

## TERMS OF REFERENCE

Consultancy	: <b>Workshop Development and Delivery</b>
Reporting to	: <b>Deputy Executive Director</b>
Duration	: <b>5 (five) months (tentatively August – December 2023)</b>

### BACKGROUND

1. Since its establishment in November 2011, The ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) has traditionally focused on functions to implement operational strategies and procedures to enable rapid, joint, and effective responses to natural disasters within ASEAN. However, starting in 2017, the AHA Centre has been requested by ASEAN Member States to provide assistance to human-induced disasters, including provision of relief items for displaced communities in Marawi, the Philippines (2017); provision of relief items for displaced communities in Rakhine State, Myanmar (2017); deployment of ASEAN-ERAT to provide technical assistance for landfill fire in Yangon, Myanmar (2018); and deployment of ASEAN-ERAT to conduct needs assessments for repatriation process in Rakhine State (2019); humanitarian assistance for the COVID-19 response both in regional ASEAN and Myanmar (2020-2021). Based on the guidance of the Governing Board, the decision for the AHA Centre to provide assistance to human-induced disasters will be made by the Governing Board on a case-by-case basis. The ASEAN Vision 2025 on Disaster Management also recognizes that ASEAN will need to expand and build capacity at all levels and promote the development of regulatory arrangements and preparedness strategies to anticipate the risks of human-induced crises. The Australia funded “Strengthening AHA Centre’s capabilities to respond effectively to human-induced crises” project was established as insurance—if AHA Centre is tasked in future to respond to human-induced crises, it is better to be prepared, than risk being tasked to respond to human-induced crises unprepared.

2. A Capability Gap Analysis Study has been carried out by the AHA Centre since mid-July 2021 followed by two validation workshops involving ASEAN Committee on Disaster Management (ACDM), the AHA Centre and Disaster Management and Humanitarian Assistance (DMHA) Division of the ASEAN Secretariat has found AHA Centre and its governance structures have limited capabilities in responding to human-induced crises, in particular those which occur in situations of conflict. In line with the aforementioned finding, the study report presents fundamental recommendation for AHA Centre to establish a minimum level of capability to deliver humanitarian assistance **by providing initial training to support AHA Centre to apply its core capabilities in human-induced crisis.**<sup>1</sup>

### OBJECTIVE OF WORKSHOP PREPARATION AND DELIVERY

3. In an effort to implement the recommendation from capability gap study for AHA Centre to establish minimum level of capability to deliver humanitarian assistance **by providing initial training to support AHA Centre to apply its core capabilities in human-induced crisis**, the AHA Centre is planning its first training for human-induced crisis for the end of 2023 in December. While it is a highly sensitive topic, it is imperative that the training focus on human-induced crises in insecure environment or situations of conflict. This is because the context of conflict creates the potential for high-risk unintended impacts for AHA Centre, its deployed staff and ASEAN-ERAT members, and people impacted by the conflict.

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<sup>1</sup> Full report in AHA Centre Capability Gap Analysis Study (2023).

Purpose of the workshop

4. The purpose of the activity is to rapidly contribute to a minimum level of capability for AHA Centre to deliver a subset of its core functions in coordinating humanitarian assistance. **This first, immediate phase of capacity strengthening is foundational**, intending to contribute to a longer-term investment in building capability for AHA Centre to respond to human-induced crises, including conflict situations. Its purpose is to build understanding and knowledge of the potential unintended impacts of AHA Centre's actions in human-induced crises to enable informed planning. **A secondary purpose is to strengthen AHA Centre staff connections with experienced international and regional partners in human-induced crises.**

Target participants

5. First priority target participants are all AHA Centre staff, which includes:
  - Senior Management Team,
  - AHA Centre operational roles, as well as
  - Corporate Affairs Division, Office of Executive Director and all project-based staff.
6. Second priority participants are ASEAN-ERAT members (i.e. as a subset of ASEAN-ERAT regular training) with a focus on awareness on human-induced crises context, safety security and mental health component (TBC, separate from activity targeting AHA Centre all staff).

Approach

7. The approach must be:
  - a. Foundational, aiming for familiarisation to the topic.
  - b. Highly tailored to AHA Centre and its undefined role in human-induced crisis as an inter-governmental organisation.
  - c. Practical, with case studies and scenario-based training relevant to ASEAN. The training should include a simulation exercise and debrief including exercise to review AHA Centre's current Occupational Safety, Security and Health Policy.
  - d. Relevant to each of the different roles and responsibilities of attending participants.
  - e. Partnership based; incorporate training from key partners who may work with the AHA Centre in human-induced crises to promote familiarity and relationships.
  - f. Include an introduction to PSEAH (Protection from Sexual Exploitation, Abuse and Harassment) and psychological first aid/psychological security and safety in emergency.
8. This approach may be difficult to achieve in one training across all of the potential participants. Trainers may wish to consider running simultaneous sessions targeting different groups throughout, and bringing the full group together for partner-led sessions and / or for the simulation exercise and debrief.

Learning objectives

9. **Primary learning objective:** participants will be able to analyse the potential impact of AHA Centre's actions in situations of conflict, and use this knowledge to make decisions for safe and effective humanitarian action. This includes being able to:
  - Describe the key differences for an inter-governmental agency responding to humanitarian crises caused by natural hazards and those that are human induced, with a focus on situations of conflict.
  - Explain the AHA Centre's possible roles in human-induced crises, including situations of conflict.
  - Understand international standards regarding humanitarian principles, humanitarian law and protection, diversity and inclusion, and accountability to affected populations.

- Be able to tailor the application of international standards to AHA Centre's role as an intergovernmental organisation in conflict situations, including governance of the AHA Centre, remote and in-country operational roles.
- Assess the intended and unintended impact of different types of AHA Centre engagements on the conflict and people impacted by the conflict—in particular the difference between in-country and remote engagements.
- Understand how to undertake AHA Centre activities safely and effectively to avoid inadvertent negative impacts on the conflict and affected populations.
- Understand personal security implications and risks, and steps that can be taken to mitigate risks in advance.

## SCOPE OF WORK

10. AHA Centre is seeking a consultant that is able to coordinate, manage and deliver a capacity strengthening workshop that meets the above learning objectives and approach. The activity will be conducted across three days, at a time and location determined by the AHA Centre.

The scope of work includes:

- Finalise and agree learning objectives and approach with the AHA Centre.
- Consult and brief AHA Centre and other executives on the training as needed. Conduct **3-4 key informant interviews** to inform a needs assessment.
- Producing **a brief needs** assessment report that specifies for specific groups of participants (a) their roles in human-induced crises, (b) any specific learning objectives for those roles, (c) any special considerations for how the training will be tailored for different levels of the organisation e.g. executive / decision makers with less time v operational staff who may be on the ground responding.
- Coordinating with key partners**, including United Nations Office for the Coordination of Humanitarian Affairs (UN-OCHA), International Committee of the Red Cross (ICRC) and other identified and relevant partners. Coordinate on content of modules to be delivered by partners, ensuring consistency of message and contribution to overall learning objectives. Coordinate partner facilitation of modules at the training. Facilitate partner participation in the simulation.
- Submit draft and final **agenda and facilitation plan** to be approved by AHA Centre. The workshop must aim to deliver against the learning objectives, and the approach outlined above. It must include:
  - modules presented by partners, and
  - a simulation exercise of an ASEAN response to a human-induced crisis, including the AHA Centre Executive and partners.
- Submit **training materials** including pre-reading, presentation slides and handouts to the AHA Centre for approval in advance of the training.
- Facilitate training** in-person (location TBD).
- Take notes during the training and submit a **workshop report** with feedback from participants and recommendations for improvements for the next training. This may require 2-3 drafts before final approval.
- Conduct a **post-training survey** and provide a **report** with the results. The survey must indicate (a) effectiveness of the training, (b) what participants feel they have learned, (c) recommendations for improvement. This may include a pre-training survey to set a baseline.

- x. **Submit detailed, integrated curriculum and training materials for AHA Centre to use as regular capacity strengthening/training in future.** Include detailed facilitation plan, reading materials, handouts. Negotiate with partners, to adapt and include their materials if possible. Include improvements to the training that was delivered, based on participant feedback and the reflection of project managers and trainers.

## CONSULTANT DESCRIPTION

11. The consulting team should demonstrate:

- Experience responding to humanitarian crises in situations of conflict with or on behalf of a respected international humanitarian agency, such as UN-OCHA or ICRC.
- Experience responding to a humanitarian crisis in situations of conflict on behalf of a government or inter-governmental organisation.
- Experience delivering train
- ing on humanitarian response in situations of conflict to multi-cultural groups, and representatives of intergovernmental organisations.
- Strong understanding of AHA Centre and its role and history providing humanitarian assistance particularly in human-induced crisis context.
- Ideally, experience responding to humanitarian crises in the ASEAN region, or demonstrated ability to apply concepts to ASEAN and intergovernmental organisations
- Ideally a Masters in humanitarian action, international law or related discipline.

### A. DELIVERABLES

No	Output/Deliverable	Timeline	Payment % against Outputs
1	Facilitate consultation workshop with key informants and produce needs assessment report.	August 2023	10%
2	<ul style="list-style-type: none"> <li>- Draft and final agenda and facilitation plan, tailored to AHA Centre's needs.</li> <li>- Training materials including pre-reading, presentation slides and handouts.</li> </ul>	August 2023 September – October 2023	20%
3	Facilitation and delivery of the workshop/training in-person, post-training survey and provide a report.	November – December 2023	30%
4	Submit detailed, integrated curriculum, modules and training materials for AHA Centre to use as regular capacity strengthening/training in future.	Mid December 2023	40%

## APPLICATION PROCESS

The interested applicants are invited to submit their proposal to demonstrate compliance with the above requirements. The proposal shall be written in English and shall include all the requirements as specified in the above section “Consultant Description”, as a minimum:

- A. Curriculum Vitae (CV) or company profile containing CVs of the project leader as well as team members that includes project portfolio;
- B. A summarised description and examples of work on the previous specific and similar projects;
- C. A proposal which at least consists of:
  - Background and objective
  - Approach and method
  - Team member composition (*if there is any*)
  - Consultancy timeframe
  - Project implementation budget for implementation, including detailed fee breakdown by each activity.

Interested institution/company or individual is invited to submit the complete Application Documents to [procurement@ahacentre.org](mailto:procurement@ahacentre.org) the latest on **TBC**.

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](http://www.ahacentre.org)

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