

Mercy Corps Indonesia

Scope of Work for Consultant

PROJECT/CONSULTANCY TITLE: TECHNICAL EXPERTS FOR UPDATING THE DISASTER OPERATIONS PLANNING 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.

However, there are challenges in development, particularly on the evolving complications of disaster management. Also, BNPB keeps improving its institutional capacity with the new structures' roles and functions as mandated by the Presidential regulation 01/2019 and 29/2021. Considering BNPB's new structure, existing regulations need to be reviewed and updated accordingly. Perka BNPB 24/2010, regarding disaster operations planning 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.

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:

INVEST DM 2.0 is seeking to engage a team of experts to deliver this activity to develop an urgency (background) paper and guide the overall process (i.e., focus group discussions and workshops) on updating Perka 24/2010 planning guidelines on disaster operations planning. The development of an urgency paper must be conducted through rigorous research to review Perka practices, effectiveness, gaps, and its relevance to the new BNPB and Pusdalops' structure and roles and functions. Subsequently, the urgency paper will serve as a basis for updating the Perka 24/2010 conducted through a series of discussions and workshops facilitated jointly between Pusdalops BNPB and INVEST DM 2.0.

The development of urgency paper must capture best practices and lessons learned from the previous disaster operations planning experiences in Indonesia (e.g., 2021 Semeru hot ash avalanche, 2021 Seroja tropical cyclone, 2017 Gunung Agung eruption, etc.). It will be achieved through several methods such as conducting interviews with those actors directly involved in the command post at that time, actors who were applying Perka 24/2010 practice to develop emergency response operation plans, and actors experienced in managing disaster response. A desk study to compare guidelines and practices of emergency operations planning shall also be conducted to provide a comprehensive analysis of literature and current practices to inform recommendations.

Pusdalops BNPB with APBN funding will facilitate meetings and workshop events and update the Perka. Under INVEST DM 2.0 facilitation, the Consultant will actively engage with Pusdalops BNPB to guide the overall process on updating the Perka 24/2010 through moderating and facilitating discussions and workshops and writing the updated guideline.

Consultant Objectives:

1. Document and analyze best/good/promising practices and lessons learned from the previous disaster response operations planning;
2. Provide recommendations to the improvement and updating Perka 24/2010;
3. Develop the updated disaster emergency operations planning guidelines.

Consultant Activities:

The Consultant will:

1. Prepare research design with formulation and research questions and methodology to address this project description and objectives. The research will be qualitative that includes at least:
 - a. Desk review about Perka 24/2010, best practices, lessons learned on emergency operations planning, and guidelines from other countries.
 - b. Interviews with various actors directly involved in recent major disasters in Indonesia, such Semeru hot ash avalanche, Seroja tropical cyclone, Mount Agung eruption etc.

Actors interviewed must come from people developing disaster emergency response operation plans, national and local governments, militaries, NGOs, UN, and international communities.

2. Prepare and present the research plan to INVEST DM 2.0 and Pusdalops BNPB;
3. Conduct the approved research;
4. Develop the urgency paper (*naskah urgensi*) for updating Perka 24/2010;
5. Facilitate discussions on a series of meetings organized by Pusdalops BNPB in updating the guideline;
6. Develop the updated guidelines;
7. Assist in clarifying any technical areas of concern during the legislation process;
8. Consult with Pusdalops BNPB regarding meeting/event arrangements in coordination with INVEST DM 2.0 focal point.

Consultant Deliverables:

1. An inception report detailing the approved research design and research instruments/tools, including interview guides;
2. Raw data (recording, transcription, other primary data) and other materials from the data collecting processes, including and but not limited to, reports, photos, videos, presentations, outline;
3. Approved urgency paper for updating Perka BNPB 24/2010;
4. Final draft guideline accepted by Pusdalops BNPB on Disaster Emergency Operations Planning guideline;
5. Final activity report. at max 25 pages excluding annexes, at a minimum, it should explain:
 - a. The research purpose and questions;
 - b. Methods used and why;
 - c. The analysis of data quality should be included in the data collection
 - d. Results/findings;
 - e. Discussion of findings, including triangulating them with the findings from the desk review.
 - f. Actionable Recommendations for INVEST DM 2.0
- 6.

Timeframe / Schedule:

The performance period will be up to 28 workdays, with intermittent inputs from March – July 2022.

No.	Activities	Est. Workdays
1.	Planning & preparation	2
2.	Research implementation	10
3.	Urgency paper writing	3
4.	Updating the guideline	12
6.	Reporting	1

The Consultant will report to:

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

Required Experience & Skills:

- Team of experts that consist of at least:
 - Public policy expert with a minimum of 5 years of experience in developing academic and/or urgency papers for public policy formulation (required).
 - Disaster emergency management expert with a minimum of 10 years' experience in disaster management and coordinating disaster response.
- Experienced in developing emergency response operations planning for major disaster;
- Sound understanding of SKPDB, SKTD, and contingency planning.
- Familiar with government working culture and public policy formulation framework.
- 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 Disaster Operations Planning 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.