

## Terms of Reference

# International Public Health Adviser for ***Developing Crisis/Pandemic Management Framework, Preparedness Plan and Communication Strategy***

## Program Background

The **Kemitraan Indonesia Australia untuk Infrastruktur (KIAT)** is a 10-year facility supported by the Australian Government and implemented by Cardno. KIAT's overarching goal is to support 'sustainable and inclusive economic growth through improved access to infrastructure for all people'. To support this goal, KIAT works with the Government of Indonesia (GOI), Government of Australia, the private sector, Multilateral Development Banks (MDBs) and other development partners, as well as civil society to help achieve the following 'End-of-Facility Outcomes':

1. Improved GOI policy and regulatory framework for infrastructure development
2. High quality projects prepared and financed by GOI, the private sector and / or MDBs
3. High quality infrastructure delivery, management and maintenance by GOI

The initial focus of KIAT Facility is on the following areas: Water and Sanitation; Transport; Gender, Social Inclusion and Civil Society Engagement (GESI-CSE); and Infrastructure Funding and Financing.

## Purpose of the Advisory

This activity will help the Jakarta City Government and TransJakarta prepare a Crisis/Pandemic Management Framework and Communications Strategy to deal with COVID-19 and similar public health and emergency situations.

The aim of this activity is to help TransJakarta enter a new normal for public transport operations which could serve as a model to replicate in other Indonesian cities and by other public transport operators. In the short to medium term, this activity could help TransJakarta prepare for a prolonged health crisis as well as a second wave. In the long term, this activity will serve as a demonstration project for other urban public transport systems in Indonesia.

The advisory team is expected to comprise of the following expertise:

1. International Public Transport Adviser
2. National Public Transport Adviser
3. International Public Health Adviser
4. International Communications Adviser
5. National Communications Adviser
6. National Gender Equality and Social Inclusion (GESI) Adviser

This activity comprises the following two components:

- I. Development of a Crisis/Pandemic Management Framework (CMF) and Preparedness Plan for TransJakarta; and
- II. Development of a Crisis/Pandemic Communication Strategy for TransJakarta

## Development of a Crisis/Pandemic Management Framework (CMF) and Preparedness Plan

Public Transport Adviser(s) and Public Health Adviser will assist TransJakarta in the development of a Crisis/Pandemic Management Framework and Preparedness Plan based on the international best practices, local laws and regulations and lessons learnt by TransJakarta in managing the COVID-19 pandemic. Advisers will incorporate inputs from Gender Equality and Social Inclusion (GESI) advisers to ensure that the framework and plan is inclusive and caters for the needs of all users and focuses on the needs of vulnerable users especially elderly, women and children who may be adversely impacted by Pandemic. Advisers will work closely with TransJakarta counterparts and hold extensive consultation with TransJakarta officials, both frontline and backoffice, and where possible with TransJakarta users to understand their needs, operating environments and prevailing conditions.

### **Development of a Crisis/Pandemic Communication Strategy**

Communication advisers will develop a culturally appropriate communication strategy for internal and external stakeholders following the development of Crisis/Pandemic Management Framework and Preparedness Plan. Internal stakeholders will include different departments and units within TransJakarta while external stakeholders will mainly include users of TransJakarta services. Strategy will ensure appropriate communication needs of old and young users from all socioeconomic backgrounds including the use of traditional and social media platforms. GESI adviser will help to incorporate the needs of vulnerable users to ensure an inclusive approach.

**KIAT may select several candidates for the position to form the basis of an advisory pool for selected assignments with specific tasking and duration.**

## **Key Activities**

The International Public Health Adviser will perform the following tasks:

- Help to identify pandemic vulnerabilities for public transport operations especially for buses
- Propose measures to prevent spread of pandemic in buses, office settings and workshops
- Help develop Standard Operating Procedures (SOPs) for safe public transport operations in pandemic situations
- Help identify triggers to activate a pandemic management plan
- Help to embed continuous pandemic knowledge management plan (review, training, and updating processes as understanding of respiratory disease evolves over time)
- Identify public health information dissemination and communication protocols for transient audience (bus passengers)
- Help to establish emergency pandemic management measures
- Help to devise models for safe public transport operations under pandemic situations
- Identify proactive preventive measures in place
- Help establish processes to identify hotspots, outbreaks or locations of interest
- Develop management and safety protocols for passengers and operational staff
- Identify reactive contact tracing protocols in case of an outbreak or hotspot identification
- Ensure that consultations, meetings, and decision-making processes include representations of gender
- Ensure that all key activities consider opportunities to strengthen Gender Equality and Social Inclusion (GESI) outcomes during implementation, and where relevant consider the feasibility of engaging with civil society to enhance these outcomes

## **Key Deliverables**

The primary outputs of this activity will be Crisis/Pandemic Management Framework, Preparedness Plan and Communication Strategy. Table 1 lists the reports/documents/working papers which the advisers are expected to prepare and submit. International Public Health adviser is expected to support preparation of these reports by providing inputs for the key activities mentioned above.

Table 1: Expected Outputs / Deliverables

Specific Outputs / Deliverables	Primary Responsibilities	Expected Submission Timelines
<b>Management Reports</b>		
Inception Report (including workplan, and GESI & CSE inputs)	<b>Primary:</b> I-PTA, N-PTA <b>Support:</b> I-PHA, I-CA, N-CA, N-GESIA	Within 15 days from the start of the activity
Activity Completion Report	<b>Primary:</b> I-PTA, N-PTA <b>Support:</b> I-PHA, I-CA, N-CA, N-GESIA	At the completion of the activity
<b>Technical Deliverables</b>		
Crisis/Pandemic Management Framework	<b>Primary:</b> I-PTA, N-PTA <b>Support:</b> I-PHA, I-CA, N-CA, N-GESIA	Within 45 days from the start of the activity
Crisis/Pandemic Management Preparedness Plan	<b>Primary:</b> I-PTA, N-PTA <b>Support:</b> I-PHA, I-CA, N-CA, N-GESIA	Within 60 days from the start of the activity
<b>Communication Strategy</b>		
- For internal stakeholders	<b>Primary:</b> I-CA, N-CA <b>Support:</b> I-PTA, N-PTA, N-GESIA	Within 75 days from the start of the activity
- For external stakeholders (users)	<b>Primary:</b> I-CA, N-CA <b>Support:</b> I-PTA, N-PTA, N-GESIA	Within 75 days from the start of the activity

I – PTA : International Public Transport Adviser; N-PTA : National Public Transport Adviser; I-PHA : International Public Health Adviser; I-CA: International Communications Adviser; N-CA: National Communications Adviser; N-GESIA: National Gender Equality and Social Inclusion Adviser.

## Selection Criteria

### Essential

- Appropriate postgraduate academic qualifications in public health
- 10 years' relevant experience, experience in respiratory outbreak management or pandemic management will be highly regarded
- Previous experience in public transport sector will be preferred
- Demonstrated ability to work in a team in a complex, and cross-cultural operating environment
- Proven ability to build and maintain relationships with key personnel in government
- Strong interpersonal skills and oral and written communication skills in English
- Experience with donor processes and procedures preferred
- Ability to communicate with a wide range of stakeholders from diverse backgrounds including people with disabilities
- Knowledge and understanding of the different needs of different stakeholders such as women, the elderly, people with disabilities and others with special mobility needs

### Desirable

- Available to start immediately

Qualified female candidates and candidates from diverse backgrounds are encouraged to apply.

## Position Details

- Reports to : Deputy Director – Transport Policy, Planning and Delivery or delegate
- Duration : 30 days (intermittent inputs)
- Contract : Short Term Consultancy Agreement
- Commencement : December 2020
- Location : Home based
- Remuneration : According to DFAT Aid Adviser Remuneration Framework. Based on experience maximum up to B4. Successful Indonesian nationals will be engaged under a local contract in IDR and will be subject to Indonesian employment regulations and tax obligations.
- Applications : 1) CV  
2) Statement (of up to 1,000 words) addressing the candidate’s skills and experience, and outlining the relevance to the role  
3) Two referee names, position details and contact information

## Our Recruitment Policies

*Cardno is an equal opportunity employer.*

*Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment and may include relevant criminal record checks.*

*Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention. We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.*

*Due to the anticipated volume of applications, only shortlisted candidates will be contacted.*