



Yayasan IDEP Volunteer Job Description

Position	: Monitoring and Evaluation Capacity Building Volunteer	Department	: Community Based Disaster Management
Location	: Ubud-Bali, Indonesia	Reports to	: DM Program Coordinator
Start date	: ASAP	Duration	: 3-4 months intensive
To apply	: send your CV and cover letter to : hr@idepfoundation.org .		

Yayasan IDEP is a local Indonesian NGO, which specializes in the development of curricula media, and practical programs that educate and empower local communities in sustainable development and emergency relief. More details about IDEP programs can be found on our website: www.idepfoundation.org .

IDEP's Community Based Disaster Management Program (CBDM) aims to create and promote accessible media, curricula and programs for the education and empowerment of Indonesian communities to prepare, respond to and recover from disasters. It also aims to build IDEP's capacity to deliver intelligent aid to communities in need when major disasters do occur.

Job summary

The Monitoring and Evaluation Capacity Building Volunteer is required to review current CBDM assessment tools, develop new processes and procedures, and capacity build the CDBM department to implement these in the field. The volunteer will work closely with a local counterpart to transfer his/her skills and expertise, which will ensure the sustainability of the volunteer's contribution to Yayasan IDEP.

History to date:

Since 1998, IDEP has been delivering trainings and developing campaigns and curriculums for increasing local communities and other stakeholders in various aspects of sustainable development. In 2002 IDEP was directly involved in the emergency response and recovery from the Bali Bombings, and since that time the organization has also had a focus on developing tools and capacity building for community based disaster management.

Until 2005 IDEP was a relatively small-scale organization, which relied primarily on the support of volunteers and private donors. Then in 2005-2006, IDEP expanded dramatically due to its involvement in the emergency response and recovery process from the Asian Tsunami in Aceh.

IDEP is now a medium scale organization with over 80 staff based both in Bali and Aceh. IDEP also runs a community based disaster management program which is targeted for implementation through partner organizations on a national scale.

Program / projects overview

Yayasan IDEP is currently running the following programs:

A. Bali Permaculture Program

B. Community Based Disaster Management (CBDM) Capacity Building



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C. Aceh Green Hands Field School and other programs

D. Emergency response to large-scale disasters in Indonesia when needed

E. Curriculums and Campaigns

Since 2002, IDEP has been developing a CBDM self-help kit for use throughout Indonesia. The CBDM kit was developed in response to the Bali Bomb in 2002, completed in 2005, and recently updated in 2007. The CBDM kit includes a manual with practical self-help forms that can be directly used by local Indonesian communities to prepare for, respond to and recover from disasters. It also includes posters, and 8 comic books with stories about different types of disasters (see www.idepfoundation.org/CBDM.html). A thousand sample copies of the IDEP CBDM/DM kit were printed with the support of UNESCO and IDEP has been socializing the kit amongst local and international funding and implementing organizations.

IDEP foundation also responds to emergencies directly on the ground:

- In 2002 IDEP was one of the many local organization that were directly involved in emergency response to the Bombing in Bali, see www.idepfoundation.org/idep_balibomb.html for details.
- In 2004-5 IDEP worked with several local and international partner organizations in the field, and over 200 private volunteers to deliver over one million dollars of aid for victims of the Asian Tsunami in Aceh, see www.idepfoundation.org/acehresponse.html for details.
- In 2005, IDEP assisted with the emergency response for the second Bali Bombings, see www.idepfoundation.org/idep_balibomb2.html for details.
- In 2006, IDEP conducted a direct field assessment of the impacts on local communities from the Lombok NTB flooding, see www.idepfoundation.org/ntb_flood.html
- In 2006 IDEP assisted with the emergency response for the Earthquake in Yogyakarta and Klaten areas of Java, see for details. www.idepfoundation.org/java_quake.html
- In 2006 IDEP assisted with the emergency response for the Earthquake and Tsunami in Pangandaran, see for details www.idepfoundation.org/pangandaran.html
- In 2006/7 IDEP assisted with the emergency response for the North Sumatra / Aceh Flash flooding, see for details. www.idepfoundation.org/aceh_flood.html

This Program is currently:

IDEP's CBDM Program is presently liaising with a range of donors and implementing partners. IDEP is setting up model CBDM villages in Aceh and Bali. We are in the process of developing a longer-term plan (5 years) for IDEP's CBDM program.

IDEP's capacity for emergency response is also being assessed and strategies and policies are being developed so that in the event of other major disasters IDEP's ability to continue to deliver "intelligent aid" will be maximized.

This Program's current plans include:

IDEP's CBDM Program plans to expand the repertoire of tools available for CBDM with videos, training tools and other necessary guides and manuals. IDEP is strengthening the CBDM program through long-term analysis of the CBDM kit in the field, development of effective monitoring and evaluation systems



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and in-house capacity building. Continued plans for promotion and distribution of the CBDM kit components throughout Indonesia for targeted widespread implementation by partner agencies is an important long-term initiative.

The CBDM Department's long-term plans include:

A. The Development of educational tools such as:

1. Ongoing CBDM kit review
2. Development of new CBDM Comics
3. CBDM Public Awareness Posters
4. Public Awareness Videos
5. Training Videos
6. Training Lesson Plans & Facilitators' Guidebook
7. CBDM Website (planned to work in conjunction with Risk Map by DREAM Jogja)
8. Government CBDM Manual(s)
9. CBDM media for children / schools
10. Other related media development

B. Field Implementation including:

1. Research & strategic planning for implementation of CBDM
2. CBDM networking and partnerships development
3. CBDM Public Awareness campaigning
4. Training Roll Out
5. Model community pilot implementation
6. Regional Implementation Program Pilot
7. Processes for subsidized distribution of CBDM Kits for non-funded implementers
8. Monitoring and Evaluation
9. Follow up support for implementing parties
10. Development of all of the CBDM program components.

For more information about this projects see: www.idepfoundation.org/CBDM.html

About the position

Duties and responsibilities include:

1. Project Implementation

- 1.1. Assess CBDM Department's current monitoring, evaluation and reporting procedures, as well as team members' implementation capacity.
- 1.2. Create recommendations about CBDM Department's current monitoring, evaluation and reporting procedures, and team members' implementation capacity.
- 1.3. Conduct necessary capacity building for IDEP CBDM Department's current monitoring, evaluation and reporting procedures. This will involve working closely with local Monev Officer counterpart and other team members to build the necessary skills and knowledge to implement



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these tools in the field.

- 1.4. Contribute in the research and strategic planning processes for the CBDM Department at IDEP.

2. Other

- 2.1. Any other lawful and reasonable duties as directed by DM Program Manager.
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Requirements

1. At least two years experience working in a monitoring and evaluation capacity in the community-based development field
2. Excellent computer skills (email, Ms.Word, Ms.Excel. Ms. Power Point, etc.)
3. Experience in disaster management is desirable
4. Experience in curriculum development is desirable
5. Indonesian language is highly desirable
6. Commitment to the environment & sustainable community based development and the principles as outlined in IDEP's mission and vision (www.idepfoundation.org)

Skills and competence

1. Effective communicator, dynamic and creative
 2. Familiar with IDEP CBDM tool kits
 3. Able to manage community and work in a multi-cultural workplace
 4. Able to write program plans, budget, and develop timelines
 5. Outstanding leadership qualities
 6. Good judgment skills and ability to mediate disputes
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Please Note: This job description is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments, funding and following discussion with the employer or contractor and subsequent developments of a performance plan.