

Mercy Corps Indonesia

Scope of Work for Consultant

Project/Consultancy Title: Consultant of Training Module Review and Enhancement for Capacity Development of Civil Servants at BNPB.

Project Location(s): Jakarta & Sentul, Bogor

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.

The Investing in Human Capital for Disaster Management (INVEST DM) 2.0 program in Indonesia commenced 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 is focused 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. These will contribute to strengthened sub-national DRM institutions and people at key administrative levels who will be better equipped and able to fulfill their mandate to deliver effective DRM services and save lives.

In supporting the implementation of outcome 1 on strengthening the capacity of Pusdiklat PB, INVEST DM will support Pusdiklat to conduct a training program to enhance the skill and competency of all BNPB civil servants. This program will also provide access to BNPB staff to meet the Gol requirement on individual competency development of a minimum 20 hours per year of training or capacity building which will contribute to BNPB's bureaucratic reforms agenda.

Purpose / Project Description:

The purpose of this program is to provide training and capacity development for BNPB civil servants by targeting 500 participants and will be conducted over a period of 12 months from October 2021 to November 2022. This activity is related to outcome 1 of INVEST DM 2.0, which is “the organizational capacity of Pusdiklat is strengthened and its service delivery accelerated by developing and implementing appropriate Disaster Management (DM) certified in-service training and pre-service education pathways for the workforce across BNPB.”

As part of outcome 1, output 1.1 specifically aims to support the Pusdiklat to develop the capacity to implement online training programs and strengthens the capacity of Pusdiklat to operationalize their online training delivery mechanisms. To achieve this, INVEST DM 2.0 will support Pusdiklat to provide a training program for BNPB civil servants with aims to strengthen their knowledge and understanding of the DM topics as well as to meet the government regulation ASN management to enhance skills and competency¹. The INVEST DM outcome 1 initiative requires an expert as a consultant to assist in the following activities.

- a) Conduct review and enhancement of the existing DM training curriculum and modules,
- b) Coordinate with the Head of Program and Evaluation, Head of Education and Training, Widyaiswara, and technical unit of Pusdiklat BNPB.

¹ Government Regulation No. 17 of 2020 regarding Amendment to PP 11 of 2017 on Civil Servant Management states that competency development for every civil servant is conducted at least 20 hours a year.

- c) Provide technical inputs and coach Widyaiswara in training preparation and delivery of training modules.

This assignment is part of the training preparation in developing and adjusting the existing curriculum of Basic DM according to the needs and requirements of the training programs which will be delivered by the Widyaiswara and trainers in Pusdiklat PB.

Consultant Objectives:

The overall objective of the consultancy assignment is to conduct a thorough review and enhancement of the training module and curriculum of Pusdiklat PB and develop required training materials that will be delivered by Widyaiswara in facilitating DRM training for civil servants of BNPB.

The consultant will assist Pusdiklat and the INVEST DM team in preparation and implementation of the capacity development training initiative and ensures the learning and assessment tools are meeting Pusdiklat standards to improve skills and capacity development of BNPB staff.

Consultant Activities:

The Consultant shall conduct the following activities:

- Conduct an in-depth desk review of Pusdiklat's existing modules and curriculum on Basic Disaster Management based on the current progress of the subject matter (in the field of science, social, economic, and political situation) and current pedagogical approach.,
- Conduct presentation on the findings and recommendation of the desk study and review of the Pusdiklat's modules and its findings for enhancement of the modules based on the Pusdiklat's standards.
- Based on the finding, enhance the training curriculum and modules.
- Develop pre-tests and post-tests questionnaires.
- Conduct a workshop to brief on the enhanced curricula and modules, targeting the Widyaiswara, trainers, relevant Pusdiklat's staff and INVEST DM.

Consultant Deliverables:

The Consultant will produce the following major outputs:

- Report on the review of 12 modules and curriculum.
- Enhanced/revised version of the curriculum and modules
- pre-tests and post-tests tools/questionnaires for each module.

Timeframe / Schedule:

The consultancy will commence in September 2021 with the following timeline and schedule for assignment, these are.

No.	Task	Activity & Output	LoE	Deliverable	Timeline
1	Desk review of the existing Pusdiklat's curriculum and training modules	Curriculum reviewed and developed based on the needs of training for civil servants at BNPB	2 days	Report of 12 modules reviewed and developed	Mid-September 2021
2	Discussion on the outcomes of curriculum review with Pusdiklat, SDM Bureau, Widyaiswara & INVEST DM team	FGD and PPT on the outcomes of the curriculum reviewed	1 day	PPT and draft of the curriculum reviewed and developed	Mid-September 2021
3	Development of training modules and curriculum	Use a draft of training modules	12 days	Draft of training modules and training materials	Mid-September 2021

	based on the inputs from FGD				
4	Review of a draft of training modules by the Head of Program and Evaluation, Head of Education and Training, Widyaiswara, and technical unit of Pusdiklat BNPB	Final draft of the curriculum reviewed for quality assurance by relevant unit of Pusdiklat PB	-	Final draft of curriculum developed	Mid-September 2021
5	Finalization of modules based on the inputs from the Head of Program and Evaluation, Head of Education and Training, Widyaiswara, and technical unit of Pusdiklat BNPB	Revised and finalize the training modules and curriculum	3 days	Final document of training curriculum and modules	End of September 2021
6	Coaching and testing of the Widyaiswara in delivery of training modules developed	Training curriculum is ready to be tested by the widyaiswara and trainers	2 days	Curriculum and handbook of DM is ready to be tested	Early of October 2021
Total LoE			20 days		

The Consultant will report to:

Program Manager and VET and Training Coordinator

The Consultant will work closely with:

Pusdiklat PB, Biro SDM, Program Manager INVEST DM Outcome 1, DCOP, VET and Training Coordinator

Required Experience & Skills:

The selection criteria to assess the technical capacity of the consultants includes the following;

- Master's degree in education, social science, or other related disciplines.
- At least 5-10 years of relevant experience in leading the development of curriculum design, module, and training materials.
- Extensive knowledge of education theories and practices, teaching and learning methods, training preparation and evaluation.
- Experience with online and blended course design, ability to support the design of engaging the training modules to enhance participant learning
- Self-starter with a proven track record of delivering high-quality curriculum and training deliverables on time
- Strong knowledge about Disaster Risk Management in both theory and practices, particularly in Indonesia context.
- Knowledge of the Pusdiklat PB and LAN training standards,
- Understanding of gender equality and social inclusion concepts.
- Demonstrated ability to lead consensus-building during collaborative processes to achieve a final product related to teaching and learning materials.
- Strong interpersonal skills and ability to work with diverse stakeholders from government, ministry, and NGOs.

- Experience working with the government agencies such as ministries and BNPB.
- Strong (written and oral) comments of English and Bahasa Indonesia including report writing and editing.

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 based on 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.

How to Apply

Prospective candidates shall email their CV, letter of application by outlining a) the proposed strategies and approach in DM curriculum enhancement, b) samples of reports and previous curriculum developed c) price quotation and other relevant supporting documents to procurement@id.mercycorps.org no later than **September 6th, 2021** with the subject line: **Consultant – Training Module Development – Pusdiklat PB**. Only candidates who meet the required qualifications and experiences will be contacted.