



ONE **ASEAN**
ONE **RESPONSE**

TERMS OF REFERENCE

Consultancy	: Technical Consultant for ASCEND Programme Sustainability Strategy
Reporting to	: ASCEND Project Coordinator
Duration	: Maximum of 4 months working days between April to July 2023 (lumpsum)
Closing submission	: Sunday, February 19 th , 2023, at 11:45pm Jakarta time

BACKGROUND

The ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) project seeks to create a regionally recognised certification scheme for professions in disaster management to ensure and promote higher standards and quality in the management of disasters in the region. ASCEND can also be beneficial in identifying competent disaster management professionals in the region with a strong capacity to manage disasters to reduce the loss of life, respond effectively, recover more quickly, and decrease disaster risks throughout the ASEAN region wherever possible.

With funding support from the Republic of Korea, the AHA Centre will implement the ASCEND project for three years in collaboration with the Korean National Fire Agency (KNFA). The project will be critical for the development of ASCEND since the AHA Centre will focus on the pilot application of the ASCEND Framework in identified ASEAN countries, which will be selected voluntarily. The objectives of the ASCEND are as follows:

- A. To enhance the capacity of the ASEAN countries in the implementation of ASCEND.
- B. To establish regionally recognised competency standards and assessment process covering five professions in disaster management.
- C. To improve the capacity of the AHA Centre to serve as the ASCEND secretariat.
- D. To promote understanding of the ASCEND Framework among the ASEAN Member States (AMS) and other sectors in ASEAN in preparation towards the inclusion of ASCEND into the ASEAN Mutually Recognised Agreement (MRA).

OBJECTIVE, RESPONSIBILITIES, AND DELIVERABLES

A. Objective

The AHA Centre seeks consultants to develop a sustainability strategy for the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Programme. While ASCEND is projected to become a regular regional certification programme, the ASCEND project is currently fully supported by the Republic of Korea until the end of 2023. Therefore, ASCEND sustainability has always been one of the significant concerns to be addressed since the start of the project.

To ensure the sustainability of ASCEND Programme, the AHA Centre must secure sufficient and stable funding and institutional support to maintain the programme continuity.

To streamline this effort, the AHA Centre plans to develop a sustainability strategy to underpin strategic institutionalisation, develop outreach activities, seek opportunities, and identify new and innovative funding streams. The consultancy service aims to develop ASCEND Sustainability Strategy that provides a clear overview of the ASCEND programme's current and potential institutionalisation and funding opportunities to achieve long-term sustainability.

The objectives of the ASCEND Sustainability Strategy include (but are not limited to):

- Explore and recommend several implementation modalities for regular ASCEND implementation with each strength and weakness.
- Identify and recommend the most feasible ASCEND institutionalisation within the AHA Centre and the national context of relevant AMS.
- Calculate the expenses for running a regular ASCEND Programme based on the several proposed implementation modalities.
- Identify the institutionalisation and funding gaps and needs and provide a potential model and mechanism for the long-term ASCEND programme.
- Analyse and recommend opportunities with traditional dan non-traditional partners, exploring alternative and innovative financial and non-financial support opportunities for sustaining and scaling up the ASCEND Programme.

B. Responsibilities

The following are the responsibilities of the Technical Consultant for ASCEND Sustainability Strategy:

1. Develop an inception report detailing the proposed methodology, work plan and timeframe, including details of meetings with stakeholders.
2. Review the existing AHA Centre and ASCEND strategic plan, work plan, policy, guidelines, project proposals, funding model, and other organisational documents to understand the needs and gaps to sustain ASCEND. Analyse the specification of ASCEND programme costs and financing, success factors, and constraints for further implementation and scaling up.
3. Conduct desk study and analysis of the existing programme sustainability models (national, regional, and international) related to regional standardisation and certification programme.
4. Develop a survey tool package including a list of questions for in-depth interviews and questionnaires.
5. Conduct interviews, FGDs, meetings, or workshops with key informants from relevant stakeholders, including (but not limited to) the ASEAN Member States (AMS), ASCEND Reference Group (ARG), AHA Centre, UN agencies, non-governmental organisations, training institutions, and other relevant stakeholders.
6. Develop the ASCEND Sustainability Strategy covering the intended objectives stated in "Section A" above, including the practical recommendations for its implementation.
7. Present the sustainability strategy to the AHA Centre and its key stakeholders in consultation meeting(s) for their views and comments.
8. Finalise the sustainability strategy document by incorporating all comments and feedback from the AHA Centre and other stakeholders.

C. Deliverables

No	Output/Deliverable	Timeline
1	Inception report with proposed methodology, work plan, and timeframe, including desk study and list of identified stakeholders.	2 weeks after the contract signing. 20% of payment upon AHA Centre quality review and approval.
2	Submission of initial desk research and analysis report of current AHA Centre and ASCEND financial model and institutionalisation, and various potential sustainability models for ASCEND programme.	Maximum 1 month after the contract signing. 25% of payment upon AHA Centre quality review and approval.
3	<ul style="list-style-type: none"> - Report of result of the consultation sessions and workshop with the intended stakeholders. - Submission of the first draft of ASCEND Sustainability Strategy document. 	Maximum 2 months after the submission of the second deliverable. 25% of payment upon AHA Centre quality review and approval.
4	Submission of the final draft of the ASCEND Sustainability Strategy, incorporating all the objectives in "Section A" above and practical recommendations to implement the sustainability strategy.	Maximum 1 month after the submission of the third deliverable. 30% of payment upon AHA Centre quality review and approval.

REQUIREMENTS FOR CONSULTANT

The individual/group/institution consultant needs to have the following technical requirements:

1. Individual/group/institution consultant works in research, training, or assessment with proven track records researching in the fields of economics, finance, international development, resource mobilisation, or other related fields. Affiliation with first-tier universities or institutions is preferable.
2. Demonstrated experience in conducting similar tasks and design/recommend institutionalisation and financing mechanisms to support programmes in inter-governmental, NGO, or humanitarian organisations. Experience working in resource mobilisation and financing instruments or leading/supporting the development of innovative financing mechanisms is an asset.
3. The individual/personnel that provided consultancy service shall be an experienced expert/researcher/academia with deep knowledge and vast experience in the above-mentioned subjects within the ASEAN context or other regions.
4. The individual/group/institution consultant shall provide their past products and portfolios (at least seven (7) years of experience) in designing and developing the above-mentioned subjects.
5. Experienced in designing and facilitating workshops with a group of experts from diverse backgrounds, including language, culture, and organisational systems. All consultant personnel are expected to uphold principles of objectivity, integrity, and free of conflict of interest with the AHA Centre and ASEAN.
6. Excellent written and verbal communication skills in English, a sample of publications will be required.

7. Demonstrated ability to work independently with minimum supervision and work flexibly and responsive to changes as part of the review and feedback process while keeping the commitment to meet deadlines.

TIMELINE

Due to the current pandemic situation that may still restrict travel, the AHA Centre and the consultancy group/institution will agree upon the best working arrangements reflected in the inception report. This consultancy work is expected to be completed within a maximum of 4 months, between April to July 2023.

INTELLECTUAL PROPERTY RIGHT

The AHA Centre owns all the Intellectual Properties, and all the contained data are strictly confidential. The consultant will sign a legally binding non-disclosure agreement on data security before the start of the project.

APPLICATION PROCESS

The interested consultancy group/institution must provide sufficient information in the proposal to demonstrate compliance with the above requirements. The proposal shall be written in English and shall include all the requirements as specified in the above section "Requirements", as a minimum:

- A. Letter of Interest
- B. Consultancy group/institution profile and portfolios outlining relevant qualifications, accreditation, years and depth of experience in line with the above-mentioned requirements
- C. CVs of lead consultant and team members
- D. A summarised description and examples of work on the previous specific and similar projects
- E. A proposal consisting of the following:
 - i. Background and Objective
 - ii. Approach and Method
 - iii. Team Member Composition
 - iv. Consultancy Timeframe and Deliverables
 - v. Project Risk Management
 - vi. Detail Fee Breakdown by each activity,
 - vii. Budget for implementation

Interested applicants may send their application to human.resources@ahacentre.org.

The Selection Panel's decision is final, and only shortlisted candidates will be notified. Incomplete submissions will not be considered.
