

## TERMS OF REFERENCE

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|---------------------------|--------------------------------------------------------------------------|
| Project:                  | Development of AADMER Work Programme 2026-2030                           |
| Job Title:                | Consultant Team for the Development of AADMER Work Programme 2026-2030   |
| Engagement Dates:         | 1 December 2024 to 31 December 2025 (13 months)                          |
| Reporting Responsibility: | ASEAN Secretariat – Disaster and Humanitarian Assistance (DMHA) Division |

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### 1. Background

The ASEAN Agreement on Disaster Management and Emergency Response (AADMER), a legally binding regional agreement, was signed on 26 July 2005 and entered into force on 24 December 2009 to guide the regional cooperation in the field of disaster management and emergency response. Since the AADMER's entry into force in 2009, three AADMER Work Programmes (AWP) have been developed by the ASEAN Committee on Disaster Management (ACDM), namely the AADMER Work Programmes 2010-2015, 2016-2020, and 2021-2025, which is currently on going. These documents are guided by the vision set by the AADMER to “build a region of disaster-resilient nations, mutually assisting and complementing one another, sharing a common bond in minimising adverse effects of disasters in pursuit of safer communities and sustainable development”. Moreover, the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) has been established and operationalised since 2011 as the main operational engine for the implementation of AADMER.

The implementation of the AADMER Work Programmes has led to significant improvements in ASEAN's capacity to monitor, prevent, mitigate, prepare and response to disasters. A number of tools have been developed and managed by the AHA Centre, including ASEAN Disaster Information Network (ADINet), Emergency Operating Centre (EOC), Disaster Monitoring and Response System (DMRS), the Disaster Emergency Logistics System for ASEAN (DELSA) and ASEAN-Emergency Response and Assessment Team (ASEAN-ERAT). A number of strategic documents, regional guidelines and frameworks have also been adopted and applied, such as ASEAN Declaration on ONE ASEAN, ONE RESPONSE: ASEAN Responding to Disasters as One in the Region and Outside the Region, ASEAN Vision 2025 on Disaster Management, Bandar Seri Begawan Declaration on the Strategic and Holistic Initiative to Link ASEAN Responses to Emergencies and Disasters (ASEAN SHIELD), ASEAN Leaders' Declaration on Sustainable Resilience, ASEAN's Standards Operating Procedures for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP), ASEAN Joint Disaster Response Plan, ASEAN Framework on Anticipatory Action in Disaster Management, and ASEAN Regional Action Plan on Protection, Gender and Inclusion in Disaster Management.

Localisation continued to be enhanced through the strengthening of the capacity of ASEAN Member States in disaster management via a number of programmes, including AHA Centre

Executive (ACE) Programme, AHA Centre Executive Leadership in Emergency and Disaster Management for ASEAN Programme (ACE LEDMP), Disaster Risk Management Capacity Building for AMS (D-CAB) Programme, and the annual Senior Executive Programme on Disaster Management (SEPDM).

Cross sectoral collaboration, synergy and a whole-of-ASEAN approach have been further promoted through, among others, the works of Technical Working Group on Civil Military Coordination, Technical Working Group on Protection, Gender and Inclusion, and the rejuvenation of the Joint Task Force to Promote Synergy with Other Relevant ASEAN Bodies on Humanitarian Assistance and Disaster Relief (JTF HADR) to the ASEAN Disaster Resilience Platform in 2021, consisting of 13 ASEAN Sectoral Bodies from three pillars of ASEAN Community, and the AHA Centre.

In line with the ASEAN Vision 2025 on Disaster Management, ASEAN's global leadership in disaster management continued to be showcased through the conduct of the ASEAN Strategic Policy Dialogue on Disaster Management (SPDDM), ASEAN Disaster Resilience Forum, and ASEAN Interregional Dialogue on Disaster Resilience, which is the very first inter-regional dialogue on Disaster Resilience. ASEAN Member States have co-hosted major international and regional events on disaster management events, such as Global Platform for Disaster Risk Reduction (GPDRR), Asia Pacific Ministerial Conference on Disaster Risk Reduction (APMCDRR). ASEAN also actively participated in these events.

However, despite ASEAN's continuous efforts in enhancing disaster management in the region, disaster risk landscape is increasingly complex and uncertain. The experience of COVID-19 pandemic, combined with the persistent reality of climate change has reshaped and expanded disaster riskscape in the region. Climate change increases the frequency and intensity of disasters which reverses hard-won development gains by decades. The Asia Pacific Disaster Report 2023 projects that under a scenario of 2°C warming, the economic losses due to disasters could reach nearly \$1 trillion or 3.1 per cent of the regional GDP in Asia Pacific, including Southeast Asia. In the ASEAN region, the climate-related risk is complicated by rapid urbanisation, economic disparity, zoonotic disease risks, possible natural hazard-triggered technological accidents, and transboundary disasters, among others. This increasingly complex risk landscape has provided challenges in further building a disaster resilient ASEAN Community.

To address these challenges, ASEAN should continue to strengthen disaster resilience in the region. As the current AADMER Work Programme will come to an end by 2025, a new edition of the Work Programme needs to be developed. The development of the AADMER Work Programme 2026-2030 will need to take into account the lessons learned from the 20 years from the implementation of AADMER and its three Work Programmes, as well as 13 years of AHA Centre's operation. The development of the AADMER Work Programme (AWP) 2026-2030 shall commence from mid-2024 to provide sufficient time to finalise the document prior to its adoption by ASEAN Ministers in-charge of Disaster Management at the 13th ASEAN Ministerial Meeting on Disaster Management, to be held tentatively in October/November 2025. The development of the AADMER Work Programme shall also consider the ASEAN Community's Post-2025 Vision, which is currently being prepared.

## **2. Purpose of the Assignment**

The purpose of the assignment is to develop the AADMER Work Programme (AWP) 2026-2030.

## **3. Scope of Work**

The Consultant Team will work under the guidance and supervision of the ASEAN Secretariat (Disaster Management and Humanitarian Assistance Division - DMHAD) and the ACDM Task Force for the Development of AADMER Work Programme 2026-2030, which consists of representatives from ACDM Focal Points, together with ASEAN Secretariat and the AHA Centre. The Consultant Team is expected to present the progress in the development of AADMER Work Programme 2026-2030 to the ACDM Task Force in their regular meetings.

The Consultant Team will also be working closely with a Project Officer of DMHAD who will provide technical and administrative support for the implementation of the project.

The Consultant Team shall undertake the following tasks:

1. Prepare the detailed work plan for the development of the AADMER Work Programme 2026-2030, which will be part of Inception Report.
2. Conduct data collection, including:
  - Desk review/literature review of relevant documents.
  - Key informant interviews/focus group discussions with each of AMS NDMOs, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, external partners and other relevant stakeholders.
  - Focus group discussions/consultative meetings with ACDM working groups, ACDM, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, external partners and other relevant stakeholders.

This data collection will include:

- Assessing the whole progress of 20 years of the implementation of AADMER and its three Work Programmes in strengthening disaster management in the region, including the review of the Key Performance Indicators of the implementation of AADMER Work Programme 2021-2025, lessons from 13 years of AHA Centre's operation, and identify results, best practices, lessons learned, gaps and challenges to be taken into consideration in the AADMER Work Programme 2026-2030.
- Identifying relevant elements from the current ASEAN Vision 2025 and ASEAN Socio-Cultural Community (ASCC) Blueprint 2025, the upcoming ASEAN Community's Post-2025 Vision and ASCC Post-2025 Strategic Plan which are being developed, ASEAN strategic guiding documents on disaster management as well as regional and global disaster management frameworks or related frameworks, to be incorporated into the AADMER Work Programme 2026-2030.
- Identifying relevant aspects from the recent, dynamic, and evolving disaster risk landscapes in the region, to be addressed in the AADMER Work Programme 2026-2030.

3. Draft the AADMER Work Programme 2026-2030, which will include consultative meetings with ACDM working groups, ACDM, ASEAN Secretariat, AHA Centre, relevant ASEAN Sectoral Bodies/Centres/Entities, partners and other relevant stakeholders. This drafting process will include identifying components and developing the content of the AADMER Work Programme 2026-2030, including priority programmes, expected outcomes, outputs, indicative work plan, implementation arrangements, resources, and monitoring and evaluation framework.
4. Develop a short video for launching of the AADMER Work Programme 2026-2030.
5. Develop three infographic materials for social media.
6. Design and format the AADMER Work Programme 2026-2030.
7. Produced printed version of the AADMER Work Programme 2026-2030 (150 copies), with the following expected specifications.

| <b>SPECIFICATIONS</b>       | <b>COVER</b>                                            | <b>CONTENT</b>                               |
|-----------------------------|---------------------------------------------------------|----------------------------------------------|
| <b>SIZE</b>                 | A4 size: Folded: 21 x 29.7 cm<br>Open: 42 x 29.7 cm     | Consists of: Texts, tables, graphics, charts |
| <b>COLOR</b>                | 4/0                                                     | 4/4                                          |
| <b>TYPE OF PAPER</b>        | Hardcover (Hardboard 3mm covered with Art Carton 190gr) | BC Paper 150gr                               |
| <b>NUMBER OF PAGE</b>       | <b>TBC</b>                                              |                                              |
| <b>NUMBER OF COPY</b>       | <b>150</b> printed copies                               |                                              |
| <b>NUMBER OF HARD DUMMY</b> | Up to 3 x hard dummies                                  |                                              |
| <b>BINDING</b>              | Perfect binding (Stiches + Hot Glue)                    |                                              |
| <b>FINISHING</b>            | Laminate Doff 1/0 (single side) on Cover                |                                              |

The Consultant Team shall be based in Jakarta. Key informant interviews/focused group discussions are expected to be conducted in-person.

While most of interviews/focused groups discussions/consultations with ASEAN Member States or partners outside Indonesia will be conduct online, onsite consultative meetings will be convened back-to-back or during the following meetings:

1. 46<sup>th</sup> Meeting of ACDM, tentatively in May/June 2025 in Cambodia (1 day meeting).
2. Meeting of ACDM Working Group on Prevention and Mitigation (time and country are TBC, 1 day meeting).
3. Meeting of ACDM Working Group on Preparedness and Response, (time and country are TBC, 1 day meeting).

4. Meeting of ACDM Working Group on Global Leadership (time and country are TBC, 1 day meeting).
5. 47<sup>th</sup> Meeting of ACDM/13<sup>th</sup> Meeting of ASEAN Ministerial Meeting on Disaster Management (AMMDM) and launching events, tentatively in October/November 2025 in Cambodia (3 days meeting).

The Consultant Team shall also be participating in the project evaluation that will be organised at the end of project implementation.

#### 4. Deliverables

The Consultant Team will be expected to deliver the following deliverables during the assignment period:

- 4.1. **Inception Report.** The consultant shall produce an Inception Report within 14 days after the inception meeting with the ASEAN Secretariat. The report shall provide a clear picture of how the Consultant Team intends to implement the assignment and achieve the expected tasks based on the understanding of the TOR. The inception report will also include detailed methodology and work plan with timeline, tools for data collection, and tentative outline of the AADMER Work Programme 2026-2030. The inception report needs to be endorsed by the ACDM Task Force on the Development of AADMER Work Programme 2026-2030.
- 4.2. **Zero draft of the AADMER Work Programme 2026-2030, and related PPT slides, documentation/minutes of meeting.** The zero draft shall be produced based on the data collection (desk/literature review, key informant interviews, focused group discussions/consultative meetings) and will be consulted further with ACDM Task Force, ACDM Working Groups, relevant ASEAN Sectoral Bodies/Centres/Entities, partners and other relevant stakeholders.
- 4.3. **First draft of the AADMER Work Programme 2026-2030, and related PPT slides, documentation/minutes of meeting.** The first draft shall be produced based on drafting consultations with the ACDM Task Force, ACDM Working Groups, relevant ASEAN Sectoral Bodies/Centres/Entities, partners and other relevant stakeholders, and ready to be consulted with ACDM for inputs and endorsement.
- 4.4. **Second draft of the AADMER Work Programme 2026-2030.** The second draft shall be produced based on consultation with and endorsement by ACDM. The draft should have been formatted and ready to be adopted through ad-referendum by AMMDM prior to the 13<sup>th</sup> AMMDM Meeting.
- 4.5. **Final Version of the AADMER Work programme 2026-2030 (soft copy).** The Final Version is the version which has been adopted by AMMDM and be launched during the 13 AMMDM Meeting.
- 4.6. **Three infographics on AADMER Work Programme 2026-2030** for social media.
- 4.7. **One short video for the launch** of the AADMER Work Programme 2026-2030.

4.8. **150 copies of printed version** of AADMER Work Programme 2026-2030.

## 5. Duration of the Assignment

The engagement period is from 1 December 2024 to 31 December 2025.

## 6. Qualifications

### A. Qualifications of institution:

- Proven track record of at least 3 years' experience in developing work programme/programme design/strategic documents, including those in disaster management. (Note: Mandatory to provide the best sample of relevant previous works, list of relevant works, list of projects in the last 3 years.)
- Demonstrated clear and comprehensive plan for addressing the project requirements and deliverables, including a systematic and well-defined approach for each task, a realistic timeline, and a clear description of the methodology and approach to be used to deliver all project outputs (Note: Mandatory to provide proposed methodology, approach, and timeline to deliver all outputs)
- Demonstrate the ability to allocate personnel and resources to implement and meet the project requirements and deliverables (Note: Mandatory to provide leadership team and organisation structure of the Consultant Team, along with the number and specific skills/specialisations of the proposed team members)

### B. Qualifications of the consultant team:

The Lead Consultant or Team Leader should hold:

- Master's degree with 15 years of experience or a Doctoral degree/PhD with 10 years of experience in Disaster Management, Climate Change, International Development, Public Policy, or other relevant fields.
- Sound knowledge of disaster management, risk reduction programs and practices and good understanding of results-based management concepts.
- 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.
- Track record of work experience in the ASEAN region in developing regional or national work programme, work plan development, including those in disaster management.
- Experience in supporting and coordinating operational activities such as surveys, focus groups, workshop with ASEAN stakeholders, government consultations, dissemination events.
- 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.

(Note: Mandatory to provide CV and all samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions).

The members of the Consultant should hold:

- At least Master's degree in Disaster Management, International Development, Public Policies or relevant fields, or bachelor degree with more than 5 years' work experience in development field.
- Sound knowledge of disaster management, risk reduction programs and practices and good understanding of results-based management concepts.
- 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.
- 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.
- 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, is preferred.
- A minimum of three specialists with relevant skillsets (prevention and mitigation, preparedness and response, recovery, training and capacity building, gender and social inclusion, and other skills) and specific allocation of roles/tasks for each team member is required.

(Note: Mandatory to provide CV and all samples/proof or listing with summary/abstract of previous works undertaken with relevant organisations/institutions with relevance to the roles assigned described)