



# ASEAN Cooperation Project Proposal

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## 1. PROJECT DETAILS

**Proposal Identification Code:** SCD/DIS/19/035/REG

### **Project Title:**

*Operationalising the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) (2020-2023)*

### **Brief Project Description – 300 words max:**

The project seeks to create a regionally recognised certification scheme for professions in disaster management in order to ensure and promote higher standards and quality in the management of disasters in the region. It is intended to ensure the availability of competent disaster management professionals in the region with strong capacity to manage disasters to reduce the loss of life, respond effectively, recover more quickly, and decrease disaster risks throughout the ASEAN region wherever possible.

This initiative is part of the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2016-2020, in which it is recognised as one of its top priorities under Priority Programme 8 (LEAD) component 2 "Building professionalism in disaster management through standardisation and certification", which will also contribute to the realisation of ASEAN's goal to become a global leader in disaster management by 2025, as expressed in the ASEAN Vision 2025 on Disaster Management.

The project's period is three years which will cover the pilot period of the implementation of the ASCEND Framework and Roadmap in collaboration with the Korean National Fire Agency (KNFA) of the Republic of Korea. The pilot will be critical for the development of ASCEND and during this period the AHA Centre will focus on the application of ASCEND Framework in identified ASEAN countries, which will be selected based on voluntary basis. The objectives of the ASCEND are as follows:

- A. to enhance the capacity of the ASEAN countries in the implementation of ASCEND;
- B. to establish regionally recognised training and competency standards covering 10 professions in disaster management; which include 5 previously-identified professions and 5 additional professions that will be developed under this project
- C. to improve the capacity of the AHA Centre in order to serve as the ASCEND secretariat;
- D. to promote understanding of the ASCEND Framework among the ASEAN Member States (AMS) and other sectors in ASEAN in order to facilitate the inclusion of ASCEND into the ASEAN Mutually Recognised Agreement (MRA).

**Recurring Project:** Yes  No

If Yes, Previous Project Identification Code:

*Indicate whether the proposed project is part of a series of projects (with similar objective(s), outputs, and activities)*

### **Project Classification:**

*Indicate the Scope and Pillar*

**Scope:** Single Sector  Cross-Sector

**Pillar:**

**(Main) Blueprint:** ASEAN

Socio-Cultural Community  
Blueprint  
**(Main) Characteristic:** A.1.  
Engaged Stakeholders in  
ASEAN processes; A.2.  
Empowered People and  
Strengthened Institutions;  
D.1. A Disaster Resilient  
ASEAN that is able to  
Anticipate, Respond, Cope,  
Adapt, and Build Back Better,  
Smarter, and Faster

**Connectivity**   
**Linkage:**  
**Strategy:**  
**Key Action(s):**

**IAI**

**Action Line(s):**  
**Action(s):**

Information below to be completed by the ASEAN Secretariat:

*Nature of Cooperation:* *Confidence Building*   
*Harmonisation*   
*Special Assistance*   
*Joint Effort*   
*Regional Integration / Expansion*

*Type of Intervention:* *Policy Initiative*   
*Establishment of Institutional Mechanisms*   
*Human Capacity Building*

**Project Duration:** < 6 months  6-12 months  > 12 months

**Proposed Commencement Date:** 01.02.2020

**Proposed Completion Date:** 31.01.2023

*Project is considered to have "commenced" as of the date the Implementing Agency/Proponent is informed of the approval and upon receipt of the first disbursement, whichever is later.*

*Project is considered "completed" when the Project Completion report and unspent balance, if any, is received and verified by the ASEAN Secretariat. The proponent is required to submit the project completion report, which comprise of narrative and financial report, within 60 days after the project is fully implemented.*

*The report templates are available at <http://asean.org/resource/asean-project-templates/>*

**Participating ASEAN Member States:** All

If not all (or not all in the same way), please indicate reason:

*ASEAN Cooperation Projects are expected to involve the participation of all Member States. If the project involves the participation of all Member States but in different ways (e.g., through different levels of assistance) or does NOT involve all Member States, please indicate the reason.*

**Sponsoring ASEAN Body**

**Sectoral Committee/Main Body:** ASEAN Committee on Disaster Management (ACDM)  
Meeting Number/Date: ad-referendum on 5 November 2019

**Working Group/Sub-Committee:** Working Group on Knowledge and Innovation  
Management (WG KIM)

Meeting Number/Date: 6<sup>th</sup> WG KIM Meeting on 12 September 2019

*The proponent may consult with ASEAN Secretariat to identify the most appropriate sponsoring ASEAN Body for the project.*

**Proponent's Name and Address:**

**The ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre)**  
**Graha BNPB, 13<sup>th</sup> floor Jl. Raya Pramuka Kav. 38 East Jakarta 13120 Indonesia**  
**Phone : +62 21 21012278**  
**Fax : +62 21 21012287**  
**CP: Dipo Summa; email: dipo.summa@ahacentre.org**

**Korean National Fire Agency**

**T. +82 44 205 7624**

**M. +82 10 2422 4727**

**CP:**

**Jin, Jeonghee**

**Deputy Fire Chief / Section Chief, Counterterrorism & CBRNE Response**

**Korea Disaster Relief Team (KDRT) Operational Focal Point**

**Implementing Agency's Name and Address** (if different from above):

Contact Person and Contact Details:

**Date of Proposal Submission:** 6 November 2019

**Proposed Funding Source(s):**

ASEAN-ROK Cooperation Fund (AKCF)

**Proposed Project Budget (total in USD):** USD 3,349,374.75

*Information below to be completed by the PCPMD of the ASEAN Secretariat*

**Recommendation of the ASEAN Secretariat**

Meeting No./Date : A note from DIR Sustainable Development Directorate on 7 November 2019, stating that the proposal has been approved by the relevant Sponsoring Bodies and due diligence has been conducted to ensure the project proposal's quality and adherence to ASEAN Secretariat guidelines.

Action :  Endorsed  Not Endorsed

**Approval of Committee of Permanent Representatives to ASEAN (CPR)**

Meeting No./Date : Ad-referendum approval on 28 November 2019

Action :  Endorsed  Not Endorsed

**2. PROJECT JUSTIFICATION, REGIONALITY AND BENEFICIARIES – 600 words max**

*(For more details, see the "Handbook on Proposal Development for ASEAN Cooperation Projects")*

**(a) Current Problem–**

*General Description of the Issue*

The ASEAN region is one of the most disaster prone regions in the world. Every year the region experience losses of billions dollar due to disaster events happening in the region. Based on the statistics collected by the AHA Centre from 2012 to 2018, the region experienced more than 1,200 disaster events, with estimated loss amounted to USD 15.91 billion.

Catastrophic disaster events almost always trigger the activation of international assistance from the international community, including the arrival of international teams that are looking to provide immediate assistance to the affected country. This creates a big challenge as ASEAN countries do not have a common the certification and standardisation system that can ascertain the quality as well as the skills and capacities of the incoming international assistance teams. As a result, affected countries are sometimes unable to ascertain which teams have the right skills and capacities and ensure the right types of skills and capacities to deal with particular disasters.

The standard and certification of disaster management profession is critical not only to deal with catastrophic disasters but also with small scale disaster. Despite the large scale destruction and loss caused by the catastrophic disaster, smaller scale disasters actually cause more damages and losses due to their high frequency. While the management of catastrophic disasters in the region almost always involves assistance from the international actors including from the ASEAN community, the management of small scale disasters involves mostly local actors. As part of the on-going effort to reduce disaster losses, it is important to strengthen the quality of the local actors by putting a standards and certification system for local disaster management actors in place.

*Implementing the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Framework* through the ASCEND project, the AHA Centre aims to support to the ASEAN Community, in particular the disaster management sector under the purview of the ASEAN Committee on Disaster Management (ACDM) to ensure the quality and standards of disaster management professionals in the region. This will ultimately contribute to better management of disasters in the region, increased resilience, and reduction in loss of lives due to disasters. This is also in line with ultimate objective of the AADMER on article 2 that is "...to achieve substantial reduction of disaster losses in lives and in the social, economic and environmental assets of the parties...

Despite the need to have a regionally recognised certification system in disaster management, currently there are only a few countries in the region that have functioning certification systems for disaster management professionals. There is a relatively low awareness on how certification works and how it can improve the quality of human resources in disaster management. The ASCEND Framework has been endorsed by the ACDM as one of the mechanisms to improve the quality of human resources. However, in view of the relatively low awareness of the certification in disaster management, this project will be considered as a trial period, in which ASEAN Member States can learn how certification system works and what elements will be needed in order to fully implement ASCEND in their respective home countries.

At the end of the project, the AHA Centre will present an evaluation report to the Member States to inform them of the implementation of the project and provide recommendations for the next steps and ways forward for the implementation of the ASCEND.

### **Benchmarking**

ASEAN countries have long and extensive experience in dealing with various types of disasters in the region. As such, ASEAN has developed a solid system to training and certify its disaster responders. However, as part of the on-going efforts to continue the development of their own trainings and standards for responders, it is quite important for ASEAN to benchmark its own trainings and standards against other countries from outside the region.

One thing that ASEAN can learn from Korea is on the development of the Korea Disaster Relief Team (KDRT). The United Nations International Search and Rescue Advisory Group (INSARAG) has certified the KDRT as a Heavy SAR team, meaning that it is considered as one of the best search and rescue team. Within ASEAN itself, there are already two teams from two countries that have successfully obtained the INSARAG Heavy classification: the Lionheart team from Singapore, and the SMART team from Malaysia. In addition to the two teams, the Indonesian Basarnas (the National Search and Rescue Body) is also planning to obtain INSARAG classification. Therefore, it may be worthwhile for ASEAN to learn how Korea manages the KDRT, in particular on how the KDRT maintain its readiness, as well as recruit and train new members without compromising the standards and quality of the KDRT. This knowledge may help inspire and improve the management and trainings of the Search and Rescue Teams within the region.

KNFA can contribute to the on-going development of ASCEND by deploying their experts and sharing their knowledge and experience in managing disaster inside Korea. At the same time, the experience from ASEAN may also be useful for KNFA. Collaboration between KNFA and the AHA Centre will be a showcase of a positive collaboration between the Republic of Korea and the AHA Centre.

**(b) Regionality –**

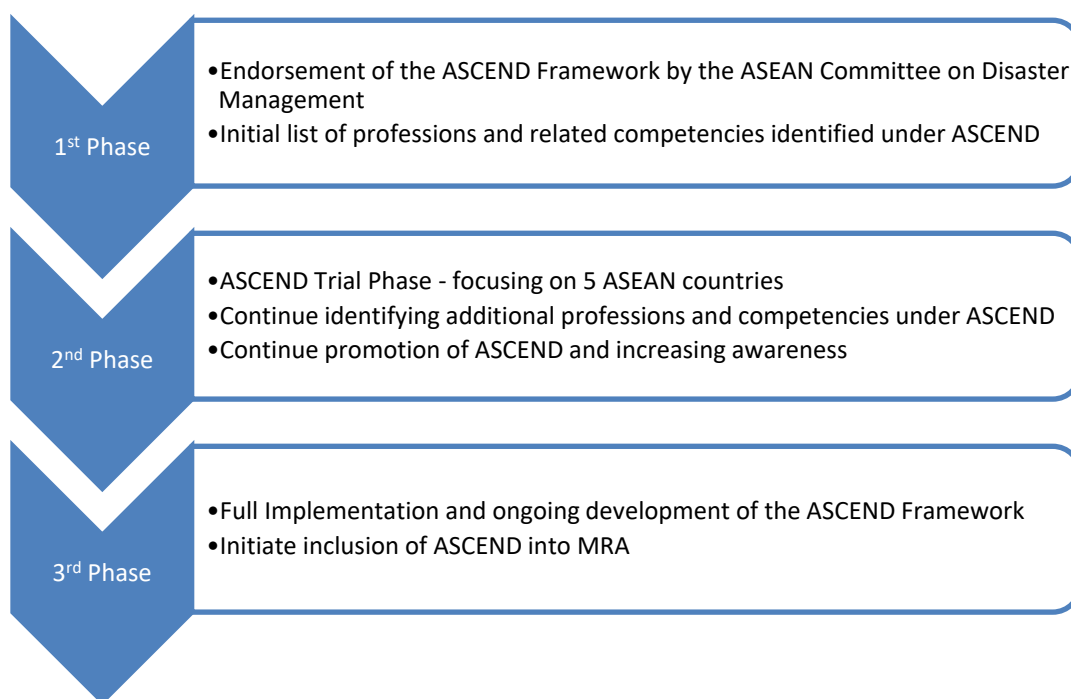
Developing a common standards framework ensures ASEAN possesses high quality disaster management expertise and consistency in standards across the region. The need to have common standards was recognised in the AADMER Work Programme for 2016-2020 as a priority programme 8 LEAD—which identifies provision for ASEAN Leadership for Excellence and Innovation in Disaster Management, to build professionalism in disaster management through standardisation and certification. Under Objective 8, it is stipulated that ASEAN is to “strengthen... regional knowledge management system and mechanisms, and professionalism to enable ASEAN to become the global leader and centre for excellence and innovations in disaster management”.

**(c) Project History –**

The ACDM assigns the AHA Centre as the implementing agency to design the mechanism to standardise and certify disaster management practitioners in the region, with support and guidance from the Working Group on Knowledge and Innovation Management (WG KIM). During the first Meeting of the WG KIM in July 2016 in Jakarta, Indonesia, the Working Group members agreed that Indonesia would take the lead in the initial development of ASCEND, which was then assigned to the Indonesian Professional Certification Agency on Disaster Management (LSP PB).

As the lead country for the development of ASCEND, Indonesia, through the LSP PB, produced a Road Map of ASCEND 2016 – 2019 and presented it to the second WG KIM Meeting in March 2017 in Da Lat, Viet Nam. In conjunction with the adoption of the ASCEND Framework, the Co-Chairs of the WG KIM have agreed to operationalise the standardisation and certification process targeting several ASEAN Member States in the initial phase.

ASCEND is currently entering its second phase. The following illustrates the phases for the implementation of ASCEND:



**(d) Beneficiaries –**

The main beneficiaries of this project will be the ten AMS, particularly staff members of the NDMOs. The project will give the opportunity for the NDMOs to improve the quality of disaster management professionals. Disaster management professionals from non-government organisations, private sectors, as well as private individuals, will also benefit from this project.

The AHA Centre will also be the direct beneficiary as the project will give the Centre the opportunity to accomplish one of the objectives set out by the AADMER Work Programme 2016-2020

The general public of ASEAN will be the indirect beneficiaries, as the project will help improve the quality of disaster management and emergency response, and therefore will contribute to the reduction of losses caused by disasters and help improve the resiliencies of the community.

Other important stakeholders of the project are the training centres, universities, and the certification agency of the respective countries. For the development of the ASCEND toolboxes as well as the training curricula, the AHA Centre will engage relevant training centres and the universities in the region. The AHA Centre will also identify potential assessors and potential assesses together with these stakeholders.

For information on the relevant stakeholders in the ASCEND Framework, you can refer to the Annex 3b on the ASCEND Brochure.

### **3. PROJECT RESULTS**

#### *Objectives of the Project*

Based on the above explanation, the ultimate objective of this project is:

To ensure the availability of competent disaster management professionals in the region with strong capacity to manage disasters in order to reduce the loss of life, respond effectively, recover more quickly, and decrease disaster risks throughout the ASEAN region wherever possible.

To support the achievement of the objective, the following outcomes are expected:

- A. The capacity of the ASEAN countries for the implementation of ASCEND is enhanced
- B. A regionally recognised training and competency standards covering five professions in disaster management is established
- C. The AHA Centre has the capacity to serve as the ASCEND secretariat
- D. ASEAN Member States and other sectors in ASEAN are aware of the ASCEND Framework to enable the inclusion of ASCEND into the ASEAN Mutually Recognised Arrangement (MRA)

The complete logical framework of the project is available as Annex 3 to this project proposal document.

For the next three years, the Project will generally work in two tracks:

1. The ASEAN Standards: the development of common competency standards for different professions in the disaster management sector that are recognised in all ASEAN countries.
2. The ASEAN Certification: the process of securing official recognition from all Member States that one individual possesses the necessary qualifications and competencies to perform a specific profession in the disaster management sector.

#### *ASEAN Standards*

The project will further develop the ASCEND tool boxes with list of professions and trainings recognised under the ASCEND. The ASCEND toolbox will contain the following:

- General description of a particular competency unit: provides a general description of a particular competency unit and the elements of that competency.
- The guide for the trainers: This document contains guidelines for trainers to develop training curriculum and syllabus according to the ASEAN competency standards
- Trainee manual: contains relevant materials for a particular competency unit.
- The assessor manual: provides guidance to the assessors on how to evaluate and assess the capability of the assessee. Further development of the ASCEND toolbox will involve the relevant stakeholders from all Member States, including the training centres, the certification offices (if already existing), universities, and others.

The ASCEND project will develop competencies standardisation of five professions through the production of the toolboxes.

#### *ASEAN Certification*

Another aspect of ASCEND is the development of common certification system at the regional level. When ASCEND is fully implemented, the relevant national institution in each AMS will be able to issue a regionally recognised certificate to disaster management professionals in their respective countries. Certification will be issued after the disaster management professionals pass through a rigorous assessment process. A typical assessment process involves assessor and assessee. An assessor is a subject matter expert who evaluates the competence of assessee (i.e. the person whose performance is being assessed). Assessors can be professionals with at least 5-10 years of professional experience on the specific disaster management profession and are authorised to conduct the assessment process for certification. For more information on how assessment is carried out, please refer to Annex 3b on ASCEND Brochure.

At the moment, there are no regionally recognised ASEAN assessors. Therefore, one of the outputs expected from the ASCEND project is to produce an initial batch of 90 ASEAN assessors. With the availability of ASEAN Assessors, the project will also look to produce an initial batch of 100 certified disaster management professionals in the next 3 years.

*Creation of ASCEND Unit in the AHA Centre*

An important element of the project is the creation of an ASCEND Unit within the AHA Centre. The unit will play an important role in the promotion of ASCEND in the region, including the inclusion of the ASCEND into the MRA. The unit will also be the organiser of all the activities planned under the ASCEND. It will support the on-going development of the ASCEND toolboxes, training curricula, as well the training of ASEAN assessors, and the certification process of ASEAN Disaster Management professionals, in cooperation with the NDMOs of the AMS, the training centres, as well as relevant international organisations, such as the United Nations agencies, the International Federation of the Red Cross and Red Crescent Societies (IFRC), and other partners.

As both the implementer and monitoring agency of the ASCEND Framework, the AHA Centre will need to build a secured database system that will store the data of all certified professionals in the region, as well as the toolboxes developed under the project.

*Linkages with Other Regional Initiatives*

*Linkages with Other Regional Initiatives*

The creation of common standards and certification mechanism will further strengthen other ASEAN initiatives in disaster management, such as the ASEAN Joint Disaster Response Plan (AJDRP). The AJDRP is a mechanism to increase the speed and scale of the mobilisation of resources, assets and expertise to assist countries affected by large scale disaster. By issuing professional certification to the relevant experts, the ASCEND is ensuring the high quality of experts that can mobilised and thereby further contribute to the AJDRP modules and eventually the vision of One ASEAN One Response.

In addition, ASCEND can help improving the quality of the ASEAN-ERAT graduates. The ASCEND mechanism will ensure that ASEAN-ERAT graduates will meet the standards required by the Member States, and therefore improve confidence and trust of the Member States in the capabilities of the ASEAN-ERAT members.

**Project Objective/ Outcome:**  
 A. The capacity of the ASEAN countries, to be selected on voluntary basis, for the implementation of ASCEND is enhanced

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: A.1. Produce standardised training curriculum for ASEAN assessors	Number of training curriculum for ASEAN Assessors	Training Curriculum
Main Activities: A.1.1. Organise one workshop on the training curriculum for ASEAN Assessors		



<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: A.2. Train 90 ASEAN Assessors	Number of certified ASEAN Assessors	List of certified ASEAN Assessors
Main Activities: A.2.1. Organise three training sessions for ASEAN Assessors		

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: A3. Certify the initial batch of 100 disaster management professionals of the 5 identified professions	Number of certified professionals	List of certified ASEAN Disaster Management Professionals
Main Activities: A.3.1. Conduct four pilot assessment activities using the toolboxes already developed in the previous phase of ASCEND		

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: A.4. Knowledge of training and certification management scheme for disaster management professionals in Korea	Demonstrate knowledge of certification scheme for Disaster Experts in Korea	Study Visit Report Survey
Main Activities: A.4.1. Conduct two benchmarking studies focusing on: a) training and certification process for Korea Disaster Relief Team (KDRT), and b) training and certification		

process for Korea Firefighters

**Project Objective/ Outcome:**

B. Regionally recognised training and competency standards covering five professions in disaster management is established

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: B.1. : Identify basic professions in disaster management in the ASEAN Region	List of professions in disaster management	Research Report
Main Activities: B.1.1. Conduct baseline research to identify potential professions in disaster management in ASEAN region		

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: B.2. Produce the ASCEND toolboxes covering five additional professions, to add to the five toolboxes already developed in the previous phase of ASCEND	Number of toolboxes	ASCEND toolboxes
B.2.1. Organise five workshops on the development of ASCEND toolboxes		
B.2.2. Organise three workshops to develop standardise training curricula on disaster management.		

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: B.3. Train at least 30 disaster management professionals using ASCEND curriculum	Number of trainers	List of trainers
Main Activities: B.3.1. Organise two ASCEND TOT.		
B.3.2. Organise two pilot ASCEND training sessions using the standardised ASCEND curricula.		

**Project Objective/ Outcome:**  
C. Improve the capacity of the AHA Centre in order to serve as the ASCEND secretariat

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: C.1. Establish an ASCEND unit	Unit established	List of officers
Main Activities:		
C.1.1. Hire 1 ASCEND Project Coordinator (TOR is available as Annex 3c)		
C.1.2. Hire 1 ASCEND Officer (TOR is available as Annex 3d)		
C.1.3. Hire 1 Project Assistant (TOR is available as Annex 3e)		
C.1.4. Hire 1 Finance Assistant (TOR is available as Annex 3f)		
C.1.5. Recruit 2 Interns (TOR is available as Annex 3g)		

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: C.2. Establish database registration system	Database system	Database system online
Main Activities: C.2.1. Develop the ASCEND Database with vendor support		

**Project Objective/ Outcome:**  
D. Promote understanding of the ASCEND Framework among the ASEAN Member States and other sectors in ASEAN to enable the inclusion of ASCEND into the ASEAN Mutually Recognised Arrangement (MRA)

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: D.1. Brochures, leaflets and other Information, Education and Communication (IEC) materials on ASCEND distributed to the general public	Number of materials distributed	Distribution report
Main Activities: D.1.1. Produce brochures/leaflets on ASCEND		
D.1.2. Publish ASCEND Framework		
D.1.3. Video or other IEC materials on ASCEND Framework		

<b>Outputs</b>	<b>Indicators (to measure the project's achievements)</b> <i>How will the project's achievement be measured? Please indicate feasible quantitative or qualitative factor.</i>	<b>Means of Verification</b> <i>How will information be collected to support these indicators?</i>
Output: D.2. ASCEND roadshows in at least five ASEAN countries	Number of roadshow events	Roadshow report

**Main Activities:**

D.2.1. ASCEND seminar in five ASEAN countries. The roadshows will also invite the representatives from other ASEAN sectoral bodies to promote the ASCEND Framework

**4. PROJECT MANAGEMENT ARRANGEMENTS – 600 words max**

**(a) Management Arrangements –**

The AHA Centre will become the implementing agency for the ASCEND project by establishing a project management team (PMT). In long run, the PMT will be a unit in the AHA Centre and become a part of its structure who is the main executor of the ASCEND Project. The unit will be located within the Office of Executive Director under the general supervision of the Deputy Executive Director of the AHA Centre. The overall management and day-to-day operations of the project will be under the responsibility of the ASCEND Project Coordinator, with assistance from one Project Officer and One Project Assistant.

A Project Steering Committee will be established to provide strategic guidance and monitoring of the project implementation. The Project Steering Committee will consist of the three co-chairs of the ACDM WG KIM (Indonesia, Singapore, and Viet Nam), the AHA Centre, KNFA as co-proponents, the ASEAN Secretariat, and the ASEAN-Korea Project Management Team (AKMPT). The Project Steering Committee will meet twice a year, before the regular meetings of the ACDM WG KIM.

*Potential Involvement of Korea Disaster Management Professionals in the Competency Development*

The AHA Centre will also engage a Korean institute as a co-proponent for this project, the Korean National Fire Agency (KNFA). The KNFA will help the AHA Centre in conducting benchmarking of relevant trainings and certification system for disaster professionals in Korea, that will provide some additional comparisons and input to the on-going development of the ASCEND.

*Internship Opportunity for ASEAN and ROK Nationals*

As part of the project implementation, the project will also offer internship opportunities for the Korean and ASEAN nationals. The interns will be attached to the ASCEND unit that will be established. The AHA Centre will accept the interns at a short time basis (between 3-6 months). Only 2 interns, representing the ROK and ASEAN will be accepted at any one time. The AHA Centre will provide two opportunity windows for the internship annually. Window 1 will be from April to October, while Window 2 will be from November to March.

**(b) Human Resource Inputs –**

For the management of the project, the AHA Centre will recruit the following positions:

1. One Project Coordinator who will be responsible for the overall supervision of the project (TOR is available as Annex 3c)
2. One Project Officer will assist the ASCEND Project Coordinator on the day-to-day running of the project. (TOR is available as Annex 3d)
3. One Project Assistant will provide logistics and administrative assistance (TOR is available as Annex 3e)
  
4. Two interns, who will provide other additional admin-related support. (TOR is to be developed)

**(c) Monitoring and Evaluation Arrangements –**

The Project Coordinator will be responsible for the overall supervision of the project as well as the performance of the ASCEND project staff. The Project Coordinator will be working under the supervision of the Deputy Executive Director of the AHA Centre.

The AHA Centre will prepare a number of reports that will be submitted to the Project Steering Committee. The Mid-term report will be submitted every August, while the annual report will be submitted at the end of the year, together with the annual financial report. The final project report will be submitted at the end of the project.

To ensure transparency and compliance to the financial rules and procedures, the AHA Centre will also invite external company to conduct financial audits for the project.

**5. PROJECT SUSTAINABILITY – 300 words max**

The ASCEND Framework has received endorsement from the ASEAN Committee on Disaster Management and is currently considered as part of the AADMER Work Plan 2016-2020. At the end of the project, the implementation of ASCEND will enter the third phase: the ASCEND implementation in all ASEAN countries and official adoption of ASCEND into the Mutual Recognised Arrangements. With official adoption, the ASCEND will be considered as one of the core businesses of the AHA Centre.

To further ensure sustainability, Assessors, when possible, should come from the Country Certification Office (CCO) appointed by the National Disaster Management Organisations (NDMO). This is the national institution that has the authority to issue professional certificates to qualified persons. An example of CCO is the LSP PB of Indonesia. However, at the moment, not all ASEAN countries have CCO. For countries that still do not have CCO, the AHA Centre will engage the NDMO to appoint the appropriate institutions to serve as the CCO. If this is not possible, then the training and exercise division of the NDMOs can serve as the main partners in the project implementation.

**6. GENDER AND OTHER CROSS CUTTING ISSUES – 300 words max**

**(a) Gender** – The project will ensure equal gender participation, from the recruitment process of the Project Management Team, the selection of participants, and other activities under the project.

**(b) Other Cross Cutting Issues** – The project will attempt to include the ASCEND Framework into the MRA, and therefore it is imperative to engage other sectors in ASEAN, especially those from the ASEAN Economic Community. The project includes four multi-sectoral workshops as part of its key activities.

**7. POTENTIAL RISKS**

*State the significant potential risks or threats within the proponent’s control that would affect the success of the project, such as lack of capable human resources, security, political, etc*

<b>Risk / threat</b>	<b>Mitigation strategy</b>
Language barrier that may prevent sharing of critical information	Budget for translation should be made available
Lack of institutional support in the identified core countries (no Certification Country Office available)	Engage the National Disaster Management Organisation as the main focal point that will appoint the appropriate institution in the country

	that will serve as the Certification Country Office (CCO)	
Assessors' lack of commitment to conduct assessment process	Ensure that assessors are coming from the country-appointed Certification Country Office (CCO), as well as ensuring that the assessors are selected based on distinguished professional qualifications	
Low level of awareness of the ASCEND that may prevent involvement of suitable participants from the AMS	<ul style="list-style-type: none"> <li>• Continuous awareness raising activities such as through road shows and publication of ASCEND IEC materials</li> <li>• Identification of criteria of participants in the invitation letter</li> <li>• Discussion at ACDM and the ACDM Working Group on Knowledge and Innovation Management to encourage ASEAN Member States to involve the right participants from the ASEAN Member States and ensure sustainability.</li> </ul>	

**Annex 1 – Budget Proposal**

*Using the budget format provided by ASEC, provide the cost for each of the inputs under the sub-headings. Include a budget for project evaluation for projects with budget of more than USD 1 million or more than 1 year duration. For more details on project evaluations, see the “Handbook on Proposal Development for ASEAN Cooperation Projects”.*

**Annex 2 – Indicative Work Plan**

*Using the work plan format provided by ASEC, develop a work plan with time frame for each main activity. The work plan should cover the whole period of the project.*

**Annex 3 – Notation on Additional Supporting Documents**

- ASCEND Log-frame
- TOR ASCEND Project Coordinator
- TOR ASCEND Project Officer
- TOR ASCEND Project Assistant