

## **SCOPE OF WORK**

**Consultancy Title:** Baseline Assessment consultant

**Project:** INVEST DM 2.0 - Investing in Human Capital for Disaster Management

**Location:** BNPB, DKI Jakarta

### **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 (TATs) 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.

INVEST DM 2.0 works with BNPB counterpart technical units to deliver advisory support and technical assistance tailored to research, improving and/or supporting the establishment of, implementing, and measurement of organizational development initiatives to upskill and professionalize the workforce to achieve a high-performance culture. This will be achieved through supporting BNPBs reform agenda of organizational development and change management of civil servants by:

- (i) **Supporting BNPB's Education and Training Center (Pusdiklat)** to develop content, systems, undertake studies, and specify targeted core capability mandates in pre-service education that are also updated throughout BNPB's training systems and assist to significantly scale-up training capability and delivery. To establish, deepen, and formalize partnerships between US and Indonesian institutions, INVEST DM 2.0 will facilitate key Indonesian DRM stakeholders to take part in a study mission to the United States to the National Disaster Preparedness Training Center (NDPTC), Emergency Management Institute (EMI) and others. This relationship will supply the basis for shaping mandated core capabilities within study programs for incoming personnel and future leadership and offers continuing education opportunities on technical and management issues.
- (ii) **Providing technical assistant to the General Affairs and Human Resources Bureau** with targeted workforce planning and development initiatives to improve overall people management that better capacitates BNPBs systems and personnel to perform and excel in their mandated roles. The program will advance the Human Capital Development Plan (developed by INVEST DM) by assisting better operationalization for staff recruitment, placement, and retention, in concert with developing the overall talent pool.
- (iii) **Facilitating the Pusdalops (EoC)** to advance reforms in emergency operations systems and improve coordination of data management and communications that meet disaster management needs and addresses the centers heightened responsibilities among DM agencies. The program will focus on systems strengthening to improve guidelines and procedures, and coaching and on-the-job training, and the processes for conducting rapid assessments. Strengthening EOC linkages with the critical functions of the Center for Disaster Data, Information, and Communication (Pusdatinkom) on community outreach, will also be with a focus on reaching household representation and people with disabilities.

- (iv) **Supporting the Systems and Strategy department (DSS)** to advance BNPBs evolving policy initiatives that improve subnational BPBD lifesaving and preparedness service delivery through standards and improved expertise, particularly in risk assessments, and by establishing a presence through regional branch offices. It includes the enabling regulatory environment of mandated minimum service standards for local governments to carry out their essential functions with BPBD Jakarta used as an operational laboratory for learning.

#### **OBJECTIVE OF CONSULTANCY**

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

#### **DELIVERABLES**

- Baseline assessment design and methodology
- Baseline assessment report including updated ITT (Indicator Tracking Table) and PIRS (Performance Indicator Reference Sheet)

#### **ACTIVITIES**

1. Develop the baseline assessment design.
2. Present the baseline assessment design to the INVEST DM 2.0 management team.
3. Finalize the assessment design based on input from the management team.
4. Conduct the assessment in cooperation with the INVEST DM 2.0 team.
5. Analysis and reporting.

#### **TIMEFRAME / SCHEDULE**

The baseline will commence in early July 2021 with 15 person days of input allocated to complete the following tasks summarized below:

No	Task	Activity and Output	LOE	Deliverable
A	Developing research methodology	Desk review, refine study instruments, develop guiding questions for FGD and KII (Key Informants Interviews),	3 Days	Baseline design methodology subm 21, 2021.
B	Design Presentation	Presenting the methodology to INVEST DM 2.0 team	1 Days	PPT
C	Data Collection	Interviews, FGDs, Collect secondary data	3 Days	List of data collected respondents, interview of each respondent/
D	Data Analysis	Data tabulation	3 Days	
E	Reporting	Draft Report and Final Report	4 Days	

<b>F</b>	Presentation to INVEST DM Team and Partners	PowerPoint Presentation	1 Days		
	<b>Total</b>		<b>15 Days</b>		

**The Consultant will report to:** INVEST DM 2.0 Chief of Party

**The Consultant will work closely with:** MEL Team & Deputy CoP

**Qualifications:**

The Consultant should have following the 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 and BPBD DKI Jakarta preferred.
- 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.
- Experience working with/evaluating NGO programs funded by USAID/BHA cooperative agreements is preferred.

**Application Procedures:**

Please submit your proposal and curriculum vitae to: [procurement@id.mercycorps.org](mailto:procurement@id.mercycorps.org) no later than June 27, 2021. Only shortlisted candidates will be notified.