

TERMS OF REFERENCE (TOR)

Consultant (Co-Writer) for Report Writing of Disaster Management Platform The ASEAN Socio-Cultural Community (ASCC) Research and Development Platforms

I. Background

The ASCC Research and Development Platforms Project was established to enable the ASEAN Socio-Cultural Community to engage with research and industry insights to develop and implement holistic solutions against the backdrop of fast-changing and emerging trends and challenges facing the region. It aims to: (i) develop a robust body of research output; and (ii) engage with experts and specialists who are sensitised to the ASEAN regional context to develop knowledge through forums, research work, and to level up expertise of those involved on these platforms.

Senior-level External Advisors from the university and research sector are currently advising and working on various Platforms. These Platforms will result in Trend Reports and Policy Briefs, and other activities to contribute to more impactful and informed decisions that ASCC sectoral bodies can take in developing and implementing their activities and initiatives.

Prospective experts in the field of Disaster Management are invited to co-author with the External Advisor on a series of Trend Reports and Policy Briefs. For this purpose, the ASEAN Secretariat invites applications from ASEAN nationals to undertake the assignment of **Consultant (Co-Writer) for Report Writing of Disaster Management** for ASCC Research and Development Platforms project.

II. Objectives

The project aims to enable the ASEAN Socio-Cultural Community to engage with research and industry insights, through Trend Reports and Policy Briefs, to develop and implement holistic solutions, and inform policy-making decisions at the respective fora. The prospective consultant (co-writer) is expected to work closely with the External Advisor to co-author a series of Trend Reports and Policy Briefs.

III. Scope of Work

The broad outputs of the consultant for report writing of the ASCC Research and Development Platforms will encompass the following:

- 1. Co-author with the Advisor of Disaster Management Platform to produce Four Trend Reports which are targeted at assessing current trends within the sector in ASEAN.**

The platform will produce a quarterly trend report, focusing on major issues or current trends and gaps, within the short-to-medium term, and offer the Sectoral Bodies a different perspective on the outlook of the sector. The trend report will

assess and monitor the current issues pertaining to the respective sectors to call for the attention of and inform the respective ASCC Sectoral Bodies of critical developments in ASEAN.

2. Co-author with the Advisor of Disaster Management Platform to Six Produce Policy Briefs which serve as “think-pieces“ for the ASCC Sectoral Bodies information and consideration.

The platform will produce bi-monthly policy briefs on issues of significance towards the implementation of the ASEAN Vision 2025, ASEAN Socio-Cultural Community Blueprint 2025 and the sectoral work plans, respective to the work of the ASCC Sectoral Body. The policy briefs, serving as “think-pieces“, will introduce fresh perspectives on strategic long-term challenges and offer an additional layer of system thinking and analysis that complements and enhances the work of the Sectoral Body.

Main activities of the project that will involve the consultant includes:

- a. Initiation Meeting with ASEAN Secretariat and the External Advisor to discuss the detailed work plan;
- b. Attend consultation meetings with ASCC Monitoring Division, Sectoral Divisions, and other relevant meetings that may benefit the production of the written deliverables;
- c. Produce four (4) Trend Reports which are targeted at assessing current trends within the sector in ASEAN;
- d. Produce six (6) Policy Briefs which serve as “think-pieces“ for the ASCC Sectoral Bodies information and consideration.

IV. Expected Tasks, Timelines, and Deliverables

Timelines	Expected Tasks	Expected Deliverables
1 July – 15 August 2022	Undertake co-writing service for two trend reports (1 st and 2 nd) and three policy briefs (1 st , 2 nd , and 3 rd)	Two trend reports and three policy briefs
16 August – 1 October 2022	Undertake co-writing service for two trend reports (3 rd and 4 th) and three policy briefs (4 th , 5 th , and 6 th)	Two trend reports and three policy briefs

V. Administration, Reporting and Coordination

The contract for this assignment will be issued by the ASEAN Secretariat. The consultant (co-writer) shall report directly to the Head of ASCC Monitoring Division and work closely with the assigned External Advisor. The location of the assignment will be in the country of the consultant (co-writer). All meetings will be held virtually and no business trips are required for this service.

VI. Requirement for the Submission

The prospective bidder is required to submit the following:

1. Technical

Interested candidates including consulting firms and individual consultants are invited to submit an application package in English including the following documents and requirements.

- a. Provide two (2) sample of publications and a Curriculum Vitae (CV) that highlights the following criteria:
 - Advanced degree in the relevant area of expertise to the ASEAN Disaster Management Sector with at least 5 years of experience in the specific field of expertise at the global or regional levels.
 - Track record of research work and publications in English on topics relevant to the ASEAN Disaster Management Sector.
 - Extensive experience working with development management teams/organisations at national, regional or international levels/national governments will be advantageous.
 - Currently having an active role in his/her field of expertise at the regional or international levels.
 - Demonstrated ability to work harmoniously in a team and with diverse groups of individuals in cross-cultural environment and international settings.

2. Financial

A detailed financial proposal indicating the costs (IDR for local bidders and USD for international bidders) required for undertaking the assignment.
