

TERMS OF REFERENCE

Consultancy	: Stakeholders Mapping Consultant
Reporting to	: Executive Director
Duration	: 2 (two) months (tentatively starts in November 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 needs 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). AHA's direct engagement provides valuable

experience and learning on the practicalities and requirements needed to enhance its own capacity in responding to non-natural hazard situations. This objective aligns to our project to strengthen the AHA Centre’s capability to respond effectively to human induced crises- through generous funding from the Government of Australia - the Department of Foreign Affairs and Trade (DFAT) -hereinafter referred to as the ‘AHA-Australia project’ in this Terms of Reference (ToR).

OBJECTIVE OF THE STAKEHOLDER MAPPING

The AHA-Australia project aims to strengthen the Centre’s capability to respond effectively to human induced crises with two major components: (i) the development of a system that will allow the AHA Centre to perform effectively in human-induced disasters, including conflict setting, and (ii) the development of the capacities of the staff of the AHA Centre as well as ASEAN-ERAT members through trainings and workshops.

To realise AHA-Australia project objectives, the AHA Centre is finalising a gap analysis study which aims to deliver baseline information and make recommendations on steps to increase the AHA Centre’s capability, including guidance and topics for trainings and workshops. In parallel, the project has identified a mapping exercise of key stakeholders involved in human-induced crises to be critical to assist the AHA Centre’s understanding of who does what and when, and to support the AHA Centre’s coordination efforts. For the purpose of this activity, stakeholder mapping is understood as the process of identifying key stakeholders to engage with, and determining potential contribution (strengths and weaknesses) as the basis for developing engagement strategies in the sector of human-induced crises. This activity will support the project’s goal to strengthen the AHA Centre’s internal capability to provide humanitarian assistance to human-induced crises, including conflict settings, through delivering a stakeholder mapping analysis report as a starting point to engage with stakeholders. The stakeholder mapping’s core objective is to identify the key stakeholders active in the sector of human-induced crises within the ASEAN region, and inform engagement strategies to strengthen AHA Centre’s coordination and collaboration efforts.

A. SCOPE OF WORK

The scope of work includes carrying out key stakeholder mapping through desk-based research, focus group discussions to identify relevant actors and stakeholders with its respective roles, strengths and weaknesses in the sector of disaster management particularly in human-induced crises. The mapping should consider key partners’ and capabilities that respond to issues of gender equality, disability and indigenous groups. The consultant will analyse and synthesise all the findings, and through a consultative process, the consultant will develop a stakeholder mapping and analysis report.

B. DELIVERABLES

No	Output/Deliverable	Timeline	Payment % against Outputs
1	Inception report with study methodology/approach, work plan and report outline.	1 st week upon contract signing	30%

2	First draft of stakeholder mapping and analysis.	5 th week of the contract period	50%
3	A comprehensive report that describes the study process (inception, data collection, consultative process, analysis), presents key findings and recommendations to inform stakeholder engagement strategies.	end of the contract period	20%

CONSULTANT DESCRIPTION

- Demonstrable experience developing and delivering stakeholder mapping for programming or policy influencing purposes for government, United Nations, and/ or other international organisations.
- Knowledge and experience on humanitarian assistance and disaster management, including ASEAN disaster management mechanisms and its networks, ASEAN socio-political context.
- Excellent research, interview, and focus group discussion facilitation skills in English.
- Excellent analytical and report drafting skills.
- Demonstrable experience/exposure to human-induced disasters as well as in conflict settings.
- Good understanding of cross-cutting issues relating to gender equality, disability, and social inclusion.
- Ability and willingness to work remotely with minimum supervision.
- Able to work flexibly and responsive to changes as part of the review and feedback process, while keep committing to meet agreed deadlines.

WORKING ARRANGEMENT

In light of the current pandemic situation that may still restrict travels, the AHA Centre and the consultant will agree upon the best working arrangements which will be reflected in the inception report. The aforementioned cost of consultancy service is excluded travel cost to workshops that need to be participated by the consultant, which travel cost for consultancy related purposes is borne under AHA-Australia project budget. This consultancy work is expected to be completed within 2 months.

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 the latest on **4 November 2021 – 23:00 Jakarta Local Time**.

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
