



**Consultancy** : **Review of the Terms of Reference (TOR) of the Secretary-General of ASEAN as the ASEAN Humanitarian Assistance Coordinator**  
**Reporting to** : **ASEAN Secretariat**  
**Duration** : **March - July 2024**

## A. BACKGROUND

1. The ASEAN Leaders at the 14<sup>th</sup> ASEAN Summit on 28 February to 1 March 2009 “*agreed to entrust the ASEAN Secretary-General to serve as ASEAN’s humanitarian assistance coordinator which can be activated any time at the request of the affected Member State in the event of a major disaster, whether it be a natural disaster or a pandemic*”. It was further evidenced the successful role of the Secretary-General of ASEAN in coordinating and ensuring effective delivery of support from ASEAN to affected Member States amidst large-scale disasters in the region.
2. The TOR of SG-AHAC was adopted by the 14<sup>th</sup> ASEAN Coordinating Council (ACC) in May 2014 and noted by the ASEAN Leaders at the 24<sup>th</sup> ASEAN Summit. The Operational Procedure to Implement the TOR of SG-AHAC was adopted at the 25<sup>th</sup> Meeting of the ASEAN Committee on Disaster Management (ACDM) on 13 October 2014, in Brunei Darussalam, and presented to the Joint Task Force to Promote Synergy with other Relevant ASEAN Bodies on Humanitarian Assistance and Disaster Relief (JTF on HADR) on 15 October 2014.
3. The Bandar Seri Begawan Declaration on the Strategic and Holistic Initiative to Link ASEAN Responses to Emergencies and Disasters (ASEAN SHIELD) issued in 2021 calls for enhanced cross-sectoral cooperation in disaster management. It tasked the ASEAN Coordinating Council (ACC) to conduct a comprehensive review of the TOR of SG-AHAC, supported by the Joint Consultative Meeting (JCM) and the relevant ASEAN Sectoral Bodies.
4. The Bandar Seri Begawan Declaration seeks to review and strengthen the role of the SG-AHAC to enable the Secretary-General of ASEAN to, among others,: (i) recommend the timely activation of the relevant ASEAN mechanisms to expeditiously address regional emergencies and disasters in consultation with the relevant Sectoral Bodies; (ii) expand the coverage of the responsibilities and roles of the ASEAN Humanitarian Assistance Coordinator, to include coordination of ASEAN’s response to other types of emergencies and disasters affecting the region that may fall under ASEAN SHIELD; and (iii) coordinate and oversee ASEAN’s overall response towards the successful implementation of ASEAN SHIELD across all three ASEAN Community Pillars.
5. The Review of the TOR of SG-AHAC is one of the priorities for the AADMER Work Programme 2021-2025, led by the ASEAN Committee on Disaster Management (ACDM). The Concept Note for the Review of the TOR of SG-AHAC was endorsed by the ACDM, ASEAN Senior Officials’ Meeting (SOM), and ASEAN Senior Officials’ Meeting on Health Development (SOMHD) on 9 June 2023.

## B. OBJECTIVE

6. The objective of this Consultancy is to analyse and revise the TOR of SG-AHAC and its Operational Procedures, as presented in the Concept Note. This will involve a process of desk review and consultations, revision, and finalisation of the documents.

## C. RESPONSIBILITIES OF THE CONSULTANTS

### Scope of Work

7. The review of the TOR of the SG-AHAC will be undertaken by a team of consultants, consisting of two senior consultants and a junior consultant, and hereinafter referred to as Consultants. The revised TOR of the SG-AHAC will be comprehensive yet practical, concise, and easy to implement.

8. The Consultants will report to the ASEAN Secretariat through Disaster Management and Humanitarian Assistance Division (DMHAD).

9. The tasks of the Consultants will broadly entail the following:

- **Activity 1: Desk Review and Consultation**

In this activity, the Consultants will conduct a comprehensive Desk Review of the TOR of the SG-AHAC, including consultation with ASEAN Secretariat desk officers and relevant sectoral bodies to solicit data and information, incorporate the learning lessons learned from past activations to emergencies, map out and incorporate all relevant ASEAN mechanisms for humanitarian assistance and disaster response (HADR), and consider interoperability with complementary non-ASEAN mechanisms (e.g. the United Nations, the European Union) through the following steps:

- Upon the commencement of the project, the Consultants, in consultation with the DMHAD of the ASEAN Secretariat, will prepare and submit the Inception Report for the Review of the TOR of SG-AHAC.
- The Consultants will consolidate all relevant ASEAN mechanisms for humanitarian assistance and emergency response through a comprehensive desk review of ASEAN publications and relevant ASEAN reports.
- The Consultants will collect data and information from relevant ASEAN Secretariat Divisions, ASEAN Sectoral Bodies and ASEAN Centres



- including the AHA Centre through consultative workshops and key informant interviews.
  - The Consultants will consolidate international best practices, lessons learnt, and interoperability with similar roles (as the SG-AHAC) in other regional or inter-governmental organisations.
  - The Consultants will identify gaps and needs as well as consolidate best practices and lessons learnt on the scope and role of the SG-AHAC in humanitarian emergencies, and prepare a comprehensive desk review of the TOR and Operational Procedures.
  - The Consultants will present the consolidated findings and recommendations to ASEAN Secretariat for inputs, and make necessary adjustments as required.
- **Activity 2: Revision of the TOR of SG-AHAC**
    - The Consultants will provide fortnightly progress report to the ASEAN Secretariat, through the DMHAD.
    - The Consultants will prepare the draft of the revised TOR of SG-AHAC and the Operational Procedures, and present it in consultative workshops with the ASEAN Secretariat, relevant ASEAN Sectoral Bodies and ASEAN Centres- including the AHA Centre.
    - The Consultants will make necessary revisions following comments received from the ASEAN Secretariat, ASEAN Sectoral Bodies and ASEAN Centres including the AHA Centre.
    - The Consultants will also develop a plan to conduct a Table-Top Exercise (TTX) including the development of the exercise scenario(s), the Master Scenario Events Lists (MSEL), and referee checklists. The TTX aims to test the revised SG-AHAC mechanism with the participation of ASEAN Secretariat, ASEAN Sectoral Bodies and ASEAN Centres including the AHA Centre.
    - The Consultants will organise consultative workshops and meetings with
    - relevant stakeholders and ASEAN Centres including the AHA Centre.



- **Activity 3: Finalisation of the Revised TOR of SG-AHAC**

- The Consultants will finalise and submit the final draft of the revised TOR of SG-AHAC and the Operational Procedures to the ASEAN Secretariat.
- The ASEAN Secretariat will be responsible for the consultation of the revised TOR of the SG-AHAC and its Operational Procedures with the Secretary-General of ASEAN and the relevant ASEAN Sectoral Bodies for their endorsement and/or adoption.

## D. DELIVERABLES, TERMS OF PAYMENT AND TIMELINE

### 10. Deliverables and Terms of Payment:

No.	Deliverables	Terms of Payment	Timeline
1	Submission of the the Inception Report for the Review of the TOR of SG-AHAC	10% upon received and approved by the ASEAN Secretariat and AHA Centre	03.2024
2	Submission of consolidated findings and recommendations to revise the TOR of the SG-AHAC and its Operational Procedures	30% upon received and approved by the ASEAN Secretariat and AHA Centre	04.2024
3	Submission of 2 <sup>nd</sup> revised Draft TOR of the SG-AHAC and its Operational Procedures and; 2 <sup>nd</sup> Consultative Meeting	40% upon received and approved by the ASEAN Secretariat and AHA Centre	06.2024
4	Submission of the final draft TOR of the Operational Procedures incorporating all inputs from ASEAN Sectoral Bodies and ASEAN Centres including the AHA Centre,	20% upon received and approved by the ASEAN Secretariat and AHA Centre	07.2024

## E. REQUIREMENTS

### 11. Required Skills and Experience

Qualifications and experience of Senior Consultants:

- Possess post-graduate degrees related to any of the disciplines on disaster management, emergency and crises management, public health,



emergency medicine, public policy, international relations, humanitarian studies, international humanitarian law, or other relevant disciplines;

- Acquired a minimum ten (10) years of relevant professional experience in the field such as: humanitarian assistance and emergency response, natural disasters, public health, emergency management, sustainable development and public policy. Working experience in the ASEAN context would be an advantage;
- Experience with policy recommendations and full awareness of political sensitivities;
- Familiarity with ASEAN and its regional frameworks, mechanisms, and operational procedures in humanitarian assistance and disaster/emergency response, public health emergencies and other crises, including but not limited to the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), Standard Operating Procedure for Standby Arrangement and Coordination of Joint Disaster Relief and Emergency Response Operation (SASOP), ASEAN Strategic Framework for Public Health Emergencies, Framework for ASEAN Public Health Emergency Coordination System (APHECS) ASEAN Plus Three Emergency Rice Reserves (APTERR), ASEAN Declaration on ONE ASEAN, ONE RESPONSE: ASEAN Responding to Disasters as One in The Region and Outside the Region, among others.
- Experience in supporting and coordinating qualitative data collection methods, such as surveys, and facilitating roles for focus groups discussion, and consultative workshops with stakeholders is required.
- Experience in leading or facilitating reviews and/or updating of organisational and operational systems, plans and procedures for disaster or emergency management using an all hazards approach at regional and international levels.
- Excellent command of English, both written and spoken, with strong report drafting and presentation skills.
- Experience in writing and drafting high-level ASEAN documents is an advantage.



ONE ASEAN  
ONE RESPONSE

## F. TIMELINE

No.	Activity	2024				
		3	4	5	6	7
	<b>Activity 1: Desk Review and consultation</b>					
1	Submission of the work plan for the Review of the TOR of SG-AHAC.					
2	Consolidate all relevant ASEAN mechanisms for humanitarian assistance and emergency response through a comprehensive desk review of ASEAN publications and relevant ASEAN reports.					
3	Collect data and information from relevant ASEAN Secretariat Divisions and ASEAN Sectoral Bodies, ASEAN Centres including the AHA Centre					
4	Consolidate international best practices, lessons learnt, and interoperability with similar roles (as the SG-AHAC) in other regional or inter-governmental organisations					
5	Identify gaps and needs as well as consolidate best practices and lessons learnt on the scope and role of the SG-AHAC in humanitarian emergencies, and prepare a comprehensive desk review of the TOR and Operational Procedures.					
6	Present the consolidated findings and recommendations to the ASEAN Secretariat for inputs, and make necessary adjustments as required					
	<b>Activity 2: Revision of the TOR of SG-AHAC</b>					
7	Submission of the 1st revised Draft TOR of the SG-AHAC and its Operational Procedures; and organise 1 <sup>st</sup> consultative workshops and meetings with relevant stakeholders					
8	Submission of the 2nd revised Draft TOR of the SG-AHAC and its Operational Procedures; and organise 2 <sup>nd</sup> consultative workshops and meetings with relevant stakeholders					
	<b>Activity 3: Finalisation of the TOR of SG-AHAC</b>					
10	Finalise and submit the final draft of the revised TOR of SG-AHAC and the Operational Procedures to the ASEAN Secretariat					



ONE ASEAN  
ONE RESPONSE

## G. INTELLECTUAL PROPERTY

12. The ASEAN Secretariat and AHA Centre owns all the Intellectual Properties, documents, multi-media files, and all the contained data are strictly confidential. The consultant will not use materials own by ASEAN Secretariat and AHA Centre to activities outside this project. The consultant will sign a legally binding non-disclosure agreement on data security before the start of the project.