

TERMS OF REFERENCE

Consultancy	: End of Project Evaluation
Reporting to	: Deputy Executive Director
Duration	: 3 (three) months (tentatively starts in October 2023)

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).

2. 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 recognises 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 the 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.

3. A Capability Gap Analysis Study has been carried out by the AHA Centre since mid-July 2021 followed by two validation workshops involving the 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. Based on the findings as baseline information, the capability gap analysis study aims to provide recommendations on steps to increase the AHA Centre’s internal capability and inform the work plans. In line with the aforementioned finding, the study report presents fundamental recommendations for the AHA Centre to establish a minimum level of capability to deliver humanitarian assistance by **(i) developing a draft of an internal operational framework guided by existing frameworks such as AADMER, and (ii) providing initial training to support AHA Centre to apply its core capabilities in human-induced crises.**

OBJECTIVE OF THE PROJECT EVALUATION

4. The AHA-Australia project aims to enhance the AHA Centre's ability to respond effectively to human-induced crises. It consists of two major components: (i) the development of a system that enables the AHA Centre to perform effectively in human-induced disasters, including conflict settings, and (ii) the enhancement of the capacities of the AHA Centre staff and ASEAN-ERAT members through training and workshops.

5. To support the AHA Centre in analysing and evaluating its response to human-induced crises, we request the consultant to address the following questions:

1. Assess the changes in the AHA Centre's capability to respond effectively to human-induced crises and how it has added value to disaster preparedness, response, and recovery.
2. Determine the relevance, effectiveness, and sustainability of the AHA-Australia project's outcomes in strengthening the AHA Centre's capability to respond effectively to human-induced crises.
3. Document key lessons learned from the implementation of the project.
4. Provide recommendations and ideas for strengthening the AHA Centre's capability to respond effectively in human-induced disaster contexts, which can serve as a basis for future projects.

6. The project evaluation assignment will cover the entire project period from the 16th of October 2020 to the 31st of December 2023.

A. SCOPE OF WORK

7. The scope of work includes carrying out a review of the outcomes achieved and the level of AHA Centre's capability and assessment against the capability gap analysis report, supported by project reports, meeting notes, project documents, and other relevant documents. The consultant will also carry out the necessary consultation with stakeholders of the project, such as DFAT, internal AHA Centre management, and other relevant stakeholders. The consultant will analyse and synthesise all the findings, and through a consultative process, the consultant will develop an evaluation report.

8. The results of this evaluation are primarily intended for internal use by the AHA Centre to inform future improvements. Results and findings will also be shared with the funder, Australian Mission to ASEAN-DFAT.

9. Besides assessing the achievement of the AHA-Australia project, the project evaluation is also expected to the following aspects:

1. Effectiveness
 - To what extent were the planned outputs and activities achieved? What were the effective strategies and approaches used? What factors contributed to the success, if any? What challenges hindered the successful implementation of the project?
 - To what extent are the AHA-Australia project's achievements attributable to the strengthening of the AHA Centre's capability to respond effectively to human-induced crises?
 - What are the lessons learnt from the AHA-Australia project implementation?
2. Relevance
 - Do the AHA-Australia project objectives and results respond to the strategic issues in disaster management in the ASEAN region?
 - How can the AHA-Australia project be more relevant in disaster management in the ASEAN region?
3. Impact
 - In what ways can the AHA-Australia Project achieved outcomes be further improved for future project development?
 - Are there other unintended impacts from the implementation of the AHA-Australia Project

4. Sustainability
- What are the potential risks and assumptions for the future programme?

B. DELIVERABLES

No	Output/Deliverable	Timeline	Payment % against Outputs
1	Preparation by consultant <ul style="list-style-type: none"> - Review of project documents and reports - Inception report and development of evaluation methodology. 	October 2023	10%
2	Meetings and discussions with relevant stakeholders <ul style="list-style-type: none"> - Discussions with project staff and relevant units in AHA Centre, - Evaluate the delivery of project activities, particularly capacity-strengthening programs (in person). 	November – 1 st week of December 2023	35%
3	Writing Report <ul style="list-style-type: none"> - Develop the template, write the draft and final reports along with annexes, include recommendations and lessons learned, - Draft of AHA Centre's project completion report according to the required template, - Submission of final report per AHA Centre internal review. 	2 nd week of December 2023	55%

CONSULTANT REQUIREMENTS

- Strong knowledge about research, quantitative and qualitative methodology, and sound understanding of designing evaluation methodology.
- At least master's degree in Social Sciences, Development, Disaster Management studies or other relevant field of study.
- Good understanding of the international and ASEAN humanitarian mechanisms and architecture.
- Demonstrated experience in project management and project evaluation.
- Demonstrated experience in working with various humanitarian organisations, including government agencies, UN agencies, and/or civil society organisations.
- Demonstrated experience in producing high-quality written reports.
- Demonstrated ability to work independently with minimum supervision.
- Excellent communication, analytical, and writing skills in English.
- Ability to be flexible and respond to changes as part of the review and feedback process.
- Ability to meet deadlines and work in a dynamic environment.

APPLICATION PROCESS

10. The AHA Centre invites interested applicants to submit their proposals to demonstrate compliance with the requirements specified in the "Consultant Description" section above. The proposal must be written in English and should include all the requirements as a minimum. These requirements are:

- 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.

11. Interested institutions/companies are invited to submit the complete Application Documents to procurement@ahacentre.org no later than TBC.

12. Please note that the Selection Panel's decision is final, and only shortlisted candidates will be notified. For more information on the AHA Centre, please visit www.ahacentre.org.
