



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

TERM OF REFERENCE

Consultancy: **Technical Advisor – ASEAN: Strengthening AHA Centre Institutional Capacity.**

Reporting to: Deputy Executive Director.

Duration: 18 months.

Closing submission: September 24th, 2022 at 11:45 Jakarta time.

BACKGROUND

The Government of New Zealand through its Ministry of Foreign Affairs and Trade (MFAT) provides financial support to the AHA Centre for the implementation of 2 years project named ASEAN: Strengthening AHA Centre Institutional Capacity. This project aims to strengthen the institutional capacity of the AHA Centre to facilitate a more comprehensive, integrated, and inclusive knowledge creation and exchange on disaster management for the ASEAN Community, particularly through the utilisation of an e-learning system.

The project will focus on three main results:

1. An AHA Centre Roadmap for training and capacity building programme is developed;
2. Capacity of the AHA Centre, such as facilitation skills, knowledge, and expertise in delivering and facilitating learning, is improved;
3. E-Learning Management System (LMS) contents to maximise the impact and widen the coverage of the AHA Centre's knowledge and outreach, is strengthened.

The project contributes to the achievement of the AADMER Work Programme, particularly relates to the Priority Programme 2 on Preparedness and Response, Priority 4 on Resilient Recovery, and 5 on Global Leadership.

The Project Management Team (PMT) led by the Senior Project Officer (SPO) assisted by Administration and Finance Officer, and Technical Advisor, under the oversight of the Deputy Executive Director, will work together with the selected University partner(s) to ensure that the project is implemented effectively.

Heading to the above, the AHA Centre wishes to engage a consultant to develop new e-learning programme.

SCOPE OF WORK

A. Primary Responsibilities:

1. Engage with university partner in assessing AMS/NDMO's capacity in disaster management programme;
2. Engage with university partner in assessing AHA Centre's internal capacity in training sessions to the ASEAN Member States on the information system, LMS, and learning exchange;
3. Prepare recommendation paper as part of AHA Centre capacity building programme roadmap, design two training models, and conduct two evaluations of implemented training models;
4. Assist Senior Project Officer, Administrative and Finance Officer, and university partner in conducting series of workshops, meetings, and trainings;
5. Perform related duties as assigned by the Deputy Executive Director and/or other assigned officers;

B. Objective:

The main objectives of Technical Advisors are:

1. To develop a recommendation paper of what capacity building programme will be structured and designed by analysing capacity of the AHA Centre, the ASEAN Member States, and on-going programmes: AHA Centre Executive Programme (ACE), ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT), The Disaster Emergency Logistics System for ASEAN (DELSA), and The ASEAN Standards and Certification for Experts in Disaster Management (ASCEND);
2. To design a training model to strengthen the AHA Centre internal staffs' technical skills and capacity on knowledge management, learning exchange, and outreach, including trainings on information system, LMS, development of e-learning contents, development of training curricula, development of capacity building blueprint, etc by working together with selected university partner(s). University partner(s) will be delivering the training to the AHA Centre;
3. To design a training model for AHA Centre to deliver relevant training sessions to the ASEAN Member States on the information system, LMS, and learning exchange;
4. To conduct evaluations on each training model to assess whether the trainings are suitable and effective for both AHA Centre and the ASEAN Member States.

C. Deliverables:

The main deliverables of this consultancy are:

1. Recommendation paper of capacity building programme for AHA Centre. This includes capacity analysis of the AHA Centre and the ASEAN Member States and desk review of current on-going programme such as AHA Centre Executive Programme (ACE), ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT), The Disaster Emergency Logistics System for ASEAN (DELSA), and The ASEAN Standards and Certification for Experts in Disaster Management (ASCEND);

2. Training model that can be used by university partner(s) to deliver technical skills and capacity on knowledge management, learning exchange, and outreach, including trainings on information system, LMS, development of e-learning contents, development of training curricula, development of capacity building blueprint for the AHA Centre internal staffs;
3. Training model that can be used by the AHA Centre to deliver relevant training sessions to the ASEAN Member States on the information system, LMS, and learning exchange;
4. Evaluation papers after testing the training models to assess whether the trainings are suitable and effective for both AHA Centre and the ASEAN Member States.

D. Timeframe:

No	Key Deliverables	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
1	Recommendation Paper																			
2	Training Model 1 (to improve AHA Centre internal staffs)																			
3	Training Model 2 (for AHA Centre to deliver training sessions to AMS)																			
4	Evaluation Paper on Training Model 1																			
5	Evaluation Paper on Training Model 2																			

QUALIFICATIONS

1. At least Master's degree in education development or equivalent experience in training, adult education/pedagogy, and/or multimedia training material development;
2. At least 5 years of relevant professional experience, including ToTs, using adult learning methodologies;
3. Experience in designing training curriculum and training materials (e.g. modules, handbooks/manuals) based on adult learning approaches;
4. Experience in working with various government and non-government counterparts, civil society organisations and training institutes;
5. Experience in working in more than one ASEAN country will be an added value;
6. Understanding and commitment to ASEAN's vision, mission, and values;
7. Understanding the international and ASEAN humanitarian mechanisms and architecture;
8. Demonstrated leadership, versatility, and integrity;
9. Demonstrated experience in producing high-quality written reports and concept papers;
10. Demonstrated ability to work independently with minimum supervision;
11. Excellent command of both written and spoken English;
12. Ability to demonstrate the AHA Centre value in practice;
13. Ability to be flexible and respond to changes as part of the review and feedback process;
14. Ability to meet deadlines and work in a dynamic environment and coordinate within a team;
15. Ability to express thoughts clearly, accurately, and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy.

APPLICATION

Interested applicants are invited to submit their application with indication of fees, CV and example of relevant publication (e.g. e-learning training material design, reports, etc.) to: human.resources@ahacentre.org by **September 24th, 2022 at 11:45pm Jakarta time** at the latest.

Only shortlisted candidates will be notified.
