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TERMS OF REFERENCE

Consultancy : Knowledge Partner for the ASEAN Senior Executive Programme in Disaster Management (SEPDM) 2024
Reporting to : Assistant Director for Strategic Planning, Monitoring, and Partnerships
Duration : Four months – September to December 2024

BACKGROUND

The ASEAN Senior Executive Programme in Disaster Management (SEPDM) is one of the flagship programmes of the ASEAN Committee on Disaster Management (ACDM), held annually in Singapore at the Civil Defence Academy (CDA) since 2015. The SEPDM is conducted to strengthen international recognition of ASEAN's strengths and contributions in enhancing regional capabilities in managing disasters and cultivating resiliency. The programme reinforces ASEAN's commitment to look towards the future of disaster mitigation, preparedness, readiness and response, realising the vision for ASEAN as a global leader in disaster management.

Targeting senior leaders from the ASEAN Member States National Disaster Management Organisations (AMS NDMOs), the SEPDM serves as a platform for knowledge and experience sharing, networking, and strategic discourse on topics related to disaster management and emergency response. This year, the SEPDM 2024 is jointly organised by the Singapore Civil Defence Force (SCDF), ASEAN Secretariat, and the AHA Centre, with funding support by the SCDF and the European Union through the Integrated Programme in Enhancing the Capacity of AHA Centre and ASEAN Emergency Response Mechanisms (EU-SAHA) Project.

OBJECTIVES

As one of the co-organisers, the AHA Centre is seeking to engage an Institute of Higher Learning (IHL) (e.g. academic/research institution or a think tank) as a Knowledge Partner to support the preparation and conduct of the SEPDM 2024, including: (i) developing the detailed programme including the course modules and session guide for online and onsite sessions; (ii) identifying course providers and facilitators for each modules; (iii) developing the pre- and post-course surveys; (iv) facilitating the online and onsite sessions as required; (v) facilitating the pre-course briefing with facilitators/resource persons and participants; and (vi) developing the evaluation report of the SEPDM. To promote quality interaction and discourse between and among the speakers and participants, the programme will use interactive approach and focus on in-depth discussions.



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PROGRAMME DESIGN

The areas of focus of the programme are outlined below:

Theme	Description
Disaster and Crisis Leadership	Emphasis will be placed on the importance of sound leadership throughout the different phases of disasters and crisis. Decision-making under stress and incomplete information, coordinating a coherent disaster response and developing future leaders will be some of the topics featured in this segment.
Research, Technology and Innovation for Disaster Management	Area of focus is on the emergence of new technology that can be applied to the various phases of disaster management and serve as force multipliers to enhance capacities and capabilities to mitigate and response to disasters.
Current (Emerging) Trends in Disaster Management	This pillar discusses a wide variety of recent trends which will have a significant impact on disaster and crisis management worldwide.

The programme will comprise of online and onsite sessions to be conducted within the period 28 October to 15 November 2024. Overview of the programme is as follows:

Format	Online and In-Person with recording available post event	
Expected participants	40 senior-level representatives from the ten ASEAN Member States, Timor Leste, the ASEAN Secretariat, the AHA Centre, and SCDF's strategic partners.	
Duration	1 week (onsite in Singapore) and 2 hours per week (online)	
Period	Online	In-person
	28 October - 8 November 2024	11-15 November 2024
Venue	Parkroyal Hotel, Civil Defence Academy and Home Team Tactical Centre	

The online portion focuses on general knowledge of ASEAN and international frameworks on disaster management and will be administered through self-directed learning. The online programme will take no longer than 2-hour of participation per week.

The onsite programme will focus on strategic discourse on current and emerging issues on disaster management, featuring also high-level thought-leaders befitting of future leaders of



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AMS NDMOs. The onsite programme will also include visits to SCDF facilities to showcase the SCDF's latest innovations and capabilities.

Through the various sharing sessions and discussions, the expected outcomes for SEPDM 2024 are:

A. Knowledge and Experience Sharing

- i. ASEAN participants to share respective experience and practices in mainstreaming the role of sustainability and environmental health in disaster management.
- ii. ASEAN participants to exchange perspectives on the application of new innovative technologies that can provide ASEAN with an edge in disaster management operations.
- iii. ASEAN participants to gain insight into the best practices and policies from outside the region.

B. Strategic Discourse

- i. ASEAN participants to gain better understanding on current trends in humanitarian assistance and disaster management to enhance the collective disaster preparedness and response in ASEAN.
- ii. ASEAN participants to identify emerging trends that may pose significant strategic challenges in the future humanitarian landscape in ASEAN.

C. Networking

- i. ASEAN participants to foster partnerships between like-minded senior executives to promote inter-agency collaboration in ASEAN's disaster management initiatives.
- ii. ASEAN participants to gain social capital through interfacing and engaging with high-level stakeholders and thought leaders in the ASEAN disaster management circle.

PROGRAMME OVERVIEW

Online Programme

Week 1	
28 October – 1 November	Pre-Course Briefing (<i>Live – Zoom; 30 min</i>) AHA Centre, CDA, and Knowledge Partner will conduct a pre-course briefing on the administrative arrangements and course overview for both online and on-site programme. Pre-Course Survey (<i>Own Pace – AHA Centre LMS; 30 min</i>)



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	<p>Knowledge Partner will conduct a pre-course survey to assess participants' baseline of knowledge and understanding of course modules and their respective expectations of the course programme.</p> <p>Module 1: ASEAN Disaster Management policies and frameworks <i>(Live – Zoom; 60 min)</i> ASEAN Secretariat will introduce the ASEAN disaster management sector and the policy frameworks guiding regional cooperation on disaster management and humanitarian assistance.</p> <p>Module 2: Role of AHA Centre, ASEAN SOPs, and emergency response mechanisms <i>(Own Pace – AHA Centre LMS; 30 min)</i> AHA Centre will introduce the role and core functions of the AHA Centre, and the ASEAN emergency response mechanisms and standard operating procedures.</p>
Week 2	
4-8 November	<p>Module 3: UN mechanisms for disaster management and ASEAN-UN interoperability <i>(Own Pace – AHA Centre LMS; 30 min)</i> OCHA will introduce international frameworks for disaster management and the interoperability between ASEAN and UN instruments at the strategic, operational, and field levels.</p> <p>Module 4: Singapore's framework for Crisis Management <i>(Live – Zoom; 60 min)</i> SCDF will introduce Singapore's framework for crisis management and the SCDF incident management system.</p>

Onsite Programme

Day 1 (11 Nov)	
AM	<p>SEPDM Opening Ceremony</p> <p>SEPDM Administrative Opening and Introductions (30 min) Organising team will provide a course overview on the on-site programme and facilitate introductions of SEPDM participants and course leads. Knowledge Partner will present expectations and curriculum for the onsite programme.</p>
Lunch Break & Networking (1hr)	
PM	Reflections and Discussions on Online Programme (90 min)



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	<p>Knowledge Partner will facilitate discussion on the online modules, particularly on the reflections, key takeaways and exchanging experiences on:</p> <ul style="list-style-type: none"> (i) ASEAN and International Frameworks for Disaster Management (Modules 1 & 3) (ii) Regional and National Mechanisms for Disaster Response (Modules 2 & 4) <p>Experiential Learning - Enhancing Responders' Performance for Effective Disaster Response</p>
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Day 2 (12 Nov)	
AM	<p>Module 5: Policy, Leadership and Governance (90 min) Knowledge Partner will introduce and facilitate a discussion on international best practices on policy frameworks, concepts, and tools for various emergency operating environments, and highlight emerging public policy challenges in disaster management.</p> <p>Module 6: Whole-of-ASEAN, Whole-of-Governance, Whole-of-Society Approach (90 min) Knowledge Partner will introduce the concepts for a comprehensive and strategic approach to disaster management, both at the regional and national level, highlighting cases of strategy in actual use, and to facilitate a discussion on actualising this concept.</p>
Lunch Break	
PM	<p>Leaders Talk 1: "The Whole-of-Singapore Approach to COVID-19" (60 min) Singapore Ministry of Home Affairs representative will share lessons learned in coordinating a multi-ministry effort in the public sector, engagement of the private sector, and communication with the people of Singapore during a crisis.</p> <p>Experiential Learning - Home Team Tactical Centre</p>

Day 3 (13 Nov)	
AM	<p>Module 7: Horizon Scanning for Emerging Risks and Challenges in ASEAN (90 min) Knowledge Partner will present cross-sectoral megatrends and emerging risks in the region that may alter the disaster risk landscape in the future, including energy, connectivity, population, and urbanisation. Knowledge Partner will also</p>



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	<p>facilitate discussion on anticipated future challenges and the anticipatory actions that can be done today.</p> <p>Module 8: Strategic Foresight and Planning for NDMOs (90 min) Knowledge Partner will introduce the concept, tools and methodologies, and highlight best practices and actual case studies of NDMOs and other international organisations or government agencies using strategic foresight in their organisational plans. Knowledge Partner will facilitate group work to practice the tools introduced.</p>
Lunch Break	
PM	<p>Leaders Talk 2: "ASEAN's Importance in the Face of Regional Challenges: A Disaster Management Perspective" or "Tailored Regional Policy for Global Challenges: A Case of ASEAN on Disaster Management", or ASEAN's Importance in Facing the Evolving Disaster Risk Landscape (60 min)</p> <p>Experiential Learning - SCDF's Smart Fire Station</p>

Day 4 (14 Nov)	
AM	<p>Module 9: Crisis Leadership and Decision-Making (90 min) Knowledge Partner will share key elements and characteristics for good crisis leaders and highlight case studies of decision-making of leaders navigating emergencies (e.g. COVID-19, MH370, Indian Ocean Tsunami). Knowledge Partner will facilitate discussion on enabling environments for crisis leadership through effective management.</p> <p>Leaders Talk 3: ASEAN's Constructive Role in Haiyan (60 min)</p>
Lunch Break	
PM	<p>Module 10: Digital Innovations in Disaster Management (90 min) Knowledge Partner will share latest developments and adoption of innovative technologies across the disaster management cycle. Knowledge Partner will facilitate a discussion on how technologies can be capitalised for adaptive regional and national strategies to reduce disaster risk in view of climate change.</p> <p>Leaders Talk 4: Digital Disruption in Disaster Risk Reduction (60 min)</p>



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Day 5 (15 Nov)	
AM	<p>Module 11: Financing for Disaster Risk Management (90 min) Knowledge Partner will introduce risk financing and insurance instruments and strategies (e.g. humanitarian financing, climate financing, disaster risk financing and insurance, etc.), highlighting regional tools and case studies (e.g. ASEAN DRFI, SEADRIF, etc.), as well as the challenges in shifting priorities from response to risk reduction. Knowledge Partner will facilitate discussion on how Governments can take advantage of existing instruments to reduce risk of vulnerable communities.</p> <p>Leaders Talk 5: Panel Discussion on “The Non-Government Perspective” (90 min) Heads of non-government organisations and entities may share experience and lessons learned in leading change towards collective sustainability and resilience in ASEAN, while balancing tensions between practitioners and political leaders.</p>
Lunch Break	
PM	<p>Leaders Talk 6: ASEAN Helping ASEAN (60 min)</p> <p>Debriefing and Course Evaluation (30 min) Knowledge Partner will facilitate the course evaluation and assessment of learning lesson outcomes of course participants.</p> <p>Closing Ceremony</p>

OVERVIEW OF THE CONSULTANCY

Timeline	<p>The length of the consultancy is four months, from August to December 2024.</p> <p>Commencement Date: 2 September 2024</p> <p>Completion Date: 6 December 2024 (with a buffer of one month until the second week of January 2024 for completion of the final payment)</p> <p>Extension period(s): <i>as necessary</i></p>
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<p>Expected deliverables</p>	<ul style="list-style-type: none"> • Develop the detailed programme for SEPDM 2024. • Develop the course materials, including the course modules and session guide for online and onsite sessions. • Identify the course providers and facilitators, specifically for identified modules under the onsite sessions. • Develop the pre- and post-course surveys for online and onsite sessions. • Facilitate the pre-course briefing for participants and facilitators/resource persons. • Facilitate the online and onsite sessions of SEPDM 2024, as applied, including the Leader’s Talk. • Draft an evaluation report of the SEPDM 2024, with an analysis based on the pre- and post-course surveys.
<p>Additional Notes</p>	<ol style="list-style-type: none"> 1. The detailed programme and list of resource persons or facilitators are expected to be finalised by the end of September 2024 to allow adjustments and revision as necessary. 2. The Knowledge Partner is expected to submit the evaluation report of the SEPDM 2024 for review by the AHA Centre no later than 6 December 2024. 3. The Knowledge Partner is allowed to place their logo all programme’s visibilities under the recognition of a ‘Knowledge Partner’ on a contract basis for the event, and therefore, the logo will be placed separately from the logo of the co-organisers with a sub-heading of “With support from” or equivalent as a recognition of the partnership.



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Funding Arrangements	<p>The consultancy will be funded by the European Union through the Integrated Programme in Enhancing the Capacity of AHA Centre and ASEAN Emergency Response Mechanisms (EU-SAHA) project funding. The disbursement schedule of the total consultancy fee is as follows:</p> <ol style="list-style-type: none">1. First payment of 10% - upon signing of the contract.2. Second payment of 50% - after finalisation of the programme and list of resource persons or facilitators – to be delivered by the end of September 2024.3. Final payment of 40% - upon completion programme and submission of the evaluation report and submission of the administrative documentation of SEPDM 2024 – to be delivered by 6 December 2024. <p>The timeline is subject for discussion with the selected Knowledge Partner. After the completion of deliverables, the Knowledge Partner will provide the final invoice to the AHA Centre in order to make the payment within 30 days upon the receipt of the invoice from the Knowledge Partner.</p>
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