

## TERMS OF REFERENCE

Consultancy	: Writer/Editor for Annual Report 2018
Reporting to	: Executive Director of the AHA Centre
Duration	: Mid November 2018 – 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 19<sup>th</sup> 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 Writer/Editor as a consultant to help the AHA Centre in coming up with the AHA Centre’s Annual Report for 2018. The consultants will work to ensure AHA Centre’s key achievements, challenges, and partnerships in 2018 are well-captured in the annual report.

## TASKS FOR THE CONSULTANT

Working closely with the Communications Officer of the AHA Centre and or other appointed officers-in-charge and reporting to the Executive Director of AHA Centre, the tasks of the Writer/Editor are following:

1. Conduct research, write, and edit up to 60 pages of content for the annual report. Format in Word.doc, Times New Roman, font size 12, single space;
2. Maintain the accuracy of information presented on the annual report by clarifying facts with the AHA Centre's staff;
3. Facilitate the revision process of the content, when necessary;
4. Proofread the texts throughout the layout process and prior to the printing process;
5. Submit time sheet of work;
6. Other tasks as guided by the Executive Director of the AHA Centre.

## COMPETENCIES

The Writer/Editor needs to have the following set of skills

- Excellent writing and editing skills in English;
- A native speaker will be an advantage;
- At least three years of proven experience in editing reports and publications in English;
- Proven certificates of proficiency in English;
- Experience working in humanitarian and development practices will be an advantage;
- Knowledge of ASEAN and AHA Centre will be an added value.

## DURATION

The length of this assignment will be from mid-November 2018 to mid-April 2019, with at least 3 working days per week throughout the period of the agreement. Distant-working might occurred in several occasions. Interested candidates may apply by sending an application to [admin@ahacentre.org](mailto:admin@ahacentre.org) cc [comm@ahacentre.org](mailto: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.