

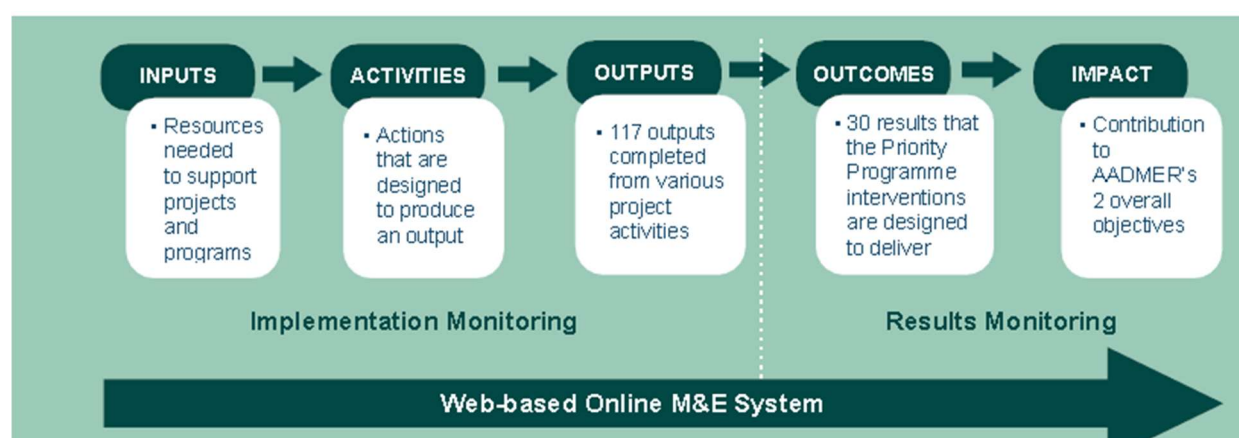
TERMS OF REFERENCE

Project:	Mid-Term Review of the Implementation of AADMER Work Programme 2021-2025
Job Title:	A Team of Consultants from a reputable institution
Engagement Dates:	1 June to 31 October 2023
Reporting Responsibility:	ASEAN Secretariat – Disaster and Humanitarian Assistance (DMHA) Division

1. Background

To further strengthen ASEAN's capacity in managing disaster and building disaster resilience in the region, since January 2021, ASEAN has been implementing the AADMER Work Programme (AWP) 2021-2025. The AWP 2021-2025 aims to achieve two overall objectives, namely: 1) Reduce disaster losses and 2) Strengthen joint disaster management and humanitarian response in the region, through 5 Priority Programmes (PPs) namely: (i) PP1: Risk Monitoring and Analysis; (ii) PP2: Prevention and Mitigation; (iii) PP3: Preparedness and Response; (iv) PP4: Resilient Recovery; and (v) PP5: Global Leadership. The five priority programmes are comprised of 30 outcomes and 117 outputs¹.

The AWP 2021-2025 has set the Monitoring and Evaluation (M&E) framework, which include five elements/steps of monitoring, namely: (i) Input - the financial, human and material resources used for development intervention; (ii) Activity - actions taken or work performed through which inputs such as funding and other types of resources are mobilised in order to produce specific project outputs; (iii) Output - the products, capital goods and services which resulted from a project; (iv) Outcome - the likely or achieved short-term and medium-term effects of the priority programme; and (v) Impact - actual or intended changes in human development as measured by people's well-being, improvements in people's lives.



Two major components of monitoring were identified, namely: (i) Implementation Monitoring, which covers the first three out of five steps, refers to implementation monitoring that is

¹ AADMER Work Programme 2021-2025, <https://asean.org/wp-content/uploads/2021/08/AADMER-Work-Programme-2021-2025.pdf>.

concerned with the operational tracking of the actual implementation of the agreed outputs under the 5 Priority Programmes, and (ii) Results Monitoring, which covers the last two out of five steps in the M&E process focusing on the attainment of intended results. For monitoring impact and outcomes, the M&E Framework has determined 43 Key Performance Indicators (KPIs).

To ease the conduct of the monitoring processes of the implementation of AWP 2021-2025, the web-based M&E system was created, <https://mneawp.asean.org/>, as a secured online platform that covers both the monitoring of implementation and tracking of progress towards results. It encompasses the five-step M&E process from implementation monitoring that focuses on inputs (resources) and activities (procedures), to results monitoring that tracks how outputs contribute to outcomes and ultimately lead to achievement of intended impacts.

In 2023, the AWP 2021-2025 will enter the mid-point of its implementation. The M&E Framework has mandated ASEAN to conduct a mid-term review of the AWP 2021-2025 in 2023. To ensure that ASEAN is moving on the right track towards achieving the overall objectives, outcomes and impacts of AWP 2021-2025, there is a need for ASEAN to track the progress of the AWP 2021-2025 so far and to assess the effectiveness of the activities in achieving the outputs, the efficiency in the utilisation of the inputs/resources in achieving the outputs, the relevance and appropriateness of the approach/strategy/design of activities as well as the sustainability of the outputs or outcomes. The mid-term review will also provide recommendations, as necessary, for adjustments in the outputs, outcomes, the M&E framework, and other relevant provisions of AWP 2021-2025, taking into current progress and changing regional contexts.

2. Purpose of the Assignment

The purpose of the assignment is to conduct the Mid-Term Review of the implementation of AWP 2021-2025 and expected to achieve the following objectives:

1. To comprehensively assess the progress in achieving the outputs of AWP 2021-2025 and also identify unexpected outputs, if any, at the mid-point of the implementation AWP 2021-2025. In this regard, qualitative measurement of the progress will be a crucial part of the assessment.
2. To evaluate the effectiveness of the activities in achieving the outputs, and the overall efficiency in the utilisation of the inputs/resources in achieving the outputs, relevance and appropriateness of the approach/strategy/design of activities as well as assessment on the sustainability of the outputs or outcomes.
3. To assess the impacts of the implementation of AWP 2021-2025 by measuring the status of 43 Key Performance Indicators, and determine the extent to which the implemented activities or achieved outputs have contributed to the KPIs.
4. To provide recommendations, as necessary, for adjustments in the outputs, outcomes, the M&E framework, and other relevant provisions of AWP 2021-2025, taking into current progress and changing regional contexts.

3. Scope of Work

The assignment for the team of consultants will involve several activities in close coordination with the ASEAN Secretariat as stipulated below:

- a. Preparing the design of the Mid-Term Review of AWP 2021-2025, which will be part of Inception Report.
- b. Data collection and data analysis through:
 - Desk/literature review of relevant ASEAN documents;
 - Key informant interviews with the ASEAN Secretariat, AHA Centre, ASEAN partners/friends who have supported the implementation of AWP, ACDM and other relevant stakeholders.
 - Consultative meetings with the ACDM Working Groups, ASEAN Secretariat, AHA Centre, and ASEAN partners/friends who have supported the implementation of AWP, and other relevant stakeholders.
- c. Workshop to present the findings/draft report to ACDM.
- d. Report drafting and finalisation.

4. Deliverables and Reporting

The Consultant will be expected to deliver the following:

- 4.1. **Inception Report** – the consultant should produce an Inception Report within 7 days after the contract is signed. The report should include the design of the Mid-Term Review of AWP 2021-2025. 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. The inception report will be consulted with the ACDM Working Groups for review.
- 4.2. **First draft of the MTR Report** based on desk/literature review of relevant ASEAN documents; and key informant interviews with the ASEAN Secretariat, AHA Centre, ASEAN partners/friends who have supported the implementation of AWP, ACDM and other relevant stakeholders; and **Concept Note/Information Paper, Agenda and Programme for the Consultative Meeting** with the ACDM Working Groups, ASEAN Secretariat, AHA Centre, and ASEAN partners/friends who have supported the implementation of AWP, and other relevant stakeholders.
- 4.3. **Second draft of MTR Report** based on the above-mentioned consultative meeting; and **Concept Note/Information Paper, Agenda and Programme for the Workshop** to present the findings/draft report to ACDM.
- 4.4. **Final MTR Report** – Submission of the Final Report of MTR that fulfils the objectives of the MTR for endorsement of ACDM, and presenting the Final Report to ACDM during the 43rd ACDM Meeting in October 2023.

5. Duration of the Assignment

The engagement period is from 1 June to 31 October 2021.

6. Qualifications

6.1. Experience and Technical Skills:

- 6.1.1. Proven track record of at least 5 years' experience in conducting evaluations for development projects/programmes, including those in disaster management.
- 6.1.2. Strong skills in teamwork, facilitation/training, strategic thinking, verbal communication, and writing.
- 6.1.3. Language: Excellent command of English, both spoken and written.
- 6.1.4. Previous experience/involvement in the development/review/monitoring/evaluation of AADMER Work Programmes would be an advantage.

6.2. Qualifications of the Team Leader:

The Lead Consultant or Team Leader should hold:

- 6.2.1. At least Master degree in Disaster Management, International Development, Public Policies or relevant fields. Doctoral degree/Phd will be an added value.
- 6.2.2. Good understanding of development results and results-based management concepts;
- 6.2.3. 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 its work programmes;
- 6.2.4. Sound knowledge of disaster management, risk reduction programs and practices;
- 6.2.5. Experience in conducting or managing evaluations of development projects/prgrammes, including those in disaster management
- 6.2.6. 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;
- 6.2.7. 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.
