Sustainable Use of Peatland and Haze Mitigation in ASEAN (SUPA)

Terms of Reference – Knowledge Management Expert for the Interim ASEAN Coordinating Centre for Transboundary Haze Pollution Control

1. Background

ASEAN Member States (AMS) signed the ASEAN Agreement on Transboundary Haze Pollution (AATHP) on 10 June 2002 in Kuala Lumpur, Malaysia, to prevent, monitor, and mitigate land and forest fires to control transboundary haze pollution through concerted national efforts, regional and international cooperation.

The ASEAN Standard Operating Procedure on Monitoring, Assessment and Joint Emergency Response (SOP) stipulates the procedures and guidelines for the implementation of the AATHP. Specifically, the SOP outlined the procedure for regular communication of data between the ASEAN Coordinating Centre for Transboundary Haze Pollution Control (ACC THPC) and National Monitoring Centres (NMCs) / National Focal Points (NFPs) of the AMS, and for coordination of requests and offers of assistance and reporting of joint mobilisation of resources.

As per the above said SOP, during the interim period, the ASEAN Secretariat provides the roles to coordinate joint emergency response, donor funding and assistance, development of the SOP, and development and maintenance of database. In support of the ASEAN Secretariat, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is seeking to recruit a Knowledge Management Expert for the Interim ACC THPC with the following terms and conditions.

The Expert will be recruited by Sustainable Use of Peatland and Haze Mitigation in ASEAN (SUPA) Component 1, a regional programme implemented by the GIZ with the objective to strengthen the ASEAN and AMS through capacity-building and institutional framework, including strengthening regional cooperation through provision of technical and material support to regional institutions with the objective to reducing transboundary regional haze in ASEAN. SUPA Component 1 is co-financed by the Federal Ministry for Environment, Nature Conservation and Nuclear Safety (BMU) and European Union (EU).

2. Objective

SUPA Component 1 is mandated to support the establishment of ACC THPC and support to the Interim ACC THPC. The recruitment of this Expert is considered part of the mandate. The Expert will provide services to support and strengthen the capacity of the Interim ACC THPC in effectively facilitating cooperation and coordination among the AMS and relevant agencies to build capacities and enhancing preparedness to land and forest fires and haze pollution control and minimise impacts of future regional haze occurrences.

Specifically, the Expert shall support to:

i. improve the capacity of Interim ACC THPC in implementing the SOP through improved communication, coordination, and dissemination of data/information among National Monitoring Centres (NMCs) and other relevant agencies;

ii. strengthen quality of data, data transparency and enhance support to AMS for ground-truthing and interventions for fire prevention and suppression, through sharing of information, knowledge products, and capacity buildings on forest fire management; and
strengthen support to AMS on early warning, prevention of transboundary haze pollution and awareness raising, resource mobilization for joint response through coordination and partnerships.

3. Scope of work

The Expert will be responsible for developing, supporting and facilitating knowledge and information management related to implementation of the Interim ACC THPC, including the designing and implementation of all activities that contributes to all the three (3) outputs outlined under the objective. He/she will work under the guidance of and report to the Assistant Director/Head of the Environment Division of the ASEAN Secretariat and the Principal Advisor of the SUPA Component 1.

The Expert will perform the following roles and responsibilities:

- Support the development of policies and implementation of a knowledge management information system of the Interim ACC THPC;
- Support the implementation of the SOP; provide assessments of the effectiveness and efficiency of NMCs, advise and assist NMCs on operational improvements;
- Consolidate, document, and maintain various knowledge products which includes among others, reports; publications; best practices; policy briefs; working papers; list of experts, equipment and technical facilities, donors; etc;
- Develop project briefs and communication materials to promote dissemination of data and information;
- Lead the planning and implementation of workshops and trainings, consultations and other activities related to Interim ACC THPC;
- Establish effective networking with relevant organisations and other partners in developing knowledge products related to the transboundary haze pollution;
- Conduct monitoring and evaluation of the implementation of the SOP and Knowledge Management plan, and prepare periodic reports that consist of reviews, analysis, evaluations and recommendations to improve the overall operational of the Interim ACC THPC; and
- Other tasks that may be assigned by ASEAN Secretariat in association with Interim ACC THPC.

Deliverables and Timeline

In collaboration with the Environment Division of the ASEAN Secretariat, SUPA Component 1 will verify the deliverables below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Description</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>1</td>
<td>Quarterly technical report</td>
<td>Report to cover policy development and implementation of knowledge management system related to the ACC THPC</td>
<td>Quarterly till 31 May 2021</td>
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<tr>
<td>2</td>
<td>Quarterly assessment report</td>
<td>Report to cover assessment on the efficiency and effectiveness of NMCs with recommendations for improvement</td>
<td>Quarterly till 31 May 2021</td>
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3. **Event completion report**
   Completion report to cover training, workshop or event organized in relation to Interim ACC THPC
   Need-based till 31 May 2021

4. **Actions related to specific tasks assigned**
   Specific need-based tasks to be given within the scope of three (3) outputs outlined under the objective
   Need-based till 31 May 2021

5. **Quarterly report**
   Quarterly report, a compilation of the above 3 outputs, and timesheet for the payment purpose
   Quarterly till 31 May 2021

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5. **Required Qualifications, Competences and Experience**
   - ASEAN Nationals.
   - Advanced degree in Natural Resource Management, Forestry, Environmental Management, or Disaster Management.
   - Experience with coordinating, fostering partnerships and setting up operational strategies within governments.
   - Experience in knowledge management and communications, in particular with international organizations and donors including large-scale projects that require coordination with various partners.
   - Substantial experience in land and forest fires.
   - Solid knowledge in disaster risk reduction.
   - Knowledge and experience in strategic capability, financial management, and development of guidelines and programmes.
   - Demonstrated skills in problem solving, planning and the development of policies and procedures.
   - Willingness and ability to travel.
   - English proficiency and computer literacy are pre-requisites for this position.

Other knowledge, additional competences
   - Strong interpersonal, communication and networking skills.
   - Excellent time management skills with a demonstrated ability to manage multiple priorities, deadlines, and tasks efficiently.
   - Strong team building and networking qualities.
   - Willingness to learn and/or improve skills as required by the tasks to be performed – corresponding measures are agreed with management.

6. **Terms and entitlements**

   **Duration:** Contract with a maximum of 180 working days until 31 May 2021

   The Expert will work under the guidance of and report to the Head/Assistant Director of the Environment Division and the Principal Advisor of the SUPA Component 1. Expert fee will be paid on quarterly basis subject to submission of the quarterly reports and timesheet, as described in section 4 above, to the relevant officials of the ASEAN Secretariat and SUPA Component 1. Duty travels, both domestic and international, will be subject to approval by the
ASEAN Secretariat and SUPA Component 1, and covered by SUPA Component 1 based on the GIZ financial regulations.

7. Application process

Interested applicants are invited to send their application, which must include:

1. CV with qualifications, competence and experience for this task;
2. A technical proposal to cover the scope of work (part 3) and deliverables & timeline (part 4) and
3. A financial proposal

by email to andri.irvan@giz.de and supa@giz.de. Please mention “Database Management Expert for the Interim ACC THPC” as the subject line of your email.

The closing date for applications is **13 September 2020**. Please note that only short-listed candidates will be invited for interview.