



ONE ASEAN ONE RESPONSE

TERMS OF REFERENCE

Consultancy	: Event Organizer for Providing Support for the Conduct of Viet Nam Disaster Response Team Training , in Nha Trang, Khanh Hoa Province, Viet Nam
Reporting to	: Programme Assistant - ERAT
Duration	: 1 March – 5 April 2024

BACKGROUND

1. The ASEAN Emergency Response and Assessment Team (ASEAN-ERAT) is one of the disaster preparedness and emergency response mechanisms and tools for ASEAN under the ASEAN Agreement on Disaster Management and Emergency Response (AADMER). The “ASEAN Declaration on One ASEAN, One Response: ASEAN Responding to Disasters as One in the Region and Outside the Region” affirms the ASEAN-ERAT as the official resources of the ten ASEAN Member States for the collective regional disaster response, managed and coordinated by the AHA Centre.
2. Records of the ASEAN-ERAT deployment for response missions in the last five (5) years showed that deployed ASEAN-ERAT In-country marked 25-55% of the regional team composition for one regional response mission for natural disasters. The deployed ASEAN-ERAT In-country played a critical role in facilitating the humanitarian assistance brought by the regional response, such as the rapid assessment and facilitation of incoming relief items, with the national-led response in the initial phase of an emergency. The stand-by ASEAN-ERAT In-country with local knowledge capacity enabled them for immediate in-country response deployment by the region, which realised the speed, scale, and solidarity envisaged from the Declaration.
3. One of the strategies that may support the need for local capacity strengthening is localising the ASEAN-ERAT tools and mechanisms, which is an acknowledged regional standard, to support a nationally led response that factors in the needs, best practices, and coordination structures of the respective AMS. In 2019, the first attempt to localise the ASEAN-ERAT training programme was designed to enhance the readiness of the Government of Myanmar’s local capacity to provide humanitarian assistance to support the repatriation process in Rakhine State, amongst others. AHA Centre and the Department of Disaster Management of Myanmar (DDM) and funding support from JAIF facilitated a training for ASEAN-ERAT In-Country as trainers of the local responder trainings and the roll-out of the local responder trainings.
4. Following the successful implementation of the localisation of ASEAN-ERAT training in Myanmar, the AHA Centre continues to replicate the local capacity strengthening efforts to three (3) target AMSs, which are Cambodia, Lao PDR, and Viet Nam, in 2023-2024. The AHA Centre started the localisation project by conducting the Training of Trainer (ToT) for the ASEAN-ERAT In-Country members in Ho Chi Minh City, Viet Nam, followed by



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conducting the first roll-out training for the Viet Nam Disaster Response Team which was conducted in Can Tho City Province, Viet Nam. Subsequently, the AHA Centre in coordination with the Viet Nam Disaster and Dike Management Authority (VDDMA) will conduct the second roll-out training for the Viet Nam Disaster Response Team in Nha Trang, Khanh Hoa Province, Viet Nam.

5. To have a successful implementation of the training, the AHA Centre requires a reputable Event Organiser to support the administrative and logistical arrangements.

OBJECTIVE

6. The AHA Centre would like to commission an event organiser to manage the administrative and logistical arrangements for the conduct of the training in Khanh Hoa Province, Viet Nam. The event organiser will report to the AHA Centre, and work closely with VDDMA team to prepare, implement, and conduct settlement post-implementation of the training. Throughout this process, the AHA Centre leads coordination with the focal point from VDDMA.

COURSE AGENDA

6. The Tentative Agenda of the Second Viet Nam Disaster Response Team Training:

Date	Activity	Item Required
23 March 24	The arrival of the VDDMA team and Facilitators	Flights Accommodation Airport Transfer
24 March 24 09:00 – 17:00	Facilitators briefing and course preparation Arrival of Participant and AHA Centre team	Full-day Meeting Package Accommodation
25 -28 March 24 08:00 – 17:00	Course Session of Viet Nam Disaster Response Team Training	Full-day Meeting Package Accommodation
29 March 24	Simex	Full-day Meeting Package



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		Accommodation
30 March 2024	Participants, Facilitators, and AHA Centre team travel back to their duty station	Airport Transfer Flight

SCOPE OF WORKS

7. Working closely with VDDMA officer-in-charge and reporting to the Programme Assistant for ASEAN-ERAT, the event organiser must carry out the following tasks:

1. Preparatory Work

- Suggest and reserve the course venue and coordinate the required classroom setting for the training as per the plan in **Annex 1**.
- Suggest and reserve the accommodation for the VDDMA team, and participants.
- Provide procurement supporting documents of the venue according to the AHA Centre regulation.
- Provide options for the flight schedule for participants and staff from VDDMA including rates based on the route that is mentioned in **Annex 2**. Prepare flight reservations and issuance of the flight ticket upon approval from the AHA Centre team.
- Arrange two-way airport transfers for the VDDMA team, and participants. Ensure the transportation is ready according to the travel arrangement schedule. Provide the airport arrangement list to the ERAT Programme Assistant for approval. Details requirements are mentioned in **Annex 3**.
- In coordination with VDDMA officer-in-charge and the ERAT Programme Assistant: designing, printing, and Installing the backdrop of the training in the venue. Ensure the backdrop design meets AHA Centre's requirements and approval.
- Manage the purchase and availability of supplies and stationaries for the implementation of the course as mentioned in **Annex 4**.
- Recommend the photographer for documenting the training, details are mentioned in **Annex 5**.
- Coordinate and provide the course logistics in a timely manner, in coordination with the VDDMA officer-in-charge.
- Other tasks as guided by VDDMA officer-in-charge and ERAT Programme Assistant.

2. During Event

- Assist the VDDMA team, Facilitators and Participants in hotel check-in.
- Support and coordinate with the VDDMA officer-in-charge in overseeing the flow and management of the course, including coordination with the venue, time for serving coffee breaks and managing other training related supplies.
- Provide the detailed contact of drivers to the VDDMA officer-in-charge.
- Liaise with the course venue management if any additional requests from AHA Centre.



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- e. Arrange the layout of group pictures for course opening and closing.
- f. Other tasks as guided by the ERAT Programme Assistant and VDDMA officer-in-charge.

3. Post Event

- a. Consolidate and submit all invoices and supporting documents in accordance with the AHA Centre financial regulation.
- b. Provide assistance with any other post-course activities such as administrative and financial settlement as agreed with the AHA Centre.
- c. Submit all documentation (files of pictures) of the training on daily a basis.

REQUIREMENTS

4. Requirements of the expected Event Organiser are as follows:

- i. At least 5 years of experience in event management and support, including delivery of high-profile international level events for ASEAN, UN agencies, governments and/or other non-profit or development organisations, or related work of a similar nature
- ii. Based in Viet Nam
- iii. Sufficient command of English
- iv. Willingness to understand and comply with AHA Centre and VDDMA policies and regulations
- v. Experience in working with ASEAN, AHA Centre, National Disaster Management Authorities or other international organisations will be an advantage
- vi. Company with experience in organising administrative and logistical arrangements for the event.
- vii. Ability to work effectively and efficiently under tight deadlines and adaptability to changes on short notice.
- viii. Strong customer service orientation.
