

TERMS OF REFERENCE

Consultancy	: Gap Analysis Study Consultant
Reporting to	: Deputy Executive Director
Duration	: 31 days (excluding travel days) tentatively in July 2021

BACKGROUND

The ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) was established by the 10 ASEAN Member States in November 2011. The establishment of the AHA Centre was the realisation of the goal set out by the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), which was signed by the ASEAN Foreign Ministers in 2005, and came into force in 2009. The formation of the AHA Centre was deemed as a crucial part of the Agreement, as it gave the AHA Centre the important task of 'facilitating cooperation and coordination among the Parties, and with relevant United Nations and international organisations, in promoting regional collaboration' (article 20 of the AADMER).

Since the establishment, the AHA Centre has contributed significantly to improving the regional mechanism in disaster management and emergency response. It facilitated the ongoing development of the ASEAN standard operating procedure for regional standby arrangements and coordination of joint disaster relief and emergency response operations or the ASEAN - SASOP. The SASOP guides the request and call for assistance between Member States during disasters, as well as the transfer of relief items and information sharing mechanism. The AHA Centre also helped Member States in designing and delivering the ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX) that is used to test and review the SASOP. The AHA Centre has also developed the ASEAN Joint Disaster Response Plan (AJDRP) as part of the standby arrangement for the deployment of assets and capacities of the Member States during catastrophic disaster situation. Under the AADMER, the ASEAN Emergency Response and Assessment Team (ASEAN-ERAT) has been established as a regional disaster response team which shall provide support to the affected country in the initial phases of disaster. With its core functions to support the National Disaster Management Organisation (NDMO) of the affected Member State in the initial phases of disaster to conduct rapid assessment, coordinate mobilisation and deployment of regional disaster management capacity, and facilitate the incoming relief assistance from the ASEAN Member States, ASEAN-ERAT is managed by the AHA Centre and it serves as one of the primary mechanisms to ensure fast, reliable, and collective response.

Despite the many achievements made with regard to the collaboration between ASEAN Member States in disaster management, more still need to be done. One of the challenges facing the AHA Centre is to ensure a more structured approach particularly AHA Centre's engagement to support provision of humanitarian assistance to human-induced disasters. The 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 in 2017; deployment of ASEAN-ERAT to provide technical assistance for landfill fire in Yangon, Myanmar in early 2018; provision of relief items for displaced communities in Rakhine State, Myanmar (2017); and deployment of ASEAN-ERAT to conduct needs assessments for repatriation process in Rakhine State (2019 - ongoing). The direct engagement itself forming a valuable exercise on the practicalities and enhance its own capacity in responding to non-natural hazards situations, as one of the project's objectives in line with those offered in the overarching strengthening AHA Centre's capability to respond effectively to human induced crises- project funded by

the Government of Australia through the Department of Foreign Affairs and Trade (DFAT) -hereinafter will be referred as the project in this ToR.

The consultancy will support the project's goal to strengthen the AHA Centre's internal capability to provide humanitarian assistance to human-induced crises, including conflict through delivering a gap analysis study and recommendations as reference for AHA Centre's path forward. Extensively, the consultant is expected to deliver baseline information and make recommendations on steps to increase the AHA Centre's internal capability for future development. The report will be used to feed into year two and three annual work plans.

TASKS FOR THE CONSULTANT

Support the AHA Centre in assessing the gaps in its internal capacity and mechanisms in providing humanitarian assistance to human-induced disasters, including conflict situations, and providing recommendations accordingly.

Scope of work and timeframe

- Develop and propose the design the framework for gap analysis study (5 days)
- Complete the following activities (15 days):
 - o Conduct the assessment on current AHA Centre's internal mechanisms and SOPs,
 - o Identify and map the AHA Centre existing procedures, guidelines, and mechanisms in responding to humanitarian crises,
 - o Review and conduct analytical work of all processes and procedures including the ASEAN Joint Disaster Response Plan (AJDRP), Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP), Emergency Response Organisation (ERO) Guidelines, ASEAN-ERAT Guidelines, Terms of Reference for the Preliminary Needs Assessment (PNA) to support the repatriation, report on PNA in Rakhine-state and other relevant procedures in place, highlighting areas that can be strengthened to highlight the focus on human-induced crises humanitarian response,
- Analyse data and develop report and recommendations for basic and specific capacity building programs for AHA Centre and the ASEAN-ERAT members to support humanitarian assistance in crisis settings (10 days),
- Present findings and recommendations to AHA Centre Senior Management (1 day).

Cross Cutting

The project includes support to gender and social inclusion outputs, including capacity building and workshop series activities that are focused on conflict-sensitivity, safety and security procedures, protection principles, disability inclusion, gender sensitivity and humanitarian civ-mil. The AHA Centre is also committed to uphold accountability and transparency in the management of the project. In the recruitment process of the Project Management Team, the selection of consultants and composition of participants for workshops or focus group discussions, and other activities under the project, the AHA Centre will always strive to choose the best person/s for the job/activities while taking into consideration on the need for gender representation.

CRITERIA FOR CONSULTANT

Essential

- Fluent spoken and written English

- Academic qualification or equivalent professional training in emergency and disaster management particularly humanitarian assistance in complex settings, community development, social work, legal and human rights, social science, or other related fields.
- Demonstrates experience in working in human-induced disasters as well as in conflict settings.
- Strong knowledge of ASEAN disaster management tools and mechanisms.
Has extensive research experience and/or working experience with United Nations and other international organisations.

Preferred

- Experience working with vulnerable or displaced communities.
- Advanced understanding of relevant cross-cutting issues such as protection, gender and inclusion issues in disaster and crisis contexts.
- Demonstrated skills in gap analysis study, including content and framework design/development
- Demonstrated skills and experience in conducting focus group discussions.
- Excellent communication and listening skills.
- Strong skills in assessment and analysis.
- Cross-cultural competence, with excellent ability to work effectively as part of diverse teams and engage with local staff.
- Flexible and adaptable, at ease in ambiguous high intensity emergency environments.
- Well-developed ability to analyse situations related to sensitive issues as well as ability to respect the confidentiality of such information, make decisions and prioritise accordingly.

APPLICATION PROCESS

The interested Individual consultant / Consultancy group/agency/firm / Institution must provide sufficient information in the 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 “Criteria for Consultant”, 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 the latest on **25 June 2021**.

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