

Supported by:



The AHA Centre Executive (ACE) Programme Seventh Batch 2022
“Developing the Future Leaders of ASEAN in Disaster Management”
TERMS OF REFERENCE

Consultancy	: Photographer and Videographer for the ACE Programme Seventh Batch, 2022
Reporting to	: ACE and ERAT Programme Management Team
Duration	: July 2022 to August 2022

A. Background

The AHA Centre Executive (ACE) Programme was established as part of the AHA Centre’s ambition to build a disaster-resilient region, through the vision of the ‘One ASEAN One Response’. Since it was launched in 2014, 97 officers from the ten ASEAN Member States have been trained. After graduating from the ACE Programme, the alumni continue to engage in various roles in the area of disaster management as well as in responding to emergencies in the ASEAN region. Some graduates have been promoted into higher leadership positions within their respective National Disaster Management Organisations. Considering the ACE Programme’s effectiveness and relevance to support the vision, the AHA Centre continues to invite talented individuals from ASEAN Member States to join the ACE Programme.

The continuation of the ACE Programme has been possible due to the strong support from various partners. The Government of Japan through Japan – ASEAN Integration Fund (JAIF) provides the main funding support for the programme to be implemented annually from 2018 to 2022. This year in 2022, 21 more officers from the ASEAN Member States will join the full more than 1000-hour training course. The ACE Programme Seventh Batch will be conducted from 10 June to 10 August 2022 in Thailand. The training venue will be based in Bangkok but will also visit Hua Hin and Chai Nat as part of the overall capacity development programme. In addition to the support from JAIF, the ACE Programme has also received support from New Zealand Government, the UN partners: UNOCHA, WFP, UNHRD, UNDP, the Red Cross and Red Crescent Movement, U.S. Forest Service, and so forth.

B. ACE Programme Description

The ACE Programme aims at developing the future leaders of ASEAN. The Programme will strengthen the operationalisation of One ASEAN One Response’s commitment through building the capacities of the participants in the areas of disaster management and humanitarian assistance operations. It is designed as a training development continuum, with long-term emphasis on building the four ACE Professional Qualities as follows:

- **ACE Professional Quality 1.** ACE graduate will become an expert in humanitarian assistance, both nationally and in the ASEAN region;
- **ACE Professional Quality 2.** ACE graduate will be committed to support the ASEAN’s coordination mechanisms and operationalise One ASEAN One Response through involvement with various relevant stakeholders;

- **ACE Professional Quality 3.** ACE graduate will be result-oriented;
- **ACE Professional Quality 4.** ACE graduate will become an effective leader.

The learning programme combines various adult learning methodologies: online courses, classroom sessions, experiential challenges, case study analysis, individual and team projects, and real-life simulations. The participants are also expected to allocate two hours a day for reading the materials prior to joining the session on the following day, over the 22-week programme duration. In addition, the participants will engage throughout the programme by sharing tasks related to class arrangement, such as: ice breaking, meal/travel arrangement, etc.

C. The ACE Programme Photo and Video Documentation

The AHA Centre will promote the lesson learn and publication of the ACE Programme Seventh Batch achievement. The objectives of the video are:

- Display the spirit of inclusive partnerships for One ASEAN One Response in the ACE Programme Seventh Batch;
- Demonstrate the ASEAN capacity building programme to develop the future leaders in disaster management;
- Provide communication collaterals for JAIF, the AHA Centre and other partners/donors, such as monthly newsletter "The Column", press release, articles, social media, etc.

D. Expected Deliverables

Working closely with the ACE Programme and ERAT PMT to work on these following deliverables:

a. Photographer

1. Support the AHA Centre in documenting all activities during the ACE Programme and ASEAN-ERAT Induction Course.
2. Photos should be taken in various angles, including in landscape and portraits mode.
3. Submit all the photos/documentation files to the AHA Centre, including the raw files

b. Videographer

1. Draft script and storyboard for the short video with the approval of the executive director;
4. Co-develop a production timeline;
5. Shoot and conduct interviews on-locations as necessary - in accordance with the approved storyboard;
6. Edit footages into a short video of 13th ERAT Induction and the ACE Programme Seventh Batch (duration: max. 10 minutes each);
7. Manage video streaming during the Leaders Talk sessions (2 times);
8. Organise existing footage and video archives;
9. Share and submit all raw materials upon the finalisation of the video;
10. Ensure that all videography work and support to AHA Centre meet the deadlines;
11. Ensure that correct video formats are used as requested by the AHA Centre;
12. Other tasks as guided by the Executive Director or her assigned representative of the AHA Centre.

The photo and video production of the ACE Programme Seventh Batch will capture some activities during the course in July until August 2022, as follows:

Tentative Timeline

Date	Course/Activity	Documentation	Location
6-8 July 2022	Managing Team	Photo/Video	Bangkok
11-15 July 2022	Humanitarian Logistics	Photo/Video	Chai Nat
18-20 July 2022	Briefing IT Tools and Hands On ICT Tools	Photo/Video	Bangkok
20-29 July	ASEAN-ERAT Induction Course	Photo/Video	Hua Hin
2 August	Leaders Talk II	Photo/Video	Bangkok
4-5 August	Final Presentation	Photo/Video	Bangkok
8 August	Graduation/Summing Up Conference	Photo/Video	Bangkok

E. Participant Profile

The course will be attended by 21 participants of the ACE Programme . They are professionals from the National Disaster Management Organisations of the ASEAN Member States, with at least three years of experience in the field who want to develop further career in disaster management.

F. Requirements

The following are the services expected to be performed that serve as selection criteria to consider proposals from interested company/organisation:

- Copies of original documents defining the constitution or legal status, place of registration and main place of business of the company or organisation;
- Company profile and portfolio details of historical experience, current and past performance of the organisation/company;
- Submission of quotation; and
- Submission of final art and raw documentation.

G. Expected Deliverables

Deliverables are expected by the following schedule:

1. Submission of quotation and portfolio: 30 June 2022
2. Winner announcement and notice to proceed: 30 June 2022
3. Contract signing and final plan: 6 July 2022
4. Delivery: 7 July-10 August 2022 (as scheduled)
5. Submission of the final arts and the raw materials.

H. Schedule of Payment

- The Contractor should include in the amount of tender all taxes payable to the Government and the contractor’s profit. No further claims shall be entertained, at any stage;

- The contract price shall not be subjected to any rise or fall in prices;
- The bidding price will be one of the considerations to award the contract, but not the only; and
- Additional cost for the most direct and economical air ticket fare, and daily subsistence allowance may be reimbursed or included according to the AHA Centre financial policies.

Payment will be disbursed in the stages by the AHA Centre with the schedule detailed as follows:

1. 20% of the total service fee to be paid upon contract signing being an advance payment.
2. 40% of the total service fee to be paid upon completion and approval of the final ASEAN-ERAT Induction Course video by the AHA Centre as per the TOR.
3. 40% of the total service fee to be paid upon completion and approval of the final ACE Programme video completion by the AHA Centre as per the TOR.

The consultant undertakes to return the paid advance payment if the consultant fail to complete or deliver the services.

The submission should be addressed to procurement@ahacentre.org