
Exciting opportunity with RedR Indonesia

Position Title: Consultant for Module Writing/Review

Reporting to: Programme Coordinator

Job Status: home-based

Contract duration: 1 month

Duty Station: Yogyakarta, Indonesia

Start Date: October 2021

How to apply

Please send us your application, including the provision of 3 referees, via email to recruitment@redr.or.id with subject: **Module Writer_ASP/WASH/Education/CPiE*_ [your name]** by no later than **10 October 2021**. As a part of your application, you will need to provide:

- A curriculum vitae of no more than 2 pages
- A cover letter telling us how your skills, experience and qualifications make you the best candidate for this opportunity.

*choose one topic that might interest you

Incomplete applications will not be processed.

TERMS OF REFERENCE

About RedR Indonesia

RedR Indonesia is an emerging humanitarian agency working for improving emergency relief. RedR Indonesia is part of the international RedR network of accredited organisations, each sharing a common vision and mission.

Our aims are to provide sufficient, competent and effective relief personnel to the front-line and provide personnel to local and international relief agencies whenever required; to improve and maintain the competence of relief personnel; to cooperate and work with other agencies in maintaining the availability of trained and competent relief personnel; and to increase humanitarian response capacity in Indonesia through providing people with internationally recognised training and access to international experience.

We believe that suffering caused by disasters can be reduced by selecting, training and providing competent and committed personnel to humanitarian programs across the world.

RedR is also represented in the UK, India, Australia, and Malaysia. For more information, please visit our website <http://www.redr.or.id/>

Assignment Summary

RedR Indonesia is implementing a project in partnership with UNICEF in strengthening national and sub-national capacity for child-centred emergency preparedness and response (EPR) including in Child Protection, Education, Nutrition, and WASH and sensitizing the sub-national government and partners on Adaptive Social Protection (ASP) System.

The Consultant of Module Writing is responsible to writer modules for the Adaptive Sosial Protection (ASP). This module is intended for sub-national level training which will be attended by district and provincial government officials. In regards to Water Sanitation and Hygiene (WASH) in Emergency,

Education in Emergency, as well as Child Protection in Emergency (CPiE) topics, the consultants are required to review training modules that has been developed by RedR and UNICEF for the previous project.

Two consultants of each topic are obliged to provide soft copies of the deliverables, including reading materials for training participants, manual for training facilitators (syllabus and session plan), and visual aids/power point slides. In relation to copyright, all materials or documents resulting from these consultation services will remain the property of RedR Indonesia and UNICEF.

Main Responsibilities

Under the direct supervision of the Programme Coordinator, the Consultant for Module Writing/Review are responsible for the following duties:

- To develop a training module (reading materials for training participants, manual for training facilitators including syllabus and session plan, as well as visual aids/power point slides).
- To actively involved in consultative discussions with various stakeholders including related Government Ministries or Agencies, UN Agencies, Sub-National Government Agencies, Humanitarian Agencies and Responders.
- To incorporate the feedback from stakeholders into the training modules
- To develop the executive summary of the training modules

Requirements

Consultant for Module Writing/Review should meet each of these requirements and/or have other related and relevant qualifying experience

Education

- Minimum bachelor's degree for social, economic, DRR or relevant field (relevant experience may substitute relevant degree)
- Has a track record in writing modules
- Having an understanding of DRR, Climate Change, and Sosial Protection or specific issues in Adaptive Sosial Protection (ASP), WASH in Emergency, Education in Emergency, as well as Child Protection in Emergency

Skills & Competencies

- Minimum 2 years of experience in a similar position
- Minimum 1 years of experience in DRR, Climate Change, and social protection or specific issues in Adaptive Sosial Protection (ASP), WASH in Emergency, Education in Emergency, as well as Child Protection in Emergency
- Ability to work efficiently and effectively under pressure to meet deadlines and to react within short notice
- Strong coordination, communication and networking skills
- Strong in social, interpersonal and communication skills
- Multi-tasking skills

Attitude

- Problem solving attitude
- Self-motivated, entrepreneurial, and self-managing
- Proactive and can-do attitude
- Positive work ethic with a willingness to learn and grow

Workplan

No	Activities	Dates	Terms of Payment
1	Contract signing	15 October 2021	30% of total payment
2	Submission the draft of the training module in Indonesian Language.	30 October 2021	30% of total payment
3	Submission the final training module in Indonesian Language, with an English executive summary	15 November 2021	40% of total payment

*RedR Indonesia is an equal opportunity employer with positive discrimination policies to ensure opportunities are available to all applicants regardless of race, gender, sexual orientation, religion or creed and those with functioning limitations (persons with disabilities). RedR Indonesia is committed to **zero tolerance policy** toward sexual exploitation and abuse. All employees and partners must comply with Protection from Sexual Exploitation and Abuse Policy and Child Protection Policy*