



TERMS OF REFERENCE

Consultancy : **Facilitator/Trainer for Japan's Disaster Risk Reduction (DRR) Course under the ACE Programme Seventh Batch**

Reporting to : ACE & DELSA Programme Coordinator

Duration : 1 October 2021 - 31 December 2021

Introduction

The AHA Centre Executive (ACE) Programme was established as part of the AHA Centre's ambition to build a disaster-resilient region, through the vision of the One ASEAN One Response. Since it was launched in 2014, 97 officers (35 female and 62 males) from the ten ASEAN Member States have been trained. After graduating from the programme, the ACE Programme alumni continue to engage in various roles in the area of disaster management as well as in responding to emergencies in the ASEAN region. Based on the impact evaluation study, approximately 61% of the total graduates were promoted to a higher position or had a wider job scope since completion of the ACE Programme. Considering the ACE Programme's effectiveness and relevance to support the vision, the AHA Centre continues to invite talented individuals from the ASEAN Member States to join ACE Programme 7th Batch, in order to improve ASEAN's speed, scale and solidarity in responding to crises and emergencies. This year, up to 24 more National Disaster Management Officers from the ASEAN Member States will join the full 1,305 hours training programme.

The continuation of the ACE Programme has been possible through the support from partners. The Government of Japan through the Japan-ASEAN Integration Fund (JAIF) has confirmed the main funding for the programme from 2018 to 2021. In addition to the support from JAIF, the programme has also received support from the New Zealand Government, United States Government, the UN partners (UNOCHA, WFP, UNHRD, UNDP, IOM), the Red Cross and Red Crescent Movement, GNS Science, AADMER Partnership Group, RedR Australia, U.S. Forest Service, and academic institutions, such as Middlebury Institute for International Studies at Monterey (MIIS), Asian Institute of Management (AIM), and Asia Pacific Centre for Security Studies (APCSS) . The seventh batch of ACE Programme will be conducted in blended mode.

The seventh batch of ACE Programme will be conducted through a blended learning approach, via online (28 July 2021-1 December 2021) as well as onsite in Indonesia that is tentatively scheduled on the first quarter of 2022, if travel is permitted. Changes can be expected in response to the condition prior and during the conduct of the training, with a series of hands-on training on humanitarian assistance from the best of its field including technical and non-technical skills in order to expose participants to different disaster management strategies and contexts.

Ace Programme Description

ACE Programme Objective

The ACE Programme has three key objectives, as the following:

1. To prepare participants to master various aspects relating to ASEAN's disaster management preparedness and response through the AHA Centre-led regional coordination mechanisms
2. To build and strength networks and connectivity among ASEAN Member States by enabling the participants to be interact and learn from fellow disaster management officers from other ASEAN Member States as well as by working with ASEAN partners serving as facilitators of the ACE Programme courses.
3. To provide a safe and engaging learning environment in which the participants can enrich their understanding, enhance experiences and skills, create a sense of regionalism and cooperation with fellow participants, and build a strong foundation using both theory and practice, ultimately enabling them to become the future leaders of ASEAN on disaster management.

The ACE Programme aims at developing the future leaders of ASEAN. The programme will strengthen the operationalisation of One ASEAN One Response commitment through building the capacities of the participants in the areas of disaster management and humanitarian assistance operations. It is designed as a training development continuum, with long-term emphasis on building the four ACE Professional Qualities:

- ACE Professional Quality 1. ACE graduate will become an expert in humanitarian assistance, both nationally and in the ASEAN region.
- ACE Professional Quality 2. ACE graduate will be committed to support the ASEAN's coordination mechanisms and operationalise One ASEAN One Response through involvement of various relevant stakeholders.
- ACE Professional Quality 3. ACE graduate will be result-oriented
- ACE Professional Quality 4. ACE graduate will become an effective leader

The learning programme combines various adult learning methodologies: online courses, classroom sessions, experiential challenges, case study analysis, individual and team projects, and real-life simulations. The participants are also expected to allocate two hours a day for reading the materials prior to joining the session on the following day, over the 22-week programme duration. In addition, the participants will engage throughout the programme by sharing tasks related to class arrangement, such as: ice breaking, meal/travel arrangement, etc.

ACE Programme Framework

The ACE Programme framework recognises success to be measured at several stages. It defines changes expected to occur after each course/session (Learning Objectives), at the end of a module (Change in Capacity) and contribute to enhance the four aspects of ACE Core Competencies. The training development continuum design requires the participants' capabilities for ongoing learning in order to attain the ACE Programme professional qualities. In the end, the ACE Programme will contribute to the goal of developing the future ASEAN leaders and have impact on the operationalisation of One ASEAN One Response while also reflecting on how they as leaders can contribute to the strengthening of the national or local disaster preparedness and response systems.

The framework presents how, through the 29 courses, the ACE Programme contributes to their professional development in disaster management—through the changes in their capacity (at the end of each module). There will be several courses delivered under each module. Together, these modules are expected to improve their competencies (knowledge, behaviour and practice) and eventually, their Professional Qualities.

Figure 1. ACE Programme Competency Framework

Professional Qualities	PROFESSIONAL QUALITY 1	PROFESSIONAL QUALITY 2	PROFESSIONAL QUALITY 3	PROFESSIONAL QUALITY 4
	Humanitarian expert	Collaboration builder	Result-Oriented	Effective Leader
CORE COMPETENCIES	Contributing to the improvements in Disaster Management at the national and regional level	Building collaborative relationships to operationalise One ASEAN One Response	Managing and communicating results suited to different stakeholders	Leading and inspiring change amidst volatile, uncertain, complex and ambiguous situations
INDICATORS of Change in Capacity after the Course	<p>C1.1 Demonstrating understanding of the International Humanitarian System, Principles, and Standards (apply)</p> <p>C1.2 Evaluating tools, methodologies, and standard practices to proactively respond to the needs in disaster management in the NDMO and ASEAN context</p> <p>C1.3 Proposing solutions in the various Humanitarian Technical Sectors (create)</p>	<p>C2.1 Designing plans to collaborate with institutions needed in supporting the ASEAN joint response (create)</p> <p>C2.2 Optimising opportunities to promote interoperability between ASEAN and the international humanitarian system (evaluate)</p> <p>C2.3 Proposing strategies to improve the NDMO and ASEAN humanitarian assistance operations (create)</p>	<p>C3.1 Communicating ideas and outcomes in disaster management using English (apply)</p> <p>C3.2 Developing ideas into result-oriented project proposals (create)</p> <p>C3.3 Organising the process to carry out an initiative or project, from needs identification to planning, monitoring and evaluation (create)</p> <p>C3.4 Facilitating group decision-making and chairing official meetings (apply)</p> <p>C3.5 Tailor-fitting communications to different stakeholders (strategic, operational and tactical) (evaluate)</p>	<p>C4.1 Reflecting upon personal strengths, weaknesses and values (evaluate)</p> <p>C4.2 Defining the problem based on causal relationships (analysis)</p> <p>C4.3 Using different communication strategies to inform, inspire and influence people, policies, and systems</p>

Japan DRR Course

The course is intended to expose the disaster management officers of ASEAN to the best practices of disaster management in Japan. A total of 24 participants from ten ASEAN Members States and AHA Centre's staff will participate in this programme. After completing the course, participants are expected to be able to evaluate their national/local disaster management and contribute to its improvement.

The training emphasises the disaster preparedness and response in Japan. The ACE participants as the ASEAN future leaders will learn from Japan disaster management institutions, leaders and community members in developing strategic options, mobilising resources and making decisions to mitigate, prepare for and respond to disasters and then getting through from relief to recovery and rehabilitation. Since the ACE Programme is also about building leadership skills, the Japan DRR Course is also an opportunity to recognise that emergency situation is about managing vulnerability, uncertainty and complexity that requires a leader to think on their feet but strategically as well. This course therefore will contribute to improve the participants' leadership qualities and skills in building disaster resilience of their respective countries and the ASEAN region.

Timing and Duration Of Work Assignment

The duration of the consultancy starts from 1 October 2021 – 31 December 2021. The delivery of the course is tentatively scheduled for 4 days on 15 – 18 November 2021. The course starts from 08:30 until 17:00 with two times break in the morning and afternoon, as well as 1-hour lunch break.

Communication and Reporting Relationship

The Consultant will work in close consultation and under the supervision of the ACE Programme Management Team (PMT). The ACE PMT will be responsible for answering queries related to the project information.

The ACE Programme Coordinator is in close consultation with the Executive Director of the AHA Centre will assess the services and outputs of the Consultant.

Expected Deliverables

1. Agenda/Course plan of 4-day online training.
2. Mandatory online exposure to government agencies:
 - a. Ministry of Foreign Affairs
 - b. Cabinet Office – coordination role in disaster management including National Emergency Operation Centre
 - c. Ministry of Defence
 - d. Reconstruction Agency
 - e. Japan Meteorological Agency
 - f. JAXA and Sentinel Asia.
3. Online exposure with institutions related to disaster management, such as:
 - a. United Nations University, Institute for Advanced Study of Sustainability (UNU-IAS) – compound of the United Nations offices
 - b. International Institute for Disaster Science (IRIDes), Tohoku University.
 - c. Tokyo University, including Earthquake Research Institute

- d. Keio University, including to meet Prof. Rajib Shaw and the University's laboratories which produce technology in disaster early warning
 - e. NHK Japan, Japan's national public broadcasting organization which under the Broadcast Act, NHK is under the obligation to broadcast early warning emergency reporting in times of natural disasters such as earthquakes and tsunamis in cooperation with the Japan Meteorological Agency using the J-Alert system.
 - f. A field visit disaster affected areas/reconstruction sites (Tohoku or Kansai Regions)
 - g. Other institutions as recommended by the proponent for example UNISDR Private Sector Alliance for Disaster Resilient Societies (ARISE Alliance), Earthquake Prediction of Research Centre (EPRC) or UN Agencies.
4. Organising and facilitation of reflection online sessions to discuss (a) the opportunities and challenges in applying the Japan experience in the ASEAN and (b) implications on disaster management leadership in relation to strengthening ASEAN's disaster risk reduction and climate change actions.
 5. Provision of translation services during the online session if necessary.
 6. Narrative report of online training deliverable (point 1 and 2).

Competencies Required

Key professional competencies needed for the assignment are:

- Organising online training
- Background on education, training or organising online learning events with clear learning objectives and methodology
- Background or existing network related to disaster management or government relations are an advantage
- Experience working in a multi-cultural context is preferred
- Effective and learner-oriented facilitation skills utilising adult education approaches.
- Understanding of the international and ASEAN humanitarian mechanisms and architecture is an advantage.
- Experience in working with various humanitarian organisations, including government, UN agencies, and/or civil society organisations is an advantage;
- Excellent English speaking and writing skills.
- Demonstrated ability to work independently with minimum supervision.
- Ability to be flexible and respond to changes as part of the review and feedback process.
- Ability to meet deadlines and work in a dynamic environment;

All written and visual outputs should comply with the AHA Centre's brand guidelines.

Application Requirements

Interested organisations will need to submit a proposal consisting of:

1. Description on the online course and objectives;
2. Course design (content, facilitation methodology, material requirements, and time allocation);
3. Participant assessment plan;
4. Risk and mitigation plan;

5. Proposed budget with a breakdown detailed cost;
6. Company/organisation's portfolio demonstrating experience in facilitating similar training;
7. CV or resume of facilitators/trainers who will deliver the course;
8. Proof of the interested organisation's historical experience and/or description of capacity in meeting the requirements
9. List of reference (previous clients)

Application Process

Interested universities, research institutions, firms, consultants are welcome to submit their bid. All supporting documents and a completed [AHA Centre Supplier Information Form](#) can be sent via email to procurement@ahacentre.org cc: shella.ningtias@ahacentre.org by the latest on **30 July 2021**.

The Selection Panel's decision is final and only shortlisted candidates will be notified.

For more information on AHA Centre, please visit www.ahacentre.org.
