



ONE ASEAN ONE RESPONSE

TERMS OF REFERENCE

Consultancy : Graphic Designer for Annual Report 2018
Reporting to : Executive Director of the AHA Centre
Duration : January – April 2019

BACKGROUND

The AHA Centre – ASEAN Coordinating Centre for Humanitarian Assistance on disaster management – is an inter-governmental organisation established by 10 ASEAN Member States – Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam - to facilitate the cooperation and coordination among ASEAN Member States and with the United Nations and international organisations for disaster management and emergency response in the region.

The AHA Centre was established on 17 November 2011 during the 19th ASEAN Summit in Bali, Indonesia, through the signing of “the Agreement on the Establishment of the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre)” by the ASEAN Foreign Ministers, witnessed by all ASEAN Heads of State/Government.

The AHA Centre is the operational manifestation of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), which was signed by the ASEAN Foreign Ministers on 26 July 2005, in Vientiane, Lao PDR, and entered into force on 24 December 2009. Article 20 of AADMER serves as the AHA Centre’s formal basis and outlines the objective of the establishment of the AHA Centre. The AADMER is a regional framework for cooperation, coordination, technical assistance, and resource mobilisation in all aspects of disaster management.

The AHA Centre receives its strategic guidelines from the Governing Board of the AHA Centre, which consists of heads of the ten National Disaster Management Organisations (NDMOs) of the ASEAN Member States. The AHA Centre has the responsibility to report the progress of its activities and achievements to the Governing Board on a regular basis, including presenting an annual report at the first quarter of the year.

NEEDS IDENTIFICATION

In order to capture the activities of the AHA Centre and as part of the organisation’s accountability to its stakeholders, the AHA Centre wishes to engage a Graphic Designer as a consultant to help the AHA Centre in coming up with the



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AHA Centre's Annual Report for 2018. The consultant will work to ensure AHA Centre's key achievements, challenges, and partnerships in 2018 are well-captured and visualised in the annual report.

TASKS FOR THE CONSULTANT

Working closely with the Communications Officer of the AHA Centre and or other appointed officer-in-charge and reporting to the Executive Director of AHA Centre, the tasks of the Graphic Designer are as follows:

1. Develop the visual concept of the annual report;
2. Develop layout design of the annual report;
3. Compile and edit photos, when necessary;
4. Present data and statistics in a visually-attractive way;
5. Facilitate the design revisions as agreed with the AHA Centre;
6. Produce print-out dummy of the annual report, as necessary;
7. Propose three alternatives of printing vendors;
8. Conduct printing quality control with the appointed printing company;
9. Other tasks as guided by the Executive Director of the AHA Centre.

COMPETENCIES

The Graphic Designer needs to have the following set of skills:

- Excellent skills in contemporary layout and graphic design, typography, and photography;
- Good command of English, especially related to writing and editing;
- Basic knowledge and understanding of printing production;
- Willingness to understand and comply with AHA Centre's brand guidelines.

DURATION

The length of this assignment will be from mid-January 2019 to mid-April 2019, with at least 3 working days per week. Distant-working might occurred in several occasions. Interested candidates may apply by sending an application to admin@ahacentre.org cc comm@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, sample of portfolios, and **the AHA Centre Application Form**, which can be downloaded [here](#) before 3 December 2018. Incomplete applications will not be considered.