

AHA Centre Executive Leadership in Emergency and Disaster Management for ASEAN Programme (ACE LEDMP)

Terms of Reference

Consultancy Services for Coordinating and Facilitating the ACE LEDMP Study Visit in Japan during 13th – 17th November 2023

I. Objective

The ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management (AHA Centre) invites qualified consulting firms/event organisers/institutes to submit proposals for the facilitation and organisation of the ACE LEDMP Study Visit to Japan. This consultancy will encompass a comprehensive range of services to ensure the successful execution of the study visit, which is scheduled to take place from 13th to 17th November 2023.

II. Background Information

The ASEAN Vision 2025 aims to make the region a global leader in disaster management. The AHA Centre has been building disaster management capacity in ASEAN since 2014-2022 through the ACE Programme. Now, they're expanding with ACE LEDMP. This program aims to enhance ASEAN Member States' disaster management skills, focusing on strategic thinking and staying up-to-date with current trends.

ACE LEDMP has two levels: Executive and Middle Level, with 20 representatives in each cycle. The Executive Level is for officers with 3-5 years of experience, while the Middle Level is for those with over 5 years of experience in a supervisory role.

The courses for these levels have different durations. The Executive level starts with a 3-month part-time online course, followed by a 2-month residential course. The Middle Level has a 2-month online course and a 1-month residential course. All residential courses will be held in Jakarta, Indonesia. In 2023, the first ACE LEDMP will have 20 participants at the Executive Level from ASEAN Member States.

A. ACE LEDMP Executive Level Competency Framework and Courses

The ACE LEDMP Executive Level competency framework was created to uphold the core components of the four ACE Professional qualities and vertical development competencies. It serves as a continuous training and development pathway, with a focus on nurturing the following four ACE Professional Qualities:

- ACE LEDMP Professional Quality 1 – Humanitarian & Disaster Management Expert:

Graduates are experts in humanitarian and disaster management, both nationally and within the ASEAN region.

- ACE LEDMP Professional Quality 2 – Collaboration Builder:
Graduates are dedicated to supporting ASEAN's coordination mechanisms and implementing the One ASEAN One Response approach by engaging various relevant stakeholders.
- ACE LEDMP Professional Quality 3 – Result-Oriented:
Graduates are individuals who prioritise achieving results, taking into account both short-term and long-term aspects of resilience building.
- ACE LEDMP Professional Quality 4 – Effective Leader:
Graduates demonstrate effective leadership in various disaster management and humanitarian affairs settings.

The AHA Centre cordially invites consulting firms, event organisers, and educational institutes in Japan to share their valuable expertise in delivering the following services, as we look forward to their support and facilitation of this upcoming study visit scheduled for November 13-17, 2023.

III. Detail of the ACE LEDMP Japan DRM Study Visit

The Japan Disaster Risk Management (DRM) Study Visit is organised by the ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management (AHA Centre) as part of the ACE LEDMP Executive Level 2023 programme. The primary aim of this study visit is to enhance the professional qualities of ACE LEDMP Executive graduates by exposing them to Japanese disaster management knowledge, experience, and values. Participants will gain insights into Japan's disaster response and recovery efforts, as well as the decision-making processes during crises and emergencies. The visit will facilitate interaction with diverse actors and resource organisations in Japan, including national-level agencies, local government, civil society organisations (CSOs), vulnerable groups, science/technology institutions, and businesses.

A. Participants

The study visit will be attended by the following individuals:

- 20 participants from the ACE LEDMP Executive Level 2023, representing ASEAN Member States, with a minimum of three years of experience in disaster management.
- 2 ACE LEDMP Project Management Team members from the AHA Centre.
- 2 staff members of the AHA Centre, including one member from the Senior Management Team.

B. Learning Objectives

During the visit, participants will have the opportunity to:

- Gain insights into Japan's experience in responding to and recovering from disasters.
- Understand the perspectives and considerations of Japanese authorities in making decisions during crises or disasters.

C. Study Visit Topics

The Japan study visit will cover the following topics, aligned with the ACE LEDMP programme's course units:

- Course Unit 4.3.1: Identify and explain Japan's decisions/policies implemented during crises/emergencies, focusing on Japan's Resilience and Technology in disaster management/emergency response.
- Course Unit 4.3.2: Leading in Emergencies: Leaders Talk, including discussions with identified leaders.

D. Study Visit Requirements

In order to organise the course and visit, the interested consulting firms/event organisers/institutes will need to propose an agenda for visiting some of the following organisations:

- 1) Recommended visits to some of the following government agencies:
 - a. Ministry of Foreign Affairs.
 - b. Cabinet Office – coordination role in disaster management, including National Emergency Operation Centre.
 - c. Ministry of Defence.
 - d. Reconstruction Agency.
 - e. Japan Meteorological Agency.

- 2) Institutions related to disaster management, such as:
 - a. United Nations University, Institute for Advanced Study of Sustainability (UNU-IAS) – compound of the United Nations offices.
 - b. Tokyo University, including Earthquake Research Institute.
 - c. Keio University and the University's laboratories which produce technology in disaster early warning.
 - d. NHK Japan, Japan's national public broadcasting organisation which under the Broadcast Act, NHK is under the obligation to broadcast early warning emergency reporting in times of natural disasters such as earthquakes and tsunamis in cooperation with the Japan Meteorological Agency using the J-Alert system.
 - e. A field visit to disaster-affected areas/reconstruction sites (Tohoku or Kansai Regions).

- 3) Other institutions, as recommended by the firm to expose the participants with the relevant knowledge and experience in disaster management, for example.

- 4) a. UNISDR Private Sector Alliance for Disaster Resilient Societies (ARISE Alliance) Earthquake Prediction of Research Centre (EPRC) or UN Agencies, National Research Institute for Earth Science and Disaster Resilience (NIED), Fire and Disaster Management Agency (FDMA), Tokyo Fire Department, Disaster Reduction and Human Renovation Institution (DRI), Disaster Risk Reduction Learning Center (DRRLC), Sendai City IRIS.

IV. Scope of Services

The selected consulting firm/event organiser/institutes will perform the following services:

- 1. Organise and Implement Study Visit Sessions**
 - Develop a detailed study visit program, agenda and itinerary for the study visit, including sessions, site visits, and activities, scheduled from 13th to 17th November 2023 (exclusive travel days from Jakarta).
 - Ensure the smooth execution of the study visit, adhering to the provided schedule and objectives.

- 2. Pre-Arrival Activities for AHA Centre**
 - Manage all pre-arrival logistics for the AHA Centre delegation, including visa processing, accommodation reservations, in-country transportation arrangements, course preparation sessions, speaker appointments, documentation, translation, interpretation, and other logistical requirements.
 - Facilitate and support all participants will depart from Jakarta, Indonesia, on 12 November 2023, and return to Jakarta on 18 November 2023 (tentatively).

- 3. Facilitation and Explanation of Sessions**
 - Provide explanations about the sessions and organisations to be visited, their historical background, and their roles in disaster management.
 - Facilitate study visit sessions or act as a moderator to ensure productive discussions and learning.
 - Include the professional biography of the proposed moderator/facilitator in the proposal.

- 4. Secure Prominent Speakers for Leaders Talk**
 - Propose and secure prominent speakers for the Leaders Talk segment of the study visit.
 - Preferably engage high-level authorities or decision-makers in Japan with significant disaster response experience.

- 5. Japan-Based Procurements**
 - Manage all procurement activities in Japan with the acknowledgement of the AHA Centre.

- 6. Fund Management and Reporting**
 - Manage and report on fund utilisation as per the agreed work plan and procurement plan between AHA Centre and the appointed consultant/organisation.
 - Handle payments to suppliers and service providers in a transparent and accountable manner.

7. Project Completion Report

- Submit a comprehensive project completion report to the AHA Centre and the Japanese Government (if required).
- Include detailed activity summaries, complete procurement records, and a breakdown of fund utilisation.

V. Deliverables

- a) Visit schedule to Japan: 11th to 18th November 2023, including travel days.
- b) Agreed and approved detailed program, agenda, travel itinerary, activities plan, and Logistics plan.
- c) All participants depart and arrive in Japan as per the given dates.
- d) Submission of the visit report, narrative (comprehensive project completion report), and financial report: 5th December 2023.

VI. Payment Schedule

Payment will be disbursed in stages by the AHA Centre with the following schedule:

1. Upon signing of the contract and satisfactory receipt of the final plan: 10%
2. On the commencement of the visit: 60%
3. Upon satisfactory receipt of the visit narrative and financial report: 30%

VII. Proposal Submission

Interested consulting firms, event organisers and institutions should submit a proposal by **6 October 2023**, including the following:

1. Develop a draft detailed program for the study visit, including sessions, site visits, and activities, scheduled from 13th to 17th November 2023 (working dates),
2. Draft Itinerary from departure date to return date and agenda,
3. A brief description of the course, the organisations to be visited, propose prominent speakers, and their alignment with the learning objectives,
4. Budget and cost breakdown details,
5. Consulting firms, event organisers, or institutions should demonstrate experience in organising similar activities with other regional or international institutions.
6. Proof of the firm's historical experience and/or capacity to meet the requirements as detailed in section IV. Scope of Services. Service Requirements and Selection Criteria.

The submission should be addressed to procurement@ahacentre.org.

The contract will be awarded to the consulting firm/event organiser/institute that meets the evaluation criteria and provides the most competitive proposal.

- The Contractor should include in the tender amount all taxes payable to the Government of Japan and the contractor's profit. No further claims shall be entertained at any stage.
- The Contractor shall not claim any extras for fluctuations (rise and fall) in labour and material prices, and the contract price shall not be subjected to any rise or fall in prices.
- The bidding price will be one of the considerations in awarding the contract.
- English is the working language for all communications, documentation, and deliverables related to this consultancy.
