

Terms of Reference

Consultant Title:	Disaster Management Advisor		
ARF Category or National:	STA National	Location:	Jakarta
Input required:	Up to 45 days for the period of 21 August to 31 December 2026		
Reporting To:	Bappenas' Director of Spatial Planning, Urban, Land Affairs, and Disaster Management and SIAP SIAGA's National Program Lead		

Program Overview

The Australia-Indonesia Partnership in Disaster Risk Management (SIAP SIAGA) is a seven-year program that commenced in late 2019, funded by the Australian Government's Department of Foreign Affairs and Trade (DFAT) and implemented in cooperation with the Government of Indonesia (GoI). SIAP SIAGA aims at improving Indonesia's ability to prevent, prepare for, respond to and recover from disasters and strengthen cooperation between Australia and Indonesia in humanitarian issues in the region. SIAP SIAGA is implemented at the national and sub-national levels through collaboration with the National Disaster Management Authority (BNPB), the Ministry of Home Affairs, the National Development Planning Agency (BAPPENAS), the Ministry of Foreign Affairs, the Local Disaster Management Agencies (BPBD) and other national and local government institutions, civil society organizations and academia.

SIAP SIAGA is focused on achieving four ends of program outcomes (EOPOs):

EOPO 1: Government Indonesia's disaster risk reduction systems are strengthened, resulting in better domestic leadership of disaster management.

EOPO 2: Target provinces, districts and villages are better able to prepare for, adapt, prevent, respond to and recover from disasters.

EOPO 3: Strengthened cooperation between Australia and Indonesia on disaster risk management and preparedness regionally.

EOPO 4: Strengthened learning, innovation, cooperation and inclusion for disaster management.

It is progressing towards these outcomes by focusing on eight priority programs of the GoI: (1) enhancement of disaster management systems; (2) enhancement of disaster management strategy; (3) mapping and evaluation of disaster risks; (4) enhancement of data service, information management, and communication in disaster management; (5) enhancement and development of policies and regulations for disaster preparedness; (6) increasing the quality of disaster emergency management; (7) enhancement of the quality of post disaster policy; and (8) increasing local capacity of disaster management logistics and equipment.

To strengthen the disaster management system, SIAP SIAGA provides strategic technical advice to align national and local policies with international commitments. This effort focuses on embedding gender mainstreaming, institutionalizing disability inclusion, and supporting climate change adaptation across disaster risk reduction, preparedness, response, and recovery processes, through collaboration with national and local partners.

At the sub-national level, SIAP SIAGA works with four provinces in Indonesia: East Java, Bali, West Nusa Tenggara, and East Nusa Tenggara. It also promotes disaster management initiatives and innovations through its outreach program to up to seven other provinces.

Under Program 2: Strengthening Disaster Management Strategies, one of the activity outputs (2.1.1.5) aims to develop policy recommendations on disaster and climate risk reduction to support the National Development Plan.

Purpose of the position

Disaster Management Advisor will develop analytical frameworks, integrate disaster and spatial database systems, ensure data quality, and formulate evidence-driven policy recommendations for disaster and climate resilience to support the National Development Plan. The consultant will provide strategic and technical input to Bappenas, specifically supporting the Directorate of Spatial Planning, Urban, Land Affairs, and Disaster Management.

Role and Responsibility

Under the supervision of Bappenas' Director of Spatial Planning, Urban, Land and Disaster Management and SIAP SIAGA's National Program Lead, the consultant should conduct:

1. Analyzing historical spatial, climate and disaster data, with a focus on slow-onset hazards, to strengthen and refine the White Paper of Disaster and Climate Resilience (hereinafter referred as to the White Paper).
2. Coordinating, soliciting and gathering input from key stakeholders to enrich the development of the White Paper.
3. Integrating slow-onset hazards considerations into the White Paper.
4. Reporting on the progress of deliverables, including the preparation of regular progress briefs and activity reports.
5. Providing regular up-to-date information to the Bappenas team and the SIAP SIAGA team on the progress of ongoing activities.
6. Working closely with other Program Team members to ensure the quality of all policy documents and compliance with Palladium and DFAT regulations and policies and regulatory requirements.
7. Performing other duties as requested by Bappenas' Director of Spatial Planning, Urban, Land and Disaster Management.

Deliverables

The task and deliverables as presented below:

No.	Tasks	Working Days	Output/Deliverables
1	Compile and analyze historical spatial and disaster datasets particularly slow-onset disasters such as chemical spills and other waste-related disasters for the refinement of the draft White Paper.	14 Days	Cleaned Integrated Dataset & Policy Brief (Document)
2	Translate technical evidence generated from the database and the strategic framework outlined in the White Paper, into actionable directives to support the National Development Plan.	10 Days	Policy Recommendations (Document)
3	Formulate the primary Policy Recommendations Document on Disaster and Climate Resilience, a particular focus slow-onset hazards to support the National Development Plan	7 Days	Policy Recommendations (Document)
4	Provide technical support, facilitate focus group discussions, coordinate and conduct other task as requested by the Bappenas' Directorate of Spatial Planning, Urban, Land Affairs, and Disaster Management.	14 Days	Activity Reports (Document)

Input and location

The consultancy will be conducted over a five-month period, from 21 August to 31 December 2026, with the total working days of 45 working days. This is a Jakarta based with flexibility for remote working arrangement. The consultant may work from any location of their choice, provided they maintain regular availability during agreed working hours and ensure timely delivery of all assigned outputs. The consultant is expected to be accessible for virtual meetings with Bappenas and other stakeholders as required.

The consultant must be prepared to travel to Jakarta for meetings, workshops, consultations, or other related events when requested by Bappenas. All travel to Jakarta, as well as any local transportation within Jakarta, will be at the consultant's own cost and will not be reimbursed under this contract. The consultant is responsible for ensuring their own logistical arrangements when physical presence is required.

Key Relationships

- Report to Director of Spatial Planning, Urban, Land Affairs and Disaster Management and National Program Lead of SIAP SIAGA Program
- Consult closely with the DRR Policy Development Advisor, particularly regarding the content and strategy for policy integration into the national development plan.
- Consult and coordinate closely with key team members of Directorate of Spatial Planning, Urban, Land Affairs, and Disaster Management.

Qualifications, Experience and Personal Attributes:

- Minimum bachelor's degree in data science, Spatial Planning, Public Policy, Disaster Risk Management, or other relevant educational backgrounds.
- Minimum 12 years of experience in data management, systemic risk modelling, or producing national policy documents, preferably for Bappenas, government agencies, and/or DFAT-funded programs.
- Strong expertise in spatial and disaster database integration and methodologies.
- Excellent capability in developing research frameworks, data collection, data analysis, and reporting.
- Knowledge of national disaster financing mechanisms (e.g., Pooling Fund Bencana) and their integration into national planning is a strong advantage.
- Excellent written & spoken communication skills both in Bahasa Indonesia and English.
- Strong facilitating skills for FGDs and technical working groups in a policy development process.
- Prior experience working with Government institutions particularly with Bappenas and BNPB
- Demonstrated ability to work with people from diverse backgrounds and perspectives, and a professional commitment to promoting a culture of gender equality and social inclusion.
- Other tasks required by the Director of Spatial Planning, Urban, Land Affairs and Disaster Management and National Program Lead SIAP SIAGA Program