

Mercy Corps Indonesia

Scope of Work for Consultant

PROJECT/CONSULTANCY TITLE: TECHNICAL EXPERTS FOR UPDATING THE PUSDALOPS GUIDELINE

PROJECT LOCATION(S): JAKARTA

FINANCE DEPARTMENT CODE:

Background:

Indonesia's overall development has resulted in an enabling environment for Indonesia's disaster management agencies to be semi-autonomous, responsive, proactive, and able to prepare and respond to disasters in a way that reduces adverse impacts.

Badan Nasional Penanggulangan Bencana (BNPB) is present as an institution that is mandated to carry out the functions of command, control coordination, planning, and implementation of disaster management activities in an integrated manner, starting from before, during, and after disasters that include prevention, preparedness, emergency the response, and recovery. During the decade, BNPB has made significant strides in the formulation and determination of disaster management policies; implementation of standard operating procedures and good practice of the policies formulated; disaster management by acting quickly, precisely, effectively, and efficiently; coordinating the implementation of disaster management activities in a planned, integrated and comprehensive manner with related cross sectors; and the development of strong international relations and integrating global best practices in the framework of institutional arrangements, early warning systems, coordination, response management, and disaster risk reduction.

BNPB keeps improving its institutional capacity with the new structures' roles and functions mandated by the Presidential regulations 01/2019 and 29/2021. Considering BNPB's new structure, existing regulations need to be reviewed and updated accordingly. Perka BNPB 15/2012, regarding emergency operations center (*Pusat Pengendalian Operasi Penanggulangan Bencana*, Pusdalops PB) guidelines, has been identified as one of the priority regulations requiring review and updating to ensure its relevancy and effectiveness in guiding Pusdalops/EOC in emergency operations planning. Updating of this regulation is also important to provide guidance for BPBDs and the command and coordination structure during disaster emergency response.

INVEST DM 2.0, is a USAID/BHA multi-year funded program implemented by Mercy Corps - with consortium partners Yayasan Mercy Corps Indonesia (YMCI) and University of Hawaii (UoH) - designed to provide a holistic approach to support BNPB in carrying out its roles and duties to fill systems and skills gaps in priority areas, including increasing technical capacity covering disaster preparedness, response, and recovery; policy planning and development; improved governance and institutional strengthening/ organizational development. All of this boils down to one aspect, namely, the development of human capital.

The main objective of INVEST DM 2.0 is to strengthen the capacity of disaster management agencies in Indonesia and resources at various administrative levels to fulfill their mandate in providing effective and life-saving disaster management services.

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 worldwide, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within.

Project Description:

Pusdalops BNPB has developed an urgency (background) paper that justifies the urgency of reviewing and updating Perka BNPB 15/2012 on Pusdalops Guidelines, which underlines the shifting roles and responsibilities of Pusdalops at BNPB needs to be referred by Pusdalops BPBD at subnational level. The background paper also underpins the urgent need to address the Ministry of Home Affairs (MoHA) Regulation 101/2018 Disaster Management Minimum Service Standard into the next Pusdalops Guidelines. Besides the urgency paper, a policy brief on Command and Control, Coordination, Communication and Information (C4i), and a report from action research clarifying Pusdalops' roles and functions have also been developed. They will very much contribute to updating the Pusdalops guidelines. A Series of meetings and workshops have been conducted producing a preliminary draft of the updated guidance. The scope of the updated guidelines will focus on guiding the disaster emergency command and control structure (i.e., Sistem Komando Penanganan Darurat Bencana, SKPDB) in implementing the roles and functions of the emergency operations unit/division (*Bidang Pengendalian Operasi, DALOPS*).

INVEST DM 2.0 is seeking to engage a team of experts to deliver this activity to update Perka BNPB 15/2012 of Pusdalops Guidelines. This consultancy aims to develop the updated Pusdalops guidelines as a reference for disaster emergency command and control structure in managing the functions of emergency operations, and to consider the recent development and experiences (e.g., command and control in COVID-19 task force; resource management in rapid changing environment). The Consultant will review the above-mentioned materials developed to inform the updated guideline development. The Consultant will work closely with Pusdalops BNPB along the process, facilitate discussions and workshops with relevant stakeholders, and draft (final) the guidelines. The Consultant will consider Perka BNPB 06/2014 regarding the Formulation of Legal Products in BNPB to update Pusdalops guidelines.

Consultant Activities:

The Consultant will:

1. Study and review the existing policy brief, research results, the preliminary draft document, relevant guidelines and regulations, and other relevant materials;
2. Prepare detailed work plan with Pusdalops BNPB and prepare all the required input to guide the overall working process;
3. Develop/draft the guideline document;
4. Facilitate discussion/dialogue through serial meetings in collaboration with Pusdalops BNPB to update the guidelines;
5. Assist in clarifying any technical areas of concern concerning the legislation process;
6. Consult with Pusdalops BNPB regarding meeting/event arrangements in coordination with INVEST DM 2.0 focal point.

Consultant Deliverables:

1. A detailed work plan developed with and approved by Pusdalops BNPB;

2. Final draft Pusdalops guideline accepted by Pusdalops BNPB;
3. Activity completion report of max five pages narrative excluding annexes, at a minimum, it should explain:
 - a. Activities implemented and processes, including a copy of attendance's list with a summary number of people involved (sex & age disaggregated);
 - b. Success stories, challenges, and reflections from the process;
 - c. Actionable Recommendations for INVEST DM 2.0

Timeframe / Schedule:

The performance period will be up to 20 workdays, with intermittent inputs from March- May, 2022.

No.	Activities	Est. Workdays
1.	Planning & preparation	3
2.	Updating the guideline	15
3.	Reporting	2

The Consultant will report to:

The Consultant will report to the Senior Disaster Risk Management, Systems, and Strategy Specialist (INVEST DM 2.0 Outcome 3 & 4 Manager).

Required Experience & Skills:

- Team of experts that consist of at least:
 - Public policy expert with a minimum of 5 years' experience in formulating/developing public policy regulations/guidance (required).
 - Disaster emergency management expert with a minimum of 10 years' experience in disaster management and coordinating disaster incidents and emergency response.
- Advanced understanding of Emergency Operations Center (EOC/Pusdalops), SKPDB, SKTD.
- Familiar with government working culture, organizational development, and public policy formulation framework.
- Advanced (and demonstrated) writing/reporting skills in Bahasa Indonesia and English
- Experienced in assisting/working with BNPB is a plus.

How to apply

Prospective candidates shall email their technical proposal outlining (a) the proposed strategies and approach; (b) key personnel's CV, and price quotation to procurement@id.mercycorps.org with subject "**Consultant - Updating The Pusdalops Guideline**" before **March 6, 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 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.