of 2022 and should be preparing for the final evaluation in the first quarter of 2024. However, the in-progress evaluation has not been conducted, and the next year will mark the beginning of the final evaluation period. Following the guidance from Bappenas, BNPB needs to perform a technocratic evaluation¹ between these two evaluation periods with the objective of determining the progress of plan

¹ Technocratic evaluation term is advised by Bappenas in BNPB and Bappenas consultation meeting on 12 September 2023. It covers all aspect of the in-progress evaluation and some aspect of final evaluation.

implementation compared to the previously established plan. INVEST DM 2.0 will assist BNPB to conduct the technocratic evaluation of the 2020-2024 BNPB Strategic Plan.

Consultant Objectives:

The purpose of this consultation is to assist BNPB in conducting a technocratic evaluation of BNPB's Strategic Plan 2020-2024 by assessing the progress, performance and achievement and determine whether it has achieved its intended objectives of the strategic, program and activities in relation to the previously established plan within the strategic plan. The evaluation at least covers:

- a. Performance/achievement of strategic objectives, program targets, and activity targets.
- b. Analyze the factors that support success and hinder the achievement of program and activity performance.
- c. Mapping and Synchronization of the 2020-2024 BNPB Strategic Plan achievements with the National Medium-Term Development Plan (RPJMN) 2020-2024.

This consultation also serves as an initial input for the initial development of the 2025-2029 BNPB strategic planning.

Consultant Activities:

Through INVEST DM 2.0 supervision and close coordination with the Planning Bureau of BNPB the consultant shall undertake preparations and facilitate the strategic planning technocratic evaluation of BNPB. The Planning Bureau will establish an internal team to engage in the evaluation process as part of the knowledge transfer process.

The Consultant will:

1. Develop the methodology in accordance with relevant regulations and workplan.
2. Coordinate and facilitate meetings for the collection of secondary and primary data, analysis, and interpretation of evaluation results based on the approved methodology.
3. Prepare materials and facilitate meetings for data collection and presentation of results.
4. Develop the evaluation report for BNPB and summarize it in the form of a slide deck.
5. Present the evaluation results 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. Approved evaluation design/methodology and workplan
2. Raw data collection and approved draft of result
3. Approved final evaluation report.
4. Approved final slide presentation.
5. Meeting presentation/facilitation
6. Approved activity completion report where knowledge sharing with BNPB Planning Bureau team is incorporated.

All deliverables are to be developed in Bahasa Indonesia, and executive summary of the final report will be in Bahasa Indonesia and English.

Timeframe / Schedule:

The study will commence from November to December 2023 (eight weeks) to complete the following tasks:

No	Task	Deliverable	Level of Effort (days)
A	Develop the methodology in accordance with relevant regulations and workplan.	Approved evaluation design/methodology and workplan	2
B	Coordinate and facilitate meetings for the collection of secondary and primary data, analysis, and interpretation of evaluation results based on the approved methodology.	Raw data collection and approved draft of result	11
C	Prepare materials and facilitate meetings for presentation of results.	Approved final evaluation report.	5
D	Develop the evaluation report for BNPB and summarize it in the form of a slide deck.	Approved final slide presentation	
E	Present the evaluation results to INVEST DM 2.0 and BNPB.	Meeting presentation/facilitation	2
F	Prepare slide deck for BNPB and assist BNPB in preparing materials and presentation the evaluation results to Bappenas (if needed).	Approved activity completion report where knowledge sharing with BNPB Planning Bureau team is incorporated.	
Total days			20

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 Consultant should have followed the qualifications, competencies, and experience:

- Minimum 15+ years of working combined experience in national development and humanitarian/disaster risk management.
- Technical expertise in development monitoring and evaluation with significant experience working with government, particularly with BNPB.
- Familiarity with the whole-of-society DRM landscape in Indonesia and DM development.
- Deep understanding of government business culture and processes.
- Extensive experience in producing high-quality evaluations (a sample or summary of a previous related portfolio will be required).
- Excellent written and oral communication skills in both English and Bahasa Indonesia, including report writing and editing.

How To Apply

Prospective candidates shall email their proposal including a price quotation and Curriculum Vitae to procurement@id.mercycorps.org before 15 November 2023. 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.