

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: Study of the Impact of the Covid-19 Pandemic on BNPB Programs and Performance

Project Location(s): BNPB, DKI Jakarta

Finance Department Code: 20087

Background:

The *Investing in Human Capital for Disaster Management* (INVEST DM) 2.0 program in Indonesia began on May 17, 2021. INVEST DM 2.0 builds upon the achievements of the USAID/BHA Technical Assistance and training teams (TATTs) program (2014-2019) and the first phase of the INVEST DM program (May 2019-Jan 2021). Program assistance focuses on the national level, with many of the interventions expected to flow-down for sub-national uptake. It directly supports the Government of Indonesia (GOI) National Disaster Management Agency (BNPB) in building the capability of its workforce (bureaucratic reforms and capacity building) and national DM capacity through education and training initiatives and improved systems and strategies. The interventions will contribute towards strengthened sub-national DRM institutions and people at key administrative levels who will be better equipped and able to fulfill their mandates to deliver effective DRM services and save lives.

The current COVID-19 pandemic has significant impact on government programs and performance, particularly for BNPB. Since the start of the pandemic, BNPB has realigned its program and budget four times to fill gaps that meet emerging needs and priorities. Many programs have been cut, especially BNPB's assistance to service sub-national BPBDs. While BNPB continues to implement activities at the national level, the scope of services has also been significantly reduced. In response, BNPB intends to host a donor roundtable meeting to brief the donor community of this predicament and to explore potential cooperation to fill BNPB priority organizational development gaps and mothballed capacity building priorities. In preparation to for the event, a study on the Impact of the Covid-19 Pandemic on BNPB programs and performance will be conducted to inform the roundtable discussion and dialogue. INVEST DM 2.0 will assign a consultant to support BNPB in carrying out the study.

Purpose / Project Description:

The purpose of this study is to describe more concretely the impact of the COVID-19 pandemic on BNPB programs and performance. Furthermore, the results of this study will serve as input for BNPB in understanding these impacts in a more structured manner and as an evident base in dialogue with various parties, especially with the donor community.

Consultant Objectives:

The consultant will be responsible for the design and conduct of the study.

Consultant Activities:

The Consultant will:

1. Develop the study design and methodology (public expenditure review and value for money approach is highly recommended) and present to INVEST DM 2.0 management team and BNPB,
2. Conduct BNPB data collection and interview with BNPB key persons, if necessary,
3. Conduct data analysis, interpretation, and study presentation,
4. Present the study result to the INVEST DM 2.0 management team and to the Sestama of BNPB,
5. Finalize the study result/report and policy brief based with recommendations on input from the INVEST DM 2.0 management team and to the Sestama of BNPB,
6. Develop a brief of the study report (slide deck) for BNPB presentation to donor roundtable.
7. If required, present study findings to the roundtable and/or be available to respond to any technical questions that may arise at the briefing.

Consultant Deliverables:

The Consultant will:

- Study design and methodology,
- Study report and summary policy brief with recommendations (in Bahasa Indonesia and English),
- Slide presentation (in Bahasa Indonesia and English) for BNPB-Donor roundtable meeting.

Timeframe / Schedule:

The study will commence from 24 January – 4 March 2022 (six weeks) with 15 person days of input allocated to complete the following tasks summarized below:

No	Task	Activity and Output	LOE	Deliverable
A	Develop the study design and methodology and present to INVEST DM 2.0 management team and the Sestama of BNPB	Formulize the problem statement, guiding key questions, methodology, timeframe, instruments development, KII (Key Informants Interviews) identification, and present to INVEST DM 2.0 and BNPB <ul style="list-style-type: none"> • Study design and methodology • Presentation meeting 	2 Days	<ul style="list-style-type: none"> • Study design and methodology developed where GEDSI and SPM issues considered and preferred • Approval to the study design and methodology
B	Data collection and interview with BNPB key persons	Conduct data collection and interview <ul style="list-style-type: none"> • List of data collected, list of respondents, interview results of each respondent/transcript 	5 Days	Data collected and interview carried out

No	Task	Activity and Output	LOE	Deliverable
C	Data analysis, interpretation, and study presentation	Conduct raw data analysis (including data categorization and tabulation), interpretation and study presentation • Raw data documentation	3 Days	Data are analyzed, interpreted, and presented
D	Present the study result to the INVEST DM 2.0 management team and to the Sestama of BNPB	Draft report (narrative) and PowerPoint presentation	1 Days	Draft of study report presented
E	Study result/report and policy brief with recommendations based on input	Finalize the study report • Final Report	2 Days	Final report produced
F	Brief of the study report	Develop brief presentation on the study result • PowerPoint Presentation	1 Day	Brief presentation developed
G	Present findings to roundtable and/or be available to respond to technical as may be required	Present findings and respond to questions as may be required	1 day	Presentation of slide deck and Q&A (if required).
	Total		15 Days	

The Consultant will report to:

INVEST DM 2.0 Governance Liaison & Legal and Policy Advisor

The Consultant will work closely with:

Deputy CoP, Senior Knowledge Management, Communications and Research Specialist

Required Experience & Skills:

The Consultant should have the following qualifications, competencies, and experience:

- Minimum 10+ years working experience in development programs, with 5+ years of program evaluation experience including program design and management.
- Technical expertise in disaster risk management and risk reduction (DRMRR) with significant experience working with government, at national and subnational levels, on technical training, workforce development, and organizational capacity development programs.
- Familiarity with the whole-of-society DRM context in Indonesia, including DM minimum service standards and legal and regulatory frameworks.
- Candidate must have a deep understanding of government business culture and processes with experience working with BNPB.
- Extensive experience in producing high quality evaluations (a sample or summary of a previous program evaluation 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 technical proposal outlining (a) the proposed work plan; (b) Curriculum Vitae, and (c) price quotation to procurement@id.mercycorps.org with subject “**Covid-19 Pandemic Impact Study Consultant**” no later than **January 18th, 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 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 MC’s policies, procedures, and values at all times and in all in-country venues.