

## TERMS OF REFERENCE

Consultancy	: <b>Technical Consulting Agency for the Strengthening the Institutional Capacity of the AHA Centre for ASEAN Disaster Management Capacity Building Programmes Project</b>
Reporting to	: Senior Project Officer of the AHA Centre
Duration	: Maximum of 18 months between April 2023 to October 2024 (output based)
Closing submission	: Thursday, 16 March 2023, at 11:00 pm Jakarta time

## BACKGROUND

The AHA Centre is currently implementing a 2-year project named ASEAN: Strengthening AHA Centre Institutional Capacity through the generous funding support from the Government of New Zealand through its Ministry of Foreign Affairs and Trade (MFAT). This project aims to strengthen the institutional capacity of the AHA Centre to facilitate a more comprehensive, integrated, and inclusive knowledge creation and exchange on disaster management for the ASEAN Community, particularly through the utilisation of an e-learning system.

The project will focus on three main results:

1. An AHA Centre Roadmap for training and capacity building programme is developed.
2. E-Learning Management System (LMS) contents to maximise the impact and widen the coverage of the AHA Centre's knowledge and outreach, is strengthened.
3. Capacity of the AHA Centre, such as facilitation skills, knowledge, and expertise in delivering and facilitating learning, is improved.

The project contributes to the achievement of the AADMER Work Programme, particularly relates to the Priority Programme 2 on Preparedness and Response, Priority 4 on Resilient Recovery, and Priority 5 on Global Leadership.

The Project Management Team (PMT) led by the Senior Project Officer (SPO) assisted by Project Assistant, and Technical Advisor, under the oversight of the Deputy Executive Director, will work together with the selected University partner(s) to ensure that the project is implemented effectively.

Heeding to the above, the AHA Centre wishes to engage a consulting agency to conduct an impact study on ASEAN capacity building programmes, develop an ASEAN roadmap for training and capacity building, enhance internal capacity of the AHA Centre as well as develop a new e-learning programme that is integrated, inclusive and comprehensive to maximise the impact and widen the coverage of the AHA Centre's knowledge and outreach.

This consultancy will be funded by the Project through funding of the Ministry of Foreign Affairs and Trade of the Government of New Zealand (NZ MFAT). The consulting agency will work closely with the AHA Centre, under the supervision of the Senior Project Officer of the AHA Centre. The consulting agency will also work closely with training and project officers of the AHA Centre, including the ASEAN Emergency Response and Assessment Team (ERAT) Training Officer, the AHA Centre Executive Programme (ACE) Training Officer, the ASEAN Standards and Certification of Expertise in Disaster Management (ASCEND) project team, among others, in developing the e-learning strategy.

## OBJECTIVES, TASKS AND OUTPUTS

Table below explains objectives, tasks and outputs of this assignment:

Objectives	Tasks	Outputs	Payment deliverable
Inception report	1. Inception meeting	1. Inception report on consultancy work	10%
Impact Study on ASEAN Capacity Building Programmes	1. Key informant interviews 2. FGDs 3. Surveys 4. Other research/study methods, as required	1. Report on impact study on ASEAN Capacity Building Programs	Percentage proposed by consultant
AHA Centre Roadmap for training and capacity building programme is developed	1. Develop recommendation paper that proposes flagship capacity building programmes and activities in the short, medium (5 years) and long-term (10 years). Roadmap should include Protection, Gender and Inclusion (PGI), Climate Change Adaptation and Environmental Sustainability components 2. Design of e-learning training model 3. Design of internal AHA Centre capacity improvement training model 4. Produce a summary report/one-page infographic on the ASEAN Training Roadmap 5. Partner with reputable university for development of learning programmes 6. Assist PMT in conducting series of workshops, meetings, and trainings 7. Perform other duties as relevant to the Roadmap development	1. Roadmap for ASEAN for Capacity Building Programmes in Disaster Management including Protection, Gender and Inclusion (PGI), Climate Change Adaptation and Environmental Sustainability which will serve as a comprehensive, concrete, and practical strategy for enhancing ASEAN and ASEAN Member States capacities on disaster management for the period of 2023-2033 to allow for short, medium, and long-term planning along with the resource mobilization strategies. 2. Training model design of e-learning 3. Training model design of internal AHA Centre capacity improvement 4. A summary report/one-page infographic on the ASEAN Training Roadmap 5. List of potential university partners developed, leading to selection of university partner to be engaged for training course development	Percentage proposed by consultant
E-Learning Management System (LMS) contents to maximise the impact and widen the	1. Review, assess and improve upon the existing AHA Centre e-learning platforms and contents (LMS) 2. Consultation/research of e-learning/LMS software developer/vendor selection	1. LMS review report 2. Recommendation report of LMS developer 3. Periodic monitoring report of LMS developed, with new e-learning courses	Percentage proposed by consultant

coverage of the AHA Centre's knowledge and outreach is strengthened	<ol style="list-style-type: none"> <li>3. Monitor the work of e-learning/LMS vendor</li> <li>4. Develop curriculum and material for e-learning/LMS</li> <li>5. Develop instructional design, courseware, videos, storyboards, promotional videos, advertisements for the LMS</li> <li>6. Produce a summary report/one-page infographic on the improved AHA Centre E-Learning platform</li> <li>7. Assess and evaluate the quality of the developed E-learning programmes and courses.</li> <li>8. Conduct a survey on recognition and familiarity of the E-learning programme after its improvement/development</li> <li>9. Assist the AHA Centre in conducting/facilitating at least 6 knowledge exchange events targeting all 10 ASEAN Member States to communicate the newly developed AHA Centre e-learning programmes and platform</li> <li>10. Assist PMT in conducting series of workshops, meetings, and trainings</li> <li>11. Perform related duties as assigned by the PMT relevant to LMS development</li> </ol>	<ol style="list-style-type: none"> <li>4. 1 set of curriculum and material for the developed LMS/e-learning platform</li> <li>5. 1 set of instructional design for the developed LMS/e-learning platform</li> <li>6. a summary report/one-page infographic on the improved AHA Centre E-Learning platform</li> <li>7. Assessment/evaluation on the quality of the developed E-learning programmes</li> <li>8. Survey report on recognition and familiarity of the E-learning programme after its improvement/development.</li> <li>9. At least 6 knowledge exchange events/workshops targeting all 10 ASEAN Member States facilitated</li> </ol>	
Capacity of the AHA Centre, such as facilitation skills, knowledge and expertise in delivering and facilitating learning, is improved	<ol style="list-style-type: none"> <li>1. Assess the capacity of the AHA Centre in managing and delivering the E-Learning programme.</li> <li>2. Increase capacity of AHA Centre staff in managing and delivering the updated E-Learning programmes with as many as 5 trainings to be conducted and at least 20 staff trained (at least 75% of staff participating in training have increased confidence and knowledge of delivering the E-Learning programme)</li> <li>3. Draft report on AHA Centre's staff Capacity Building / Training</li> </ol>	<ol style="list-style-type: none"> <li>1. Capacity assessment report of the AHA Centre</li> <li>2. 5 trainings to be conducted for at least 20 staff (at least 75% of staff participating in training have increased confidence and knowledge of delivering the E-Learning programme)</li> <li>3. Final AHA Centre's Internal training report</li> </ol>	Percentage proposed by consultant
Final Consultation Report	<ol style="list-style-type: none"> <li>1. Draft final report on overall consultation work</li> </ol>	<ol style="list-style-type: none"> <li>1. Final report on technical consultation</li> </ol>	10%

The due dates for all deliverables will be finalized by the Consulting Agency with the AHA Centre **prior** to the submission of the inception report.

## FEE AND TIMELINE

Interested applicants shall provide technical proposal which also includes schedule of work covering period of work from April 2023 to November 2024 and fee proposal which is divided into terms based on Objective, Task and Output table above. Fee proposal should be broken down according to your technical proposal deliverables and timeline schedule, with 10% going to initial payment (inception report) and 10% going to final payment (final report).

## **CRITERIA**

The consultancy agency should have these criterias:

1. The agency should have working experience with regional or international disaster management organizations and at least five years of work experience in developing capacity-building programmes in disaster management at regional or international level.
2. The agency should have experience in assessing organization's capacity building needs, assessing learning needs, developing learning roadmap, developing e-learning modules for regional or international organizations.
3. The agency should have experience in providing consultancy service shall be experienced experts/researchers/academia with deep knowledge and vast experience in the abovementioned subjects within the ASEAN context or other regions
4. The team assigned should be led by a team leader with a minimum of a master's degree with 15 years of relevant experience which match above requirements.
5. All team experts should have a minimum bachelor's degree and minimum 5 years with relevant experience.
6. The agency should possess significant experience and knowledge about ASEAN, member state's National Disaster Management Agencies and AHA Centre.
7. Outstanding facilitation, communication and presentation skills in English with excellent written and verbal communication skills.
8. Strong time management and meet established timelines.
9. Experienced in designing and facilitating workshops with a group of experts from diverse backgrounds, including language, culture, and organisational systems. All consultant are expected to uphold principles of objectivity, integrity, and free of conflict of interest with the AHA Centre and ASEAN

## **DISCLAIMER**

All the Intellectual Property Rights resulting from this consultancy will be owned by the AHA Centre.

## **APPLICATION**

The interested consultancy group/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 "Requirements", as a minimum:

1. Letter of Interest

2. Consultancy group/institution profile and portfolios outlining relevant qualifications, accreditation, years, and depth of experience in line with the above-mentioned requirements.
3. CVs of lead consultant and team members
4. A summarised description and examples of work on the previous specific and similar projects
5. A Technical Proposal consisting of the following:
  - i. Background and Objective
  - ii. Approach and Method
  - iii. Team Member Composition
  - iv. Consultancy Timeline and Deliverables
  - v. Project Risk Management
6. A Fee Proposal consisting of the following:
  - vi. Detailed Fee Breakdown and payment terms by each activity
  - vii. As indicated above, fee proposal should be broken down according to your technical proposal deliverables and timeline schedule, with 10% going to initial payment (inception report) and 10% going to final payment (final report)
  - viii. Budget for implementation

All documents must be submitted in English before 16 March 2023 to: [procurement@ahacentre.org](mailto:procurement@ahacentre.org) and [panji.sudoyo@ahacentre.org](mailto:panji.sudoyo@ahacentre.org). Only shortlisted candidates will be notified.

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