



Pre-Bid Meeting

Consultant for the development and training implementation of the AHA Centre's Crisis Communication and Social Media

16 May 2023 at 14.00 PM

Participants:

AHA Centre:

Anna – Procurement

Gladys – Communications

Bidders:

PT KIO Sembilan Lima – Mr Fauzan / Ms Novi

Edelman Global Advisory (EGA) – Ms Rachel / Mr Lutfi Kamili

Agenda:

Explanation for the Administration and Technical aspects:

- There will be several Technical Aspects in the procurement process for every bidder to complete, which can be found in Appendix 1 to Appendix 5
- Appendix 1 matrix table defines the objectives, tasks, outputs, and payment terms for the successor bidder. The main objectives of this consultancy is to assist the AHA Centre to develop Crisis Communication Manual, including utilisation of social media tools and management, to design training curriculum, and implement training for disaster management for the AHA Centre staff, NDMOs' Communication Focal Points from 10 ASEAN Member States and the ASEAN Secretariat staff. The first training of Crisis Communication will be located in Indonesia
- Appendix 2 table defines the Evaluation Criteria, it interprets the Technical Offer from the successor bidders based on minimum requirements from AHA Centre for technical specification.
- Appendix 3 is Consultant Questionnaire, mainly briefs regarding the company detailed information and how the company can bring success to the clients
- Appendix 4 is Detailed Pricing Matrix, in which bidders need to submit the amount of financial proposal to AHA Centre with detailed specification. And then Appendix 5 is the Good Business Regulations
- The deadline for submission of tenders (receiving date) is on 29th May 2023 at 23:00 p.m (the latest) Jakarta time and the selected bidder will sign the contract approximately around End June 2023

- For eligibility, to comply with some of the AHA Centre's donor's rules, participants must clearly indicate their company's nationality and the origin of the proposed service.
- The tenders should be sent by email with the subject: Technical Consulting Agency for the Strengthening the Institutional Capacity of the AHA Centre for ASEAN Disaster Management Capacity Building Programmes Project. And offers should be sent to procurement@ahacentre.org , on **29 May 2023 23.00** at the latest
- The language of offers and procedure must be written in English.
- Any other questions or may be send in written to email procurement@ahacentre.org, **19 May 2023 (at the latest)**

Time Line:

Training will be conducted tentatively on the following dates:

- Crisis Communications Training I (Indonesia), Week 3 September 2023
- Crisis Communications Training II (Thailand), Week 3 November 2023
- Crisis Communications Training for AHA Centre staff, December 2023

Q&A

Questions from Ms Rachel – EGA:

How many participants?

A: Until now around 2 - 4 participants from each country from 10 ASEAN Member States, the totally around 20 - 40 persons from ASEAN Member States per training activity. The participants from the AHA Centre will be around 55 persons.

Is the training online or offline?

A: Offline: in Indonesia and in Thailand, the location tbc

Can you clarify the social media document, any caption or specific expectations?

A: Social Media Training will be more general, on how the ASEAN National Disaster Management Organisations (NDMOs) can maximise the use of social media platforms to raise awareness and knowledge sharing in disaster management and emergencies. This includes training on the use of social media tools and social media management.

**This is the end of meeting
= Thank you =**