

**A STUDY FOR THE ESTABLISHMENT AND OPERATIONALISATION OF AN
ASEAN EMERGENCY RESPONSE AND STRATEGIC PLANNING INSTITUTE
FOR ENVIRONMENTAL DISASTERS**

- Invitation for Consultancy Services -

The ASEAN Secretariat invites applications from relevant institutions/qualified individuals to conduct "A Study for the Establishment and Operationalisation of an ASEAN Emergency Response and Strategic Planning Institute for Environmental Disasters".

The ASEAN Secretariat is seeking a team comprising one expert of ASEAN nationality and one expert of Japanese nationality in the areas of environmental disaster management and institutional capacity to jointly conduct the above study. The terms of reference for the study is attached.

The estimated professional fees for this study are USD14,000 for the regional consultant for an eight-week assignment (intermittent), and USD18,000 for the Japanese consultant for a seven-week assignment. The assignment involves travel to ASEAN Member Countries, as necessary, the ASEAN Secretariat, and desk-top reviews of relevant materials. Daily subsistence allowance and discounted economy class travel will be provided. No other expenses or claims will be provided.

Applicants should demonstrate relevant qualifications and extensive work experience in the above-indicated areas. A sound knowledge of fire and transboundary haze pollution issues of the Southeast Asian region will be particularly useful.

Institutional or individual applications (preferably joint applications) will be accepted, provided that they satisfy the criteria of a team consisting of one ASEAN expert and one Japanese expert.

Applications should be submitted, either through post or email, to the following address:

Environment Unit
Bureau of Functional Cooperation
The ASEAN Secretariat
70A Jalan Sisingamangaraja, Jakarta 12110, INDONESIA
Attention: Ms. Riena Prasiddha, e-mail: riena@aseansec.org

The deadline for receipt of application at the ASEAN Secretariat is 28 February 2003.

TERMS OF REFERENCE

A Study for the Establishment and Operationalisation of an ASEAN Emergency Response and Strategic Planning Institute for Environmental Disasters

1. The primary objective of the Study is to provide recommendations for the establishment of an ASEAN Emergency Response and Strategic Planning Institute for Environmental Disasters or any other set of suitable institutional arrangements, and to develop an action plan for the establishment and sustainability of the institute or other suitable institutional arrangements.

2. The idea for the establishment of the Institute was discussed by the ASEAN Environment Ministers in May 2001. It was agreed that the Study will examine existing mechanisms and activities related to environmental disasters and management in ASEAN, taking into account the establishment of the ASEAN Coordinating Centre for Transboundary Haze Pollution Control as stipulated under the ASEAN Agreement on Transboundary Haze Pollution; the proposed establishment of an ASEAN Regional Research and Training Centre for Land and Forest Fire Management under the Hanoi Plan of Action; and other relevant initiatives in the region with regard to environmental disasters as well as land and forest fire management.

Outputs

3. There are three main outputs of the Study:

- i. A report of the Study;
- ii. Recommendations of the Expert Group Meeting on the draft report;
- iii. Publication of the final report.

4. The Consultants will be required to provide the following in the report of the Study:

- i. Assessment of the needs and interests of each ASEAN Member Country for a regional arrangement to support and coordinate environmental disaster preparedness and management in the ASEAN region;
- ii. List of available environmental disaster management mechanisms and resources in the region and recommended ways to increase their effectiveness;
- iii. Assessment on existing mechanisms and activities related to environmental disasters and management in ASEAN, taking into account the establishment of the ASEAN Coordinating Centre for Transboundary Haze Pollution Control as stipulated under the ASEAN Agreement on Transboundary Haze Pollution; the proposed

establishment of an ASEAN Regional Research and Training Centre for Land and Forest Fire Management under the Hanoi Plan of Action; and other relevant initiatives in the region with regard to environmental disasters as well as land and forest fire management;

- iv. Assessment on the overlaps and similarities in the functions and activities of the relevant initiatives with regard to environmental disaster and fire and haze management;
- v. Formulation of an ASEAN regional programme of environmental disaster preparedness and management, including descriptions of the required human and financial resources;
- vi. Recommendations on the establishment of an ASEAN Emergency Response and Strategic Planning Institute for Environmental Disasters or other suitable institutional arrangements; establishment of the institute should, as far as possible, leverage existing institutions and resources;
- vii. An action plan for the establishment and sustainability of the institute or other suitable institutional arrangements;
- viii. A self-financing plan for the operation and sustainability of the institute or other suitable institutional arrangements; and
- ix. Recommendations on the line of responsibility and functions of the institute or other suitable institutional arrangements within the existing ASEAN's mechanisms.

5. In undertaking the assignment, the Consultants shall be guided by ASEAN procedures and norms, in particular, the Policy on ASEAN Centres financed by Dialogue Partners.

Activities

6. Upon appointment by the ASEAN Secretariat, the Consultants shall visit and spend 2 full working days with the ASEAN Secretariat to confirm a common understanding of project objectives, activities, the scope and conduct of the Study. The activities at the ASEAN Secretariat will include reviewing relevant documents and decisions; determining all key issues; identifying an appropriate group of interviewees in ASEAN Member Countries; and preparing briefing notes and interview guides. While the ASEAN Secretariat will assist the Consultants in scheduling the meetings, the Consultants shall endeavour to follow through with appointments. As much as possible, the above visit should be combined with consultations with relevant institutions and individuals in Indonesia.

7. The Consultants shall visit ASEAN Member Countries, as necessary, and consult with relevant institutions and individuals to ensure that all information required for the preparation of the report is gathered. The total number of days spent

for the visit shall be not more than 35 days, which include travel days. The Consultants are required to interact directly with key organisations and individuals through a combination of face-to-face interviews, telephone, fax, and e-mail as appropriate.

8. The Consultants will then return to the ASEAN Secretariat for 3 days to consolidate the findings into a draft report and conduct follow-up discussions and desktop reviews as required. The draft report shall be submitted to the ASEAN Secretariat for clearance before the Expert Group Meeting. The Consultants shall also prepare necessary materials and discussion points to facilitate the discussion at the Expert Group Meeting. The Consultants shall endeavour to present the information where possible, in matrices, tables, diagrams, flow-charts, figures, etc. Relevant staff at the ASEAN Secretariat will assist in the logistic preparation for the Expert Group Meeting.

9. The Expert Group Meeting will be held in one of the ASEAN Member Countries for 3 days. Representatives from each ASEAN Member Country will be invited to participate in the meeting. The Consultants shall present and discuss the findings, and are required to solicit comments and recommendations on the draft report from the Expert Group Meeting.

10. The Consultants shall compile all comments and recommendations into minutes of meeting; synthesize all comments and recommendations in consultation with the ASEAN Secretariat; and take the necessary steps to address the comments and recommendations and consolidate them into a draft final report. The ASEAN Secretariat will circulate the draft final report to ASEAN Member Countries for their comments. The allocated time for ASEAN Member Countries' review is 2 weeks.

11. Should there be an ASOEN or HTTF meeting during this period, the Regional Consultant will present the draft final report to the meeting. The Regional Consultant shall prepare necessary presentation materials for the meeting. The ASOEN or HTTF meeting is usually conducted in 2 days.

12. Upon receipt of the comments by ASEAN Member Countries, the Regional Consultant shall consolidate the comments in consultation with the ASEAN Secretariat into a final report and do final editing for further submission to the printer. The designing, reproduction and dissemination of the publication will be done by the ASEAN Secretariat.

13. The Japanese Consultant is not required to carry out activities 11 and 12.

Time Schedule

14. The time schedule of the project is as follows:

Activity	April 2003				May 2003				June 2003				
1. Preparation meeting with relevant ASEAN Secretariat officials	■												
2. Visit to the ASEAN Member Countries (AMCs)	■■■■												
3. Preparation of draft report at ASEAN Secretariat for the Expert Group Meeting					■								
4. Expert Group Meeting in one of AMCs					■								
5. Preparation of draft final report						■							
6. Dissemination of draft final report to AMCs*						■■■■							
7. Presentation of draft final report to ASOEN or HTTF meeting**							■						
8. Consolidation of comments into the final report, final editing **								■■					
9. Designing, reproduction and dissemination*										■■■■			

* To be done by ASEAN Secretariat

** To be carried out only by the Regional Consultant

15. If the Expert Group Meeting is convened beyond the stated period, the Consultants shall still be obliged to present and discuss the findings of the report at the meeting and incorporate recommendations and comments into the draft final report beyond the period stated. ASEAN Secretariat will endeavour to ensure that the Expert Group is convened within a reasonable period beyond the proposed time-table.