

TERMS OF REFERENCE

Project Name:	ASEAN Disaster Risk Communication Framework (ADRCF)
Assignment Title:	Study on an ASEAN Disaster Risk Communication Framework
Category:	Consultancy Services, One (1) Team Leader and Two (2) Technical Staff/Team Members
Duration:	1 April to 30 November 2023
Reporting Responsibility:	ASEAN Secretariat (Disaster and Humanitarian Assistance Division)

1. Background

Southeast Asia is one of the most at-risk regions in the world. ASEAN Member States are exposed to a variety of hazards including floods, storms, typhoons, droughts, earthquake, landslide. The region was affected by at least 3,500 disaster events between 2012-2022, including large-scale disasters such as the Sulawesi Earthquake and Tsunami in Indonesia (2018), fires in Myanmar (2018), Typhoon Damrey in Philippine and Vietnam (2017) and Typhoon Haiyan in Philippine (2013).

The disasters combined with Covid-19 pandemic have highlighted risk communication as a crucial element in disaster risk management from policy development to practice as it enhances public awareness on disaster risks and increase public safety. Key components of disaster risk communication include: promote awareness raising, knowledge sharing and bridges the science and policy interface at multiple levels; provide regular updates or key activities which promotes inclusivity, knowledge sharing and disseminate information on early warning, disaster risk assessment, response, recovery and achievements.

The AADMER Work Programme 2021-2025, Priority Programme 1 on Risk Assessment and Monitoring, Outcome 1.3.1. on Risk communication and public dissemination platforms improved, Output 1.3.1.1 calls for a development of Disaster Risk Communication Master Plan. The ASEAN-China Work Plan on Disaster Management 2021-2025, adopted by the ASEAN Ministerial Meeting on Disaster Management Plus China in October 2021. identifies the Development of disaster information sharing mechanism to share risk monitoring and early warning data and risk assessment information as an agreed area of collaboration.

The ASEAN disaster communication framework is expected to help expedite the disaster management process, inform the public what ASEAN is doing for the disaster-affected population. Position ASEAN as the pioneer in this area enhance ASEAN's visibility in Asia and its coordination with external partners, and The ASEAN Communication Master Plan II 2018-2025 (ACMP II) provides a framework to communicate messages about the organisation, development and vision of ASEAN and the ASEAN Community to key audiences.

The project proposal on ASEAN Disaster Risk Communication Framework (ADRCF) seeks to develop a comprehensive regional strategy on disaster risk communication to enhance disaster resilience building in ASEAN. The Objective is expected to be achieved through the following Outcomes: (i) to enhance disaster risk communication to ensure that ASEAN local communities are better aware of disaster risks and prepared for disasters in emergencies; (ii) to strengthen timely information exchange and effective coordination between relevant ASEAN Sectoral Bodies, Centres and Entities, and between ASEAN and external partners

including China; and (iii) to promote ASEAN's risk communication strategy, best practices and experiences to international partners and observers, as a global leader in disaster management.

2. Purpose of the Assignment

The purpose of the assignment is to produce a publication tentatively titled "ASEAN Disaster Risk Communication Framework" that will provide a comprehensive regional strategy on disaster risk communication to enhance disaster resilience building in ASEAN. The ADRCF is expected to contribute to (i) enhance disaster risk communication in ASEAN; (ii) strengthen timely information exchange and effective coordination between relevant ASEAN Sectoral Bodies, Centres and Entities, and between ASEAN and external partners; and (iii) promote ASEAN's disaster risk communication strategy, best practices and experiences to international partners and observers, as a global leader in disaster management.

3. Scope of Work and Methodology

The assignment for the team of consultants will involve several activities in close coordination with the ASEAN Secretariat and Disaster Management expert/s dispatch under ASEAN-China Cooperation Fund (ACCF) as stipulated below:

- a) Conduct desk study and key informants' interview to collect and compile roles of relevant ASEAN sectoral bodies, ASEAN Centres, other ASEAN stakeholders and representatives on collaboration opportunities and capacity in disaster risk communication, which includes but not limited to the following:
 - Identify key topics, areas and relevant stakeholders including ASEAN Sectoral Bodies, Centres. and Entities with potential for disaster risk communication, which could be found at relevant ASEAN publications such as *ASEAN Mapping Exercise to Promote Synergy with Other Relevant Sectoral Bodies, ASEAN Centres, and Entities Associated with ASEAN on Disaster Management*, etc, particularly, the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) which facilitates cooperation and coordination of disaster management amongst ASEAN Member States.
 - Outline their roles and responsibilities in disaster risk communication
 - Identify technical expertise and processes required to deliver disaster risk communication from the other ASEAN Sectoral Bodies, ASEAN Centre and Entities associated with ASEAN.
 - Identify areas that require accelerated efforts and provides key recommendations moving forward.
- b) Organise consultation including 2 consultative workshops to brainstorm with participants from ACDM, relevant ASEAN Sectoral Bodies, ASEAN Centres, other ASEAN stakeholders and representatives;
- c) Conceptualising and finalising the "ASEAN Disaster Risk Communication Framework" which include, among others, recommendations that the ACDM could consider towards enhancing the synergies of the relevant ASEAN Sectoral Bodies, ASEAN Centres and Entities associated with ASEAN, towards strengthening disaster risk communication.

4. Deliverables and Reporting

The Consultant will be expected to deliver the following:

- a) **Deliverable 1 - Inception Report:** The consultant should produce an Inception Report within 7 days after the contract is signed. The report should provide a clear picture of how the Consultant / Firm intends to implement the assignment and achieve expected tasks based on the understanding of the TOR. The Inception Report should also include a work plan with timelines for all the tasks that the Consultant / Institution will undertake during the assignment given the implementation period of the engagement.
- b) **Deliverable 2 – Documentation of comments received from written and consultation process:** Consultant to synthesize results from the consultation process which includes but not limited to conducting of two regional consultative workshops as well as key informants' interview.
 - Consultative workshops are expected to be online and attended by about 25-30 participants including representatives from relevant entities.
 - Key topics, areas and relevant stakeholders including ASEAN Sectoral Bodies, Centres and Entities and their roles and responsibilities in disaster risk communication as well as the technical expertise and processes required to deliver disaster risk communication from the other ASEAN Sectoral Bodies, Centre and Entities identified.
 - Recommendations that the ACDM could consider towards enhancing the synergies of the relevant ASEAN Sectoral Bodies, Centres and Entities towards strengthening disaster risk communication.
- c) **Deliverable 3 – Drafting of the ADRCF:** The Consultant is expected to submit draft reports which incorporates all inputs/comments from the consultations ensuring the publication complements the ASEAN Vision 2025 on Disaster Management and AADMER Work Programme 2021-2025.
- d) **Deliverable 4 - Final ADRCF:** which demonstrates a comprehensive regional strategy on disaster risk communication to enhance disaster resilience building in ASEAN.

4. Duration of the Assignment

The engagement period is from 1 June 2023 to 31 January 2024

5. Payment scheme and taxes

The payment scheme shall be as follows:

- 30% after submission of the Deliverable 1 – Inception Report
- 50% to be paid after submission of the first Draft to ACDM and relevant ASEAN Bodies
- 20% to be paid at the end of the Project.

Payment shall be made upon satisfactory completion of the work in accordance with the ToR. The consultant shall be solely responsible for the payment of taxes and other lawful fees that may be incurred from this transaction.

6. Qualifications

Qualifications of the Technical Staff/Team Members.

Technical Staff/Team Members should provide complete CV with the following:

- Proven track record of experience in conducting research, study and analysis in disaster risk management, previous experience as knowledge partner of the ASEAN would be an advantage (please provide evidence).
- Language: Excellent command of English, both spoken and written.

Qualifications of the Team Leader:

The Lead Consultant or Team Leader should provide complete CV with the following:

- A Master degree in Disaster Management or International Development or Public Policy Communication or relevant fields, Doctoral Degree in related field would be an advantage (please provide evidence).
- Understanding of development results and results-based management concepts, disaster risk communication at regional and national level (please refer to Appendix 2 of RFP).
- Familiarity with the ASEAN and its regional framework/mechanisms in disaster management, especially on the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), and ASEAN context (please refer to Appendix 2 of RFP).
- Sound knowledge of disaster risk management, risk reduction programs and practices (please refer to Appendix 2 of RFP).
- Experience in supporting and coordinating operational activities such as surveys, focus groups, workshop with stakeholders, government consultations, dissemination events with track records of working with ASEAN stakeholders (please include in the CV).
- Excellent command of English, both written and spoken, with strong drafting and presentation skills, as well as strong performance of analytical skills and critical thinking.

Annex. Timeline

Activity	1	2	3	4	5	6	7	8
Consultant to conduct desk study to collect and compile cross-sectoral roles in ASEAN, collaboration opportunities and capacity in disaster risk communication, and conceptualise the draft framework								
1) Submission of Inception Report								
2) Submission of Zero Draft to ACDM								
Organise two regional consultation workshops virtually to brainstorm with participants from ACDM and relevant ASEAN Sectoral Bodies, ASEAN Centres, other ASEAN stakeholders and representatives.								
3) 1 st Consultative Workshop								
4) Submission of First Draft to ACDM and relevant ASEAN Bodies								
5) 2 nd Consultative Workshop								
Finalising, printing and dissemination of the “ASEAN Disaster Risk Communication Framework”								
6) Submission of Second Draft to ACDM and relevant ASEAN Bodies for consideration								
7) Submission of Final Draft to ACDM for endorsement								
Publication of the ADRCF								