



ONE **ASEAN**  
ONE **RESPONSE**

Jakarta, 23 April 2026

To: INTERESTED BIDDERS

Our reference: Tender No: AHA-T/2026/Apr/T-004

SUBJECT: INVITATION TENDER FOR Technical Consulting Agency for the Strengthening Institutional Capacity of ASEAN in Disaster Management Phase 2 Project (SICAP II)

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*Dear Sir / Madam,*

Following the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by the AHA Centre by 6 May 2026 at 17.00 Jakarta Local Time and the AHA Centre will reply to the bidder's questions by 8 March 2026 at 17.00 Jakarta Local Time.

Costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your tender proposal at the address specified in the Instructions to Bidders before 22 May 2026 at 17.00 Jakarta Local Time, as stated in the procurement notice.

Yours sincerely,

Procurement – The AHA Centre



ONE **ASEAN**  
ONE **RESPONSE**

Call for Tender

Technical Consulting Agency for the Strengthening Institutional Capacity of ASEAN in  
Disaster Management Phase 2 Project (SICAP II)

Publication reference:  
AHA-T/2026/Apr/T-004

23 April 2026

## TABLE OF CONTENTS

INSTRUCTIONS TO BIDDERS .....	4
1. Preamble .....	4
2. Purpose of the Call for Tenders .....	5
3. Call for Tenders Schedule:.....	6
4. Questions and Clarifications.....	7
5. Pre-Bid/Clarification meeting .....	7
6. Eligibility .....	7
7. Instructions to submit an Offer .....	7
8. Period of validity.....	9
9. Currency of tenders .....	9
10. Language of offers and procedure .....	9
11. Alteration or withdrawal of tenders .....	9
12. Costs of preparing tenders.....	9
13. Opening, evaluation of tenders and selection criteria .....	9
14. Notification award and contract signature.....	9
15. Ownership of tenders .....	10
16. Contract .....	10
17. Cancellation of the tender procedure .....	10
18. Invoicing & Payment .....	10
19. Ethics .....	15
Appendix 1: .....	17
Scope of Works and Deliverables .....	17
Appendix 2: .....	21
Technical Offer based on Technical Specifications .....	21
Appendix 3: .....	23
Consultant Questionnaire .....	23
Appendix 4: .....	25
Detailed Pricing Matrix.....	25
Appendix 5: .....	26
The AHA Centre's Good Business Regulations .....	26
Appendix 6: Appendix 6: Terms of Reference Technical Consulting Agency for the Strengthening Institutional Capacity of ASEAN in Disaster Management Phase 2 Project (SICAP II)	

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## INSTRUCTIONS TO BIDDERS

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In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure. The bidder accepts the AHA Centre General Terms and Conditions of Purchase by default or will include its own Sales conditions in its offer. If the bidder wishes to point out restrictions to the AHA Centre Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

### 1. Preamble

Building on the achievements of SICAP Phase I, the second phase of the Strengthening Institutional Capacity of ASEAN in Disaster Management (SICAP II) aims to deepen and expand ASEAN's capacity building efforts over the next five years (2026–2030). The project is anchored in the ASEAN Capacity Building Roadmap 2025–2030 on Disaster Management and is designed to support the AHA Centre's evolution into a regional Centre of Excellence and knowledge hub.

SICAP II builds directly on the strong foundations laid by Phase I, which successfully delivered a regional training roadmap, enhanced the Learning Management System (LMS), and established the ASEAN Disaster Management Training Network (Train-Net). Phase II will consolidate these achievements while scaling up innovation, inclusivity, and professionalisation to ensure that ASEAN becomes a global leader in disaster management practices.

SICAP II will operationalise the roadmap through the establishment of the ASEAN Disaster Management Training Network (Train-Net), enhancement of the AHA Centre's Learning Management System (LMS), and development of regional standards and certification systems. These efforts will be aligned with the upcoming AADMER Work Programme 2026–2030, which emphasises innovation, inclusivity, and strategic partnerships.

The project contributes to the achievement of the AADMER Work Programme, particularly relating to Priority Programme 5 on Global Leadership.

Heading to the above, the AHA Centre wishes to engage a consulting agency to help strengthen capacity of ASEAN by conducting a regional training needs assessment and increase adoption and promotion of regional minimum standards in disaster management curriculum in ASEAN, as well as develop new e-learning programmes/courses that are integrated, inclusive and comprehensive as well as aligned with the various ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) profession-occupation combinations and competency standards 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 Project Management Team (PMT) led by the Senior Project Officer assisted by Project Officer, and Project Assistant, under the oversight of the Assistant Director on Learning, Development and Certification, will work together with the selected partner to ensure that the project is implemented effectively. The consulting agency will also work closely with other 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-LEDMP) Training Officer, the ASEAN

Standards and Certification of Expertise in Disaster Management (ASCEND) project team, among others, in developing the regional training curriculums and LMS courses.

## 2. Purpose of the Call for Tenders

The Objectives of the Consultancy are follows:

Objective 1: Conduct a Comprehensive Regional Training Needs Assessment (TNA)

Objective description

To identify and prioritise regional and institutional capacity building needs and priorities in disaster management across ASEAN Member States and the AHA Centre, providing a robust evidence base to inform curriculum development, LMS course design, and Train Net planning under SICAP II.

Key tasks

- Design and implement a mixed methods Training Needs Assessment, covering:
  - ASEAN Member States training institutes and NDMOs
  - AHA Centre institutional and programme level capacity needs
- Undertake:
  - Key Informant Interviews (KIIs)
  - Focus Group Discussions (FGDs) and/or regional workshops
  - Surveys targeting relevant stakeholders
  - Desk review of existing ASEAN and AHA Centre disaster management trainings, curricula, and LMS courses
- Review relevant regional and global frameworks, standards, and best practices
- Identify:
  - priority thematic areas
  - skills gaps
  - overlaps and redundancies
  - opportunities for standardisation and professionalisation

Expected outputs

- At least one onsite Train Net Capacity Building Needs/Curriculum Development Workshop
- Regional Training Needs Assessment Report for ASEAN Member States
- Institutional Training Needs Assessment Report for the AHA Centre
- Prioritised recommendations to inform curriculum development, LMS course design, Train Network/training planning and AHA Centre institutional strengthening.

Objective 2A: Develop Regionally Standardised Disaster Management Training Curricula

Objective description

To develop competency based, regionally standardised disaster management training curricula aligned with ASEAN frameworks and ASCEND competency standards, supporting harmonised capacity building and professionalisation across ASEAN.

Key tasks

- Translate TNA findings into a structured curriculum development strategy
- Develop regionally standardised curricula that:
  - are competency based
  - align with ASCEND profession–occupation combinations and each relevant competency standard
  - incorporate gender equality, disability, and social inclusion (GEDSI)
  - allow contextual adaptation by Member States where appropriate
  - focus on the practicality and flexibility of training methods, including the combination of online and onsite sessions.
- Develop supporting training materials, including:
  - curriculum frameworks

- o presentation slides
- o facilitator guides
- o learner guides
- o assessment tools
- Facilitate:
  - o one online regional validation workshop
- Consolidate feedback from ASEAN Member States (AMS), AHA Centre, and Train Net members into final curricula

Expected outputs

- A set of regionally standardised disaster management training curricula
- Supporting training and learning materials (presentation slides, facilitator and learner guides, assessment tools)
- Validation reports documenting regional consultation and endorsement processes

Objective 2B: Strengthen the AHA Centre LMS through Development of High-Quality E-Learning Courses

Objective description

To expand and enhance the AHA Centre’s Learning Management System by developing inclusive, accessible, and high-quality e learning courses aligned with regional standards and professional competency frameworks, *the detail expected deliverables please refer to TOR of this activity.*

The Call for tenders aims at selecting Consultant who submit application as required in “Deliverables” (Appendix 1), “Terms of Reference Terms of Reference Technical Consulting Agency for the Strengthening Institutional Capacity of ASEAN in Disaster Management Phase 2 Project (SICAP II)” (Appendix 6), and this Tender Document 7.2 Contents of Tender and meet technical specification for services as defined in Technical Offer Based on Technical Specification” (Appendix 2).

3. Call for Tenders Schedule:

ACTIVITIES	DATE	TIME*
Tender Announcement	23 April 2026	23:00
EOI email from interested Bidders	29 April 2026	17:00
Pre-Bid Meeting/Technical Meeting	30 April 2026	10:00
Deadline for request for any clarifications from the Bidders	06 May 2026	17:00
Deadline for AHA Centre to respond to the clarifications	08 May 2026	17:00
Deadline for submission of tenders (receiving date, not sending date)	22 May 2026	23:00
Email of Password document information from Bidders	23 May 2026	09:00
Tender opening session	25 May 2026	10:00
Evaluation of the Tenders (Shortlisting)	28 May 2026	10:00
Clarification meeting with shortlisted Bidders	2 June 2026	10:00
Preparation and finalisation of administration by the AHA Centre	3-10 June 2026	17:00
Notification of award to the successful bidder(s)	11 June 2026	10:00
Notification of award to the unsuccessful bidder(s)	11 June 2026	13:00
Preparation of Contract	12-16 June 2026	17:00
<b>Contract Signing</b>	17 June 2026	17:00

\* All times are the local time of Jakarta – Indonesia

Please note all dates are provisional dates and the AHA Centre reserves the right to modify this schedule.

#### 4. Questions and Clarifications

If the AHA Centre, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address, by email, on the date indicated in Call for Tenders Schedule (Item 3), specifying the publication reference and the Tender title:

Contact Name: Procurement  
E-mail : [procurement@ahacentre.org](mailto:procurement@ahacentre.org)

Any prospective bidder seeking to arrange individual meetings with the AHA Centre during the tender period will not be entertained and may be excluded from the tender exercise.

#### 5. Pre-Bid/Clarification meeting

A pre-bid meeting will be conducted on 30 April 2026 at 10.00 Jakarta local time through: Join Zoom Meeting. Here's the link:

<https://us06web.zoom.us/j/89955533984?pwd=T88gypwZhYnWBRGZcKDI2OXBQk9n6x.1>

ID: 899 5553 3984  
Password: @x6R=@

Visits by individual prospective bidders, other than this meeting, cannot be permitted during the tender period.

#### 6. Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company. However, to comply with some of the AHA Centre's donor's rules, participants must clearly indicate their company's nationality and origin of the proposed good/services.

#### 7. Instructions to submit an Offer

The AHA Centre reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous. The AHA Centre does not bind itself to accept the lowest price offer. All proposals will be irrevocable after the Call for Tenders closing date.

##### 7.1 – Response Format

The tenders should be sent:

By email with email subject: TENDER FOR FOR Technical Consulting Agency for the Strengthening Institutional Capacity of ASEAN in Disaster Management Phase 2 Project (SICAP II)

Offers should be sent to [procurement@ahacentre.org](mailto:procurement@ahacentre.org). The email time stamp will serve as a reference for the date of submission of the tender.

The tender documents must be protected by a password and the password must not be provided to the AHA Centre until the date and time of Bid Opening as indicated in

Article 3: Call for Tenders Schedule. Bid submitted without protected password or submission of password before the indicated date will be disqualified.

Offers must be received by the AHA Centre no later than 22 May 2026 at 23.00 Jakarta Local time.

Late proposals will not be accepted and will be returned to the Proponent or discarded. Also, all proposals will be irrevocable after the Call for Tenders closing date/deadline for submission of tender.

## 7.2 – Contents of Tender

The bidder must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this request for proposal. The proposal shall include, as a minimum:

- 1) Evaluation narrative proposal which informs Consultant profile, outlining approach and methodologies, key activities, timeline, project risk management, and budget breakdown.
- 2) A summarised description and examples of work on the previous specific and similar projects.
- 3) Curriculum vitae (CV), highlighting comparable experience.
- 4) Business License and team structure (if company/firm).
- 5) Completed AHA Centre Application Form
- 6) “Technical Offer” (Appendix 2) completed in detail with the products/services that the participant offers in answer to the AHA Centre needs.
- 7) “Consultant Questionnaire” duly completed for company/firm (Appendix 3). This questionnaire should be completed with all required information such as:
  - a. Proof of Company Registration in the place of operation (Indonesia and/or other country)
  - b. Local Government permit to locate and operate in the current location of office or factory
  - c. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations or Certificate of Tax exemption, if any such privilege is enjoyed by the bidder
  - d. Statement of Satisfactory Performance (written comments or contracted documents and size of the contracts) from the top 3 (three) clients in terms of Contract Value during the past 3 (three) Years (2023 – 2025)
  - e. A detailed delivery schedule (timeline) for the scope of works and deliverables.
  - f. Bank Statement one year back.
- 8) “Detailed Pricing Matrix” (Appendix 4) with detailed price offer and explanatory notes if necessary. Note that all cost proposals should be in US Dollar.
- 9) “The Declaration of compliance and commitment to respect the AHA Centre Good Business Regulations” (Appendix 5) filled and signed by the duly authorised person.

Failure to provide all of the above and in the formats stipulated may result in disqualification of the Bidder’s proposal.

## 8. Period of validity

Consultants shall be bound by their tenders for a period of 60 (sixty) days minimum from the deadline for submission of tenders. However, the prices and conditions defined in the contract signed with the selected consultant will be valid for nine (9) months after the contract is signed.

## 9. Currency of tenders

Tenders must be presented in USD currency, VAT and all other taxes.

## 10. Language of offers and procedure

The offers, all correspondence and documents related to the tender exchanged by the bidder and the AHA Centre must be written in English.

## 11. Alteration or withdrawal of tenders

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 3. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

## 12. Costs of preparing tenders

All costs incurred by the bidder in preparing and submitting the tender are not reimbursable. All such costs will be borne by the bidder.

## 13. Opening, evaluation of tenders and selection criteria

The opening and examination of tenders are for the purpose of checking whether the tenders are complete and whether the tenders are generally in order.

Tenders will be evaluated on the criteria listed below:

- Ability to meet the technical specifications and requirements under this Call for Tenders
- Quality of Evaluation narrative proposal
- Sample evaluation reports & strategic plan
- Interview
- Demonstrable ability to perform all functions related to the scope within the time specified
- Bidders' references
- Bidders' product and service offering
- Total price/cost submission (value for money)
- Value added services

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the Tender Committee to provide clarifications within 48 hours. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting performance of the contract or distorting competition.

Any attempt by a bidder to influence the Tender Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Tender Committee in its decision concerning the award of the contract will result in the immediate rejection of her/his tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

## 14. Notification award and contract signature

The successful bidder will be informed in writing that its tender has been accepted (notification of award). The AHA Centre will send the signed contract documents in soft copies to the successful bidder.

Within three (3) working days following the reception, the successful tenderer will sign, date and send back the contract. The successful bidder will have to provide the number and exact references of the bank account prior to the contract signing

If the successful bidder fails to sign and send back the contract within three (3) working days, the AHA Centre can consider (after reasonable notification) the award as null and void.

The unsuccessful bidder(s) will be informed in writing.

## 15. Ownership of tenders

The AHA Centre retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.

## 16. Contract

The contract that will be concluded between the successful bidder and the AHA Centre shall be in accordance with the AHA Centre standard Contract Agreement.

The contract will contain the following elements:

- Terms and requirements as defined in the present Tender dossier
- The selected Consultant's offer

## 17. Cancellation of the tender procedure

In the event that a tender procedure is cancelled, bidders will be notified by the AHA Centre without specifying the reason for the concentration.

If the tender procedure is cancelled before the date of the Opening of the Bids as stated in Article 3. Call for Tenders Schedule, the protected submission emails will be returned, unopened, to the bidders.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will the AHA Centre be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if the AHA Centre has been warned of the possibility of damages.

The publication of a procurement notice does not commit the AHA Centre to implement the announced programme or project.

## 18. Invoicing & Payment

### 18.1 Invoicing

Payments will be processed after acceptance of the products by the AHA Centre representative and upon receipt of original invoices issued by the Consultant.

In order to claim payments, the Consultant must provide the AHA Centre with the following documents for each lot supplied:

1. Deliverables
2. Original invoices

## 18.2 Payment

All payments will be exclusively made by bank wire transfer on behalf of the Consultant, on his/her bank account number to be specified.

The currency of payment is USD

## 18.3 Payment Schedule

DELIVERABLES	TENTATIVE TIMELINE	PAYMENT SCHEDULE
<p>Inception Phase</p> <p>(Cross-cutting – applies to all objectives)</p> <p>Purpose To establish a shared understanding of scope, methodology, sequencing, and coordination arrangements for the consultancy.</p> <p>Key tasks</p> <ul style="list-style-type: none"> <li>• Conduct an inception meeting with the SICAP Project Management Team</li> <li>• Finalise:               <ul style="list-style-type: none"> <li>○ Project scope and detailed outputs</li> <li>○ Overall workplan and timeline</li> <li>○ Methodology for the Regional Training Needs Assessment</li> <li>○ Proposed curriculum development plan and approach</li> <li>○ LMS course development plan</li> </ul> </li> <li>• Present the inception report and incorporate feedback from the AHA Centre</li> </ul> <p>Outputs</p> <ul style="list-style-type: none"> <li>• Inception meeting conducted</li> </ul>	<p>1 week after signing contract with AHA Centre</p>	<p>10% of payment upon the AHA Centre quality review and approval.</p>

<ul style="list-style-type: none"> <li>Finalised inception report, including methodology, workplan, and deliverables schedule</li> </ul>		
<p>Regional Training Needs Assessment (Objective 1)</p> <p>Purpose To generate a robust evidence base to inform curriculum development, LMS course design, and Train-Net planning.</p> <p>Key tasks</p> <ul style="list-style-type: none"> <li>Conduct a comprehensive Regional Training Needs Assessment covering: <ul style="list-style-type: none"> <li>ASEAN Member States</li> <li>AHA Centre institutional and programme-level capacity needs</li> </ul> </li> <li>Apply mixed methods, including: <ul style="list-style-type: none"> <li>Key Informant Interviews (KIIs)</li> <li>Focus Group Discussions (FGDs) and/or workshops</li> <li>Surveys</li> <li>Desk review of: <ul style="list-style-type: none"> <li>ASEAN and AHA Centre training materials and LMS courses</li> <li>Regional and global disaster management standards and frameworks</li> </ul> </li> </ul> </li> <li>Analyse gaps, overlaps, and priority needs</li> <li>Mapping the existing modules in the LMS platform and provide recommendations integrated between the programmes</li> </ul> <p>Outputs</p> <ul style="list-style-type: none"> <li>At least one onsite Train Net Capacity Building Needs/Curriculum Development Workshop</li> <li>Regional Training Needs Assessment Report for ASEAN Member States</li> </ul>	<p>Within 4 weeks after the final inception report and received approval from AHA Centre</p>	<p>20% of payment upon the AHA Centre quality review and approval</p>

<ul style="list-style-type: none"> <li>• Institutional Training Needs Assessment Report for the AHA Centre</li> <li>• Prioritised recommendations to inform subsequent curriculum and LMS development</li> </ul>		
<p><b>Deliverable 3: Regionally Standardised Training Curricula (Objective 2A)</b></p> <p><b>Purpose</b> To develop competency-based, regionally harmonised disaster management training curricula aligned with ASEAN frameworks and ASCEND standards.</p> <p><b>Key tasks</b></p> <ul style="list-style-type: none"> <li>• Translate TNA findings into curriculum design priorities</li> <li>• Develop regionally standardised curricula that: <ul style="list-style-type: none"> <li>◦ Are competency-based</li> <li>◦ Align with ASCEND profession–occupation combinations and each relevant competency standard</li> <li>◦ Integrate gender equality, disability, and social inclusion (GEDSI)</li> <li>◦ Allow contextual adaptation by AMS where appropriate</li> <li>◦ Focus on the practicality and flexibility of training methods, including the combination of online and onsite sessions.</li> </ul> </li> <li>• Develop supporting materials, including: <ul style="list-style-type: none"> <li>◦ Curriculum frameworks</li> <li>◦ Presentation slides</li> <li>◦ Facilitator guides</li> <li>◦ Learner guides</li> <li>◦ Assessment tools</li> </ul> </li> <li>• Facilitate: <ul style="list-style-type: none"> <li>◦ One online regional curriculum validation workshop</li> </ul> </li> <li>• Consolidate feedback and finalise curricula</li> </ul> <p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• 15 regionally standardised disaster management training curricula</li> </ul>	<p>Within 6-8 weeks after deliverable 2 (August – September 2026)</p>	<p>30% of payment upon the AHA Centre quality review and approval</p>

<ul style="list-style-type: none"> <li>Supporting training and learning materials</li> </ul> <p>Curriculum development and validation workshop report(s)</p>		
<p>Deliverable 4: LMS Course Development (Objective 2B)</p> <p><b>Purpose</b> To strengthen the AHA Centre LMS through the development of inclusive, accessible, and high-quality e-learning courses aligned with regional standards.</p> <p><b>Key tasks</b></p> <ul style="list-style-type: none"> <li>Design and develop 15 new LMS courses based on ASCEND Competency Standards and Learner's Guides</li> <li>Produce: <ul style="list-style-type: none"> <li>Detailed course storyboards</li> <li>Multimedia and interactive learning content</li> <li>Prototype modules for review</li> </ul> </li> <li>Pilot, refine, and finalise courses</li> <li>Upload and test courses on the AHA Centre LMS platform</li> </ul> <p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>Detailed course storyboards</li> <li>LMS course prototypes</li> <li>15 finalised e-learning courses uploaded to the AHA Centre LMS</li> </ul>	<p>June 2026 – May 2027</p>	<p>30% of payment upon the AHA Centre quality review and approval</p>
<p>Deliverable 5: Finalisation and Handover</p> <p><b>Purpose</b> To ensure all outputs are complete, quality-assured, and usable by the AHA Centre and ASEAN stakeholders.</p> <p><b>Key tasks</b></p> <ul style="list-style-type: none"> <li>Finalise and submit: <ul style="list-style-type: none"> <li>All curriculum frameworks and designs</li> <li>Facilitator and learner materials</li> <li>Assessment tools</li> <li>LMS course packages</li> </ul> </li> </ul>	<p>Within 2 weeks after deliverable 4 (June 2027)</p>	<p>10% of payment upon the AHA Centre quality review and approval</p>

<ul style="list-style-type: none"> <li>• Ensure all deliverables are properly formatted, documented, and approved</li> </ul> <p>Outputs</p> <ul style="list-style-type: none"> <li>• Final, quality-assured curriculum and LMS products</li> <li>• Consolidated handover package</li> </ul>		
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## 19. Ethics

The AHA Centre pays very careful attention to working with companies that commit to respect basic Ethics Rules. The bidders have to read and understand the Good Business Regulations as defined by the AHA Centre and introduced in the Appendix 5 of this tender dossier. The bidders will have to fill and sign in the Appendix 5: *Declaration of compliance & commitment to respect the AHA Centre Good Business Regulations*.

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## Appendices

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Appendix 1: Deliverables

Appendix 2: Technical Offer based on Technical Specification

Appendix 3: Consultant Questionnaire

Appendix 4: Detailed Pricing Matrix

Appendix 5: The AHA Centre's Good Business Regulations

Appendix 6: Terms of Reference Technical Consulting Agency for the Strengthening Institutional Capacity of ASEAN in Disaster Management Phase 2 Project (SICAP II)

**Appendix 1:  
Scope of Works and Deliverables**

Table below summarises the scope of works and deliverables.

DELIVERABLES	TENTATIVE TIMELINE	PAYMENT SCHEDULE
<p>Inception Phase (Cross-cutting – applies to all objectives) Purpose To establish a shared understanding of scope, methodology, sequencing, and coordination arrangements for the consultancy. Key tasks</p> <ul style="list-style-type: none"> <li>• Conduct an inception meeting with the SICAP Project Management Team</li> <li>• Finalise: <ul style="list-style-type: none"> <li>○ Project scope and detailed outputs</li> <li>○ Overall workplan and timeline</li> <li>○ Methodology for the Regional Training Needs Assessment</li> <li>○ Proposed curriculum development plan and approach</li> <li>○ LMS course development plan</li> </ul> </li> <li>• Present the inception report and incorporate feedback from the AHA Centre</li> </ul> <p>Outputs</p> <ul style="list-style-type: none"> <li>• Inception meeting conducted</li> <li>• Finalised inception report, including methodology, workplan, and deliverables schedule</li> </ul>	<p>1 week after signing contract with AHA Centre</p>	<p>10% of payment upon the AHA Centre quality review and approval.</p>
<p>Regional Training Needs Assessment (Objective 1) Purpose To generate a robust evidence base to inform curriculum development, LMS course design, and Train-Net planning. Key tasks</p> <ul style="list-style-type: none"> <li>• Conduct a comprehensive Regional Training Needs Assessment covering: <ul style="list-style-type: none"> <li>○ ASEAN Member States</li> <li>○ AHA Centre institutional and programme-level capacity needs</li> </ul> </li> </ul>	<p>Within 4 weeks after the final inception report and received approval from AHA Centre</p>	<p>20% of payment upon the AHA Centre quality review and approval</p>

<ul style="list-style-type: none"> <li>• Apply mixed methods, including: <ul style="list-style-type: none"> <li>○ Key Informant Interviews (KIIs)</li> <li>○ Focus Group Discussions (FGDs) and/or workshops</li> <li>○ Surveys</li> <li>○ Desk review of: <ul style="list-style-type: none"> <li>▪ ASEAN and AHA Centre training materials and LMS courses</li> <li>▪ Regional and global disaster management standards and frameworks</li> </ul> </li> </ul> </li> <li>• Analyse gaps, overlaps, and priority needs</li> <li>• Mapping the existing modules in the LMS platform and provide recommendations integrated between the programmes</li> </ul> <p>Outputs</p> <ul style="list-style-type: none"> <li>• At least one onsite Train Net Capacity Building Needs/Curriculum Development Workshop</li> <li>• Regional Training Needs Assessment Report for ASEAN Member States</li> <li>• Institutional Training Needs Assessment Report for the AHA Centre</li> <li>• Prioritised recommendations to inform subsequent curriculum and LMS development</li> </ul>		
<p>Deliverable 3: Regionally Standardised Training Curricula (Objective 2A) Purpose To develop competency-based, regionally harmonised disaster management training curricula aligned with ASEAN frameworks and ASCEND standards. Key tasks</p> <ul style="list-style-type: none"> <li>• Translate TNA findings into curriculum design priorities</li> <li>• Develop regionally standardised curricula that: <ul style="list-style-type: none"> <li>○ Are competency-based</li> <li>○ Align with ASCEND profession–occupation combinations and each</li> </ul> </li> </ul>	<p>Within 6-8 weeks after deliverable 2 (August – September 2026)</p>	<p>30% of payment upon the AHA Centre quality review and approval</p>

<p>relevant competency standard</p> <ul style="list-style-type: none"> <li>○ Integrate gender equality, disability, and social inclusion (GEDSI)</li> <li>○ Allow contextual adaptation by AMS where appropriate</li> <li>○ Focus on the practicality and flexibility of training methods, including the combination of online and onsite sessions.</li> </ul> <ul style="list-style-type: none"> <li>● Develop supporting materials, including: <ul style="list-style-type: none"> <li>○ Curriculum frameworks</li> <li>○ Presentation slides</li> <li>○ Facilitator guides</li> <li>○ Learner guides</li> <li>○ Assessment tools</li> </ul> </li> <li>● Facilitate: <ul style="list-style-type: none"> <li>○ One online regional curriculum validation workshop</li> </ul> </li> <li>● Consolidate feedback and finalise curricula</li> </ul> <p>Outputs</p> <ul style="list-style-type: none"> <li>● 15 regionally standardised disaster management training curricula</li> <li>● Supporting training and learning materials</li> </ul> <p>Curriculum development and validation workshop report(s)</p>		
<p>Deliverable 4: LMS Course Development (Objective 2B)</p> <p>Purpose</p> <p>To strengthen the AHA Centre LMS through the development of inclusive, accessible, and high-quality e-learning courses aligned with regional standards.</p> <p>Key tasks</p> <ul style="list-style-type: none"> <li>● Design and develop 15 new LMS courses based on ASCEND Competency Standards and Learner's Guides</li> <li>● Produce: <ul style="list-style-type: none"> <li>○ Detailed course storyboards</li> <li>○ Multimedia and interactive learning content</li> </ul> </li> </ul>	<p>June 2026 – May 2027</p>	<p>30% of payment upon the AHA Centre quality review and approval</p>

<ul style="list-style-type: none"> <li>○ Prototype modules for review</li> <li>● Pilot, refine, and finalise courses</li> <li>● Upload and test courses on the AHA Centre LMS platform</li> </ul> <p>Outputs</p> <ul style="list-style-type: none"> <li>● Detailed course storyboards</li> <li>● LMS course prototypes</li> <li>● 15 finalised e-learning courses uploaded to the AHA Centre LMS</li> </ul>		
<p><b>Deliverable 5: Finalisation and Handover Purpose</b>  To ensure all outputs are complete, quality-assured, and usable by the AHA Centre and ASEAN stakeholders.</p> <p><b>Key tasks</b></p> <ul style="list-style-type: none"> <li>● Finalise and submit: <ul style="list-style-type: none"> <li>○ All curriculum frameworks and designs</li> <li>○ Facilitator and learner materials</li> <li>○ Assessment tools</li> <li>○ LMS course packages</li> </ul> </li> <li>● Ensure all deliverables are properly formatted, documented, and approved</li> </ul> <p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>● Final, quality-assured curriculum and LMS products</li> <li>● Consolidated handover package</li> </ul>	<p>Within 2 weeks after deliverable 4 (June 2027)</p>	<p>10% of payment upon the AHA Centre quality review and approval</p>

**Appendix 2:**  
**Technical Offer based on Technical Specifications**

The AHA Centre Requirements	Consultant's Offer
1. The agency should have working experience with regional or international disaster management organisations 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 organisation's capacity building needs, assessing learning needs, developing training curriculums, developing learning roadmap, developing e-learning modules for regional or international organisations.	
3. The agency should have experience in providing consultancy service. The team shall be comprised of experienced experts/researchers/academia with deep knowledge and vast experience in the abovementioned subjects within the ASEAN context.	
4. The team assigned should be led by a team leader with a minimum of a master's degree with 10 years of relevant experience which match the above requirements.	
5. The team should comprise of subject matter experts in line with the various selected professions and occupations covered by the ASCEND Competency Standards.	
6. All team experts should have a minimum bachelor's degree and minimum 5 years with relevant experience.	
7. The agency should possess significant experience and knowledge about ASEAN, member state's National Disaster Management Agencies and AHA Centre.	
8. Outstanding facilitation, communication and presentation skills in English with excellent written and verbal communication skills.	
9. Strong time management and meet established timelines.	
10. 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	
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*Please provide additional sheets as necessary to include photos and proposed technical specifications*

**Appendix 3:  
Consultant Questionnaire**

Publication reference: AHA-T/2026/Apr/T-004

Company Name:	
Company Address:	
Contact Name:	
Contact Position / title:	
Contact Details (Phone / Email):	

Company Information:			
1	Is your company registered in Indonesia? Please provide a copy of Registration.		
1a	If not, where is your company registered?		
2	When was it registered?		
3	Is your company part of an international company?		
4	Do you have other offices / plants in the country? Where?		
5	How many employees work for your company in-country?		
Financial Information:			
6	What is your yearly income in USD over the last 2 years?		
6a	Last Year (2025):		
6b	Previous Year (2024):		
7	Can you provide audited Financial accounts upon request?		
Customer References:			
8	Have you worked in the past with the AHA Centre (detail year and activity)? <i>If yes, please provide details below</i>		
8a	<u>Title of Contract</u>		<u>Year</u>
			<u>Amount (USD)</u>
9	Please provide names and contacts of 3 customers to whom you have recently provided the same kind of products / services with similar value of contract		1. 2. 3.
9a	<u>Customer (company) Name</u>	<u>Contact Name</u>	<u>Address</u>
	<u>Contact No &amp; Email</u>		
Technical Capacity:			
10	What is your core activity?		
11	What other products / services do you offer?		
Financial Conditions:			
12	What is the validity of your offer? (Minimum 60 days) or		

13	If you get awarded the Contract, will you offer fixed prices for 4 months? or	
14	Do you have an official receipt or invoice?	

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**Appendix 4:  
Detailed Pricing Matrix**

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Consultant Name:

Address:

Telephone:

Fax:

Website:

Contact Person:

Telephone/Mobil Phone:

Email:

DELIVERABLES (Specification as detailed on Appendix 1, 2, & 6)	Qty (%)	UoM	UNIT PRICE (USD)	TOTAL PRICE (USD)
1. Inception Phase (Cross cutting – applies to all objectives)	10%			
2. Regional Training Needs Assessment	20%			
3. Regionally Standardised Training Curricula (Objective 2A)	30%			
4. LMS Course Development (Objective 2B)	30%			
5. Finalisation and Handover	10%			
GRAND TOTAL (USD)				

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of this Tender.

*[Name and Signature of the Consultant's Authorized  
Person]*

*[Designation]*

*[Date]*

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**Appendix 5:**  
**The AHA Centre's Good Business Regulations**

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These Good Business Regulations are the ground for a professional working relationship between the AHA Centre and the Tenderer.

They are general regulations valid unless other particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender dossier will prevail on these Good Business Regulations.

I. Principles of the procurement procedures

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The AHA Centre has transparent procedures to award markets. Essential principles are

- *Transparency* in the procurement process
- *Proportionality* between the procedures followed for awarding contracts and the value of the markets
- *Equal treatment* of potential Consultants

Usual criteria to select a Consultant are:

- Authorization to perform the market
- Financial and economic capacities
- Technical expertise
- Professional capacities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

II. Misbehavior, ineligibility and exclusion

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The AHA Centre considers the following misbehavior as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts:

- Fraud defined as any intentional act or omission relating to:
  - The use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of the AHA Centre or institutional donors' funds
  - Non-disclosure of information, with the same effect
  - The misapplication of such funds for purposes other than those for which they were originally granted
- Active corruption: to deliberately promise or give an advantage to an official for him/her to act or refrain from acting in accordance with his/her duty in a way which damages or is likely to damage the AHA Centre or institutional donors financial interests
- Collusion: the co-ordination of firm competitive behavior, with the likely result that prices rise, output is restricted and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms, but can also be tacit.
- Coercive practice: harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- Bribery: to offer the AHA Centre employees monetary or in-kind gifts in order to gain additional markets or to continue a contract

- Involvement in a criminal organization or any other illegal activity established by a judgement, by the US Government, the European Union, the United Nations or any other donor funding the AHA Centre.
- Immoral Human Resources practices: exploitation of child labour and the non-respect of basic social rights and working conditions of employees or sub-Consultants.

The AHA Centre will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be bankrupt or to be wound up, to have affairs administered by the courts, to have entered into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- To have been convicted of an offence concerning professional conduct by a judgement that has the force of *res judicata*
- To have been guilty of grave professional misconduct proven by any means that the AHA Centre can justify
- To have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the AHA Centre mission is operating or those of the country where the contract is to be performed
- They have been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests
- To have been declared to be in serious breach of contract for failure to comply with their contractual obligations in another previous procurement procedure

The AHA Centre will not award contracts to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest
- Are guilty of misrepresentation in supplying the information required by the AHA Centre as a condition of participation in the contract procedure or fail to supply this information

### III. Administrative and financial sanctions

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In the event a Consultant, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices the AHA Centre will impose:

- Administrative sanctions:  
Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- Financial sanctions:  
The AHA Centre will request the reimbursement of the cost linked directly and directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by the AHA Centre.

### IV. Information of and access for the Donors

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The AHA Centre will inform immediately the Institutional Donors and will provide all the relevant information in the event a Consultant, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices.

Furthermore, the Consultants agree to guarantee a right of access to their financial and accounting documents to the representatives of the AHA Centre's institutional donors for the purposes of checks and audits.

#### V. Documents to be a Consultant

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Hereafter is the minimal documentation a Consultant working with the AHA Centre will have to provide:

- Personnel national ID document of the Consultant/company representative
- Status and registration of the company
- Mission order or power of attorney authorizing the representative to contact

Important note: Additional documentation may be required for a particular market.

In addition, the Consultant must have the capacity to issue invoices, receipts and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

#### VI. Anti-Corruption Policy

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If you believe that the action of anyone (or a group of people) working or volunteering for the AHA Centre programs is responsible for violating the above rules, you should file a report through the Whistle-blower Email Hotline.

In order to enable the treatment, reports should give as precise information as possible; your name and contact are optional but encouraged. All reports are treated confidentially to the extent permissible by law.

Note: *"Declaration of compliance & commitment to respect the AHA Centre Good Business Regulations" on the next page.*

*Declaration of compliance & commitment to respect the AHA Centre Good Business Regulations*

TO BE FILLED OUT BY THE BIDDER

I, undersigned .....*representative name*..... representative of ...*company name*..... certified that I have read and understood these regulations.  
On behalf of the company I act for, I accept the terms of the AHA Centre Good Business Regulations and I commit to achieve the best performances in the event .....*company name*..... is awarded a market.

By signing, I certify that .....*company name*..... has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral Human Resources practices, such as the use of Child labour or overriding basic social rights and work conditions or the standards defined by the International Labour Organisation (ILO), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labour, and the respect of working and hygiene conditions .

Last, I hereby certify that .....*company name*..... is not involved in any pending lawsuit, claim or action in the Company's name, or on behalf of any other person or entity, against the Company, regarding fraud, corruption, bribery or any illegal activity, and has not been convicted guilty of such practices at any time.

All the Consultant's responsibilities mentions in this document extend to any Consultant affiliates and subsidiaries.

Name:

Date:

Position:

Stamp:

Signature:

## Appendix 6 :

### TERMS OF REFERENCE

Consultancy : Technical Consulting Agency for the Strengthening Institutional Capacity of ASEAN in Disaster Management Phase 2 Project (SICAP II)  
Reporting to : Senior Project Officer of the AHA Centre  
Duration : Maximum of 12 months between June 2026 to June 2027 (output based)  
Expression of Interest (EoI) Email: Wednesday, 29 April 2026  
Closing submission : Friday, 22 May 2026, at 11:00 PM Jakarta time

### **BACKGROUND**

Building on the achievements of SICAP Phase I, the second phase of the Strengthening Institutional Capacity of ASEAN in Disaster Management (SICAP II) aims to deepen and expand ASEAN's capacity building efforts over the next five years (2026–2030). The project is anchored in the ASEAN Capacity Building Roadmap 2025–2030 on Disaster Management and is designed to support the AHA Centre's evolution into a regional Centre of Excellence and knowledge hub.

SICAP II builds directly on the strong foundations laid by Phase I, which successfully delivered a regional training roadmap, enhanced the Learning Management System (LMS), and established the ASEAN Disaster Management Training Network (Train-Net). Phase II will consolidate these achievements while scaling up innovation, inclusivity, and professionalisation to ensure that ASEAN becomes a global leader in disaster management practices.

SICAP II will operationalise the Roadmap through the establishment of the ASEAN Disaster Management Training Network (Train-Net), enhancement of the AHA Centre's Learning Management System (LMS), and development of regional standards and certification systems. These efforts will be aligned with the upcoming AADMER Work Programme 2026–2030, which emphasises innovation, inclusivity, and strategic partnerships.

The project contributes to the achievement of the AADMER Work Programme, particularly relating to Priority Programme 5 on Global Leadership.

Heeding to the above, the AHA Centre wishes to engage a consulting agency to help strengthen capacity of ASEAN by conducting a regional training needs assessment and increase adoption and promotion of regional minimum standards in disaster management curriculum in ASEAN, as well as develop new e-learning programmes/courses that are integrated, inclusive and comprehensive as well as aligned with the various ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) profession-occupation combinations and competency standards 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 Project Management Team (PMT) led by the Senior Project Officer assisted by Project Officer, and Project Assistant, under the oversight of the Assistant Director on Learning, Development and Certification, will work together with the selected partner to ensure that the project is implemented effectively. The consulting agency will also work closely with other 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-LEDMP) Training Officer, the ASEAN Standards and Certification of Expertise in Disaster Management (ASCEND) project team, among others, in developing the regional training curriculums and LMS courses.

## OBJECTIVES, TASKS AND OUTPUTS

### Objective 1: Conduct a Comprehensive Regional Training Needs Assessment (TNA)

#### Objective description

To identify and prioritise regional and institutional capacity-building needs and priorities in disaster management across ASEAN Member States and the AHA Centre, providing a robust evidence base to inform curriculum development, LMS course design, and Train-Net planning under SICAP II.

#### Key tasks

- Design and implement a mixed-methods Training Needs Assessment, covering:
  - ASEAN Member States training institutes and NDMOs
  - AHA Centre institutional and programme-level capacity needs
- Undertake:
  - Key Informant Interviews (KIIs)
  - Focus Group Discussions (FGDs) and/or regional workshops
  - Surveys targeting relevant stakeholders
  - Desk review of existing ASEAN and AHA Centre disaster management trainings, curricula, and LMS courses
- Review relevant regional and global frameworks, standards, and best practices
- Identify:
  - priority thematic areas
  - skills gaps
  - overlaps and redundancies
  - opportunities for standardisation and professionalisation

#### Expected outputs

- At least one onsite Train Net Capacity Building Needs/Curriculum Development Workshop
  - Regional Training Needs Assessment Report for ASEAN Member States
  - Institutional Training Needs Assessment Report for the AHA Centre
  - Prioritised recommendations to inform curriculum development, LMS course design, Train-Net work/training planning and AHA Centre institutional strengthening.
- 

### Objective 2A: Develop Regionally Standardised Disaster Management Training Curricula

#### Objective description

To develop competency-based, regionally standardised disaster management training curricula aligned with ASEAN frameworks and ASCEND competency standards, supporting harmonised capacity building and professionalisation across ASEAN.

#### Key tasks

- Translate TNA findings into a structured curriculum development strategy
- Develop regionally standardised curricula that:

- are competency-based
- align with ASCEND profession–occupation combinations and each relevant competency standard
- incorporate gender equality, disability, and social inclusion (GEDSI)
- allow contextual adaptation by Member States where appropriate
- focus on the practicality and flexibility of training methods, including the combination of online and onsite sessions.
- Develop supporting training materials, including:
  - curriculum frameworks
  - presentation slides
  - facilitator guides
  - learner guides
  - assessment tools
- Facilitate:
  - one online regional validation workshop
- Consolidate feedback from ASEAN Member States (AMS), AHA Centre, and Train-Net members into final curricula

#### Expected outputs

- A set of regionally standardised disaster management training curricula
- Supporting training and learning materials (presentation slides, facilitator and learner guides, assessment tools)
- Validation reports documenting regional consultation and endorsement processes

### Objective 2B: Strengthen the AHA Centre LMS through Development of High-Quality E-Learning Courses

#### Objective description

To expand and enhance the AHA Centre’s Learning Management System by developing inclusive, accessible, and high-quality e-learning courses aligned with regional standards and professional competency frameworks.

#### Key tasks

- Design and develop new LMS courses based on:
  - ASCEND Competency Standards and Learner’s Guides
  - regionally standardised curricula
  - identified priority needs from the TNA
- Produce:
  - detailed course storyboards
  - multimedia and interactive learning content
  - prototype modules for review
- Pilot, refine, and finalise LMS courses in close coordination with the AHA Centre
- Upload and test courses on the AHA Centre LMS platform
- Ensure courses are:
  - accessible
  - inclusive

- suitable for both regional practitioners and broader learning audiences

#### Expected outputs

- A suite of new, quality-assured e-learning courses available on the AHA Centre LMS
- Storyboards, prototypes, and final course packages
- LMS deployment and testing documentation

Success under this consultancy will be demonstrated by the delivery of coherent, high-quality, and regionally relevant outputs that are clearly informed by evidence and contribute meaningfully to ASEAN's disaster management capacity-building agenda. A successful consultancy will produce a robust and actionable Training Needs Assessment, lead to the development of competency-based, regionally standardised training curricula that are technically sound and widely validated by ASEAN stakeholders, and result in the integration of high-quality, inclusive e-learning courses into the AHA Centre's Learning Management System.

Beyond individual deliverables, success will be reflected in the extent to which outputs are aligned with ASEAN frameworks (including ASCEND and the ASEAN Capacity Building Roadmap 2025–2030 on disaster management), demonstrate strong stakeholder engagement through Train-Net activities, and are readily usable by the AHA Centre and ASEAN Member States to support sustained, harmonised, and professionalised capacity building in disaster management.

## **DELIVERABLES**

### Deliverable 1: Inception Phase

(Cross-cutting – applies to all objectives)

#### Purpose

To establish a shared understanding of scope, methodology, sequencing, and coordination arrangements for the consultancy.

#### Key tasks

- Conduct an inception meeting with the SICAP Project Management Team
- Finalise:
  - Project scope and detailed outputs
  - Overall workplan and timeline
  - Methodology for the Regional Training Needs Assessment
  - Proposed curriculum development plan and approach
  - LMS course development plan
- Present the inception report and incorporate feedback from the AHA Centre

#### Outputs

- Inception meeting conducted
- Finalised inception report, including methodology, workplan, and deliverables schedule

#### Payment milestone

- 10%

---

### Deliverable 2: Regional Training Needs Assessment (Objective 1)

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### Purpose

To generate a robust evidence base to inform curriculum development, LMS course design, and Train-Net planning.

### Key tasks

- Conduct a comprehensive Regional Training Needs Assessment covering:
  - ASEAN Member States
  - AHA Centre institutional and programme-level capacity needs
- Apply mixed methods, including:
  - Key Informant Interviews (KIIs)
  - Focus Group Discussions (FGDs) and/or workshops
  - Surveys
  - Desk review of:
    - ASEAN and AHA Centre training materials and LMS courses
    - Regional and global disaster management standards and frameworks
- Analyse gaps, overlaps, and priority needs
- Mapping the existing modules in the LMS platform and provide recommendations integrated between the programmes

### Outputs

- At least one onsite Train Net Capacity Building Needs/Curriculum Development Workshop
- Regional Training Needs Assessment Report for ASEAN Member States
- Institutional Training Needs Assessment Report for the AHA Centre
- Prioritised recommendations to inform subsequent curriculum and LMS development

### Payment milestone

- 20%

---

## Deliverable 3: Regionally Standardised Training Curricula (Objective 2A)

### Purpose

To develop competency-based, regionally harmonised disaster management training curricula aligned with ASEAN frameworks and ASCEND standards.

### Key tasks

- Translate TNA findings into curriculum design priorities
- Develop regionally standardised curricula that:
  - Are competency-based
  - Align with ASCEND profession–occupation combinations and each relevant competency standard
  - Integrate gender equality, disability, and social inclusion (GEDSI)
  - Allow contextual adaptation by AMS where appropriate
  - Focus on the practicality and flexibility of training methods, including the combination of online and onsite sessions.
- Develop supporting materials, including:
  - Curriculum frameworks
  - Presentation slides
  - Facilitator guides
  - Learner guides
  - Assessment tools
- Facilitate:
  - One online regional curriculum validation workshop

- Consolidate feedback and finalise curricula

#### Outputs

- 15 regionally standardised disaster management training curricula
- Supporting training and learning materials
- Curriculum development and validation workshop report(s)

#### Payment milestone

- 30%
- 

### Deliverable 4: LMS Course Development (Objective 2B)

#### Purpose

To strengthen the AHA Centre LMS through the development of inclusive, accessible, and high-quality e-learning courses aligned with regional standards.

#### Key tasks

- Design and develop 15 new LMS courses based on ASCEND Competency Standards and Learner's Guides
- Produce:
  - Detailed course storyboards
  - Multimedia and interactive learning content
  - Prototype modules for review
- Pilot, refine, and finalise courses
- Upload and test courses on the AHA Centre LMS platform

#### Outputs

- Detailed course storyboards
- LMS course prototypes
- 15 finalised e-learning courses uploaded to the AHA Centre LMS

#### Payment milestone

- 30%
- 

### Deliverable 5: Finalisation and Handover

#### Purpose

To ensure all outputs are complete, quality-assured, and usable by the AHA Centre and ASEAN stakeholders.

#### Key tasks

- Finalise and submit:
  - All curriculum frameworks and designs
  - Facilitator and learner materials
  - Assessment tools
  - LMS course packages
- Ensure all deliverables are properly formatted, documented, and approved

#### Outputs

- Final, quality-assured curriculum and LMS products
  - Consolidated handover package
-

Payment milestone

- 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 June 2026 to June 2027 and fee proposal which is divided into terms based on the Objective, Task and Output section above.

Deliverable	Timeline	Payment (tentative)
1. Inception Phase (Cross cutting – applies to all objectives)	1 week after contract signing	10%
2. Regional Training Needs Assessment	Within 4 weeks after the Final Inception Report (June – July 2026)	20%
3. Regionally Standardised Training Curricula (Objective 2A)	Within 6-8 weeks after Deliverable 2 (Aug – September 2026)	30%
4. LMS Course Development (Objective 2B)	June 2026 – May 2027	30%
5. Finalisation and Handover	Within 2 weeks after Deliverable 4 (June 2027)	10%

## **CRITERIA**

The consultancy agency should have these criterias:

1. The agency should have working experience with regional or international disaster management organisations 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 organisation's capacity building needs, assessing learning needs, developing training curriculums, developing learning roadmap, developing e-learning modules for regional or international organisations.
3. The agency should have experience in providing consultancy service. The team shall be comprised of experienced experts/researchers/academia with deep knowledge and vast experience in the abovementioned subjects within the ASEAN context.
4. The team assigned should be led by a team leader with a minimum of a master's degree with 10 years of relevant experience which match the above requirements.
5. The team should comprise of subject matter experts in line with the various selected professions and occupations covered by the ASCEND Competency Standards.
6. All team experts should have a minimum bachelor's degree and minimum 5 years with relevant experience.

7. The agency should possess significant experience and knowledge about ASEAN, member state's National Disaster Management Agencies and AHA Centre.
8. Outstanding facilitation, communication and presentation skills in English with excellent written and verbal communication skills.
9. Strong time management and meet established timelines.
10. 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

Interested Bidders may send the Expression of Interest Email (EoI) by Wednesday, 29 April 2026 at the latest. In addition, all documents must be submitted in English before 22 May 2026 to: [procurement@ahacentre.org](mailto:procurement@ahacentre.org). Only shortlisted candidates will be notified.

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