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Disclaimer
The content of the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Framework is the sole responsibility of the ASEAN Committee on Disaster Management (ACDM) - Working Group on Knowledge and Innovation Management (WG KIM). They do not necessarily reflect the views of USAID.
GLOSSARY AND ACRONYMS

1. **AADMER** — ASEAN Agreement on Disaster Management and Emergency Response.
2. **ACDM** — ASEAN Committee on Disaster Management.
3. **ACSDM** — ASEAN Competency Standard on Disaster Management.
4. **AEC** — ASEAN Economic Community.
5. **AHA CENTRE** — ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management.
6. **AMMMDM** — ASEAN Ministerial Meeting in Disaster Management.
7. **AMS** — ASEAN Member State, member country of the ASEAN.
8. **ASCEND** — ASEAN Standardization and Certification for Experts in Disaster Management.
9. **ASEAN** — Association of Southeast Asian Nations.
10. **ASEC** — ASEAN Secretariat.
11. **Assesse** — a person or group that is being assessed (judged).
12. **Assessment** — the process of appraising the qualification and/or competencies of Disaster Management Professionals.
13. **Assessor** — someone whose job is to judge or decide the amount, value, quality, or importance of something.
14. **CBA** — Competency Base Assessment.
15. **CCO** — Competency Certification Office, the government
board and/or agency authorized by the government of each ASEAN Member State primarily responsible for the assessment and certification of Disaster Management Professionals.

16. **Certification** — the issuance of a certificate to disaster management professional whose qualification and/or competencies have met the standards specified in ASCEND.

17. **Certification scheme** — a specific certification requirement relating to profession categories defined by using the same standards and similar rules, as well as the same procedures.

18. **Competence** — The ability of each individual work that includes aspects of knowledge, skills, and work attitude in accordance with established standards.

19. **Disaster** — a serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses.

20. **Disaster emergency aid** — an effort to give help for the basic necessities during an emergency situation.

21. **Disaster mitigation** — those that eliminate or reduce the impacts and risks of hazards through proactive measures taken before an emergency or disaster occurs.

22. **Disaster prone** — a condition or characteristic in an area, which includes geology, biology, hydrology, climatology, geography, social, culture, politics, economy and technology. This condition occurs during a certain period of time, and could
disrupt, reduce or lessen people's ability to respond properly to a disaster.

23. **Disaster management** — the range of activities, prior to, during and after the disasters, designed to maintain control over disasters and to provide a framework for helping at-risk persons and/or communities to avoid, minimize or recover from the impact of the disasters.

24. **Disaster Management Professional** — a person who holds the nationality of an ASEAN Member State certified by the Competency Certification Office.

25. **Disaster risk** — the probability of harmful consequences, or expected losses in terms of deaths, injuries, property, livelihoods, economic activity or damage to the environment resulting from interactions between natural or human-induced hazards and vulnerable conditions.

26. **Disaster risk reduction** — a conceptual framework of elements considered with the possibilities to minimize vulnerabilities and disaster risks throughout a society, to avoid through prevention or to limit through mitigation and preparedness the adverse impacts of hazards, within the broad context of sustainable development.

27. **Disaster risk management** — the application of disaster risk reduction policies and strategies to prevent new risk, reduce existing disaster risk and manage residual risk, contributing to the strengthening of resilience and reduction of disaster losses.

28. **Early warning system** — an interrelated and connected set of
hazard monitoring, risk assessment, communication and preparedness activities that enable individuals, communities, governments, businesses and others to take timely action to reduce their risks in advance of hazardous events.

29. **Hazard** — a potentially damaging physical event, phenomenon and/or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

30. **International Institution** — an organization within the scope of the United Nations, or the ones whose duties are to represent United Nations, or other international organizations and foreign non-governmental organizations.

31. **International Organization** — an organization within the scope of the United Nations organizational structure or that performs the duty of representing the United Nations or other international organizations and foreign non-governmental organizations.

32. **WG-KIM** — Working Group on Knowledge and Innovation Management.

33. **Level** (also known as the Qualification Framework) — a framework for the inclusion of human resource qualifications that juxtapose, equalize and integrate the education sector with the training sector and work experience in a job-adaptive recognition scheme adapted to structures in various occupational sectors.

34. **NDMO** — National Disaster Management Office.
35. **NGO** — Non-Government Organization.

36. **NPCA** — National Professional Certification Agency.

37. **Preparedness** — the knowledge and capacities developed by governments, response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current disasters.

38. **Prevention** — activities and measures to eliminate and/or reduce the threat of a disaster.

39. **Risk assessment** — quantitative approach to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of exposure and vulnerability that together could harm people, property, services, livelihoods and the environment on which they depend.

40. **Risk information** — comprehensive information on all dimensions of risk including hazards, exposure, vulnerability and capacity related to persons, communities, organizations and countries and their assets.

41. **Reconstruction** — the medium and longer-term rebuilding and sustainable restoration of resilient critical infrastructures, services, housing, facilities and livelihoods required for full functioning of a community or a society affected by a disaster.

42. **Recovery** — the restoring or improving of livelihoods, health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-
affected community or society, aligning with the principles of sustainable development, including build back better, to avoid or reduce future disaster risk.

43. Rehabilitation — the restoration of basic services and facilities for the functioning of a community or a society affected by a disaster.

44. Standard — used and accepted level of: quality; caliber; excellence; merit.

45. Standard Competency in Disaster Management — designed to improve the quality and competency of the human resources in the field of disaster management.
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CHAPTER I
INTRODUCTION

1.1 Rationale

The increasing number and scale of natural disasters across the region necessitate an urgent need to strengthen existing regional arrangements for disaster relief and emergency response. Through the ASEAN Committee on Disaster Management (ACDM), ASEAN has responded by setting up mechanisms to further refine its disaster management systems. The demand for more rapid and effective response and better prepared and trained experts is high in ASEAN. The Declaration on One ASEAN One Response was recently adopted by the ASEAN Leaders at the 2016 ASEAN Summit in Vientiane, Lao PDR, thereby increasing ASEAN’s resolve to strengthening its capacity to prepare for and respond to disaster emergencies in a collective and integrated manner.

To this end, ASEAN needs qualification standards of its disaster management professionals. Developing a common standards framework from which ASEAN Member States (AMS) will develop certification for appropriate courses, ensures ASEAN possesses high quality disaster expertise and consistency in standards across the region. ASEAN Standardization and Certification for Experts in Disaster Management (ASCEND) included in the ACDM’s 2016-2020 Work Program is a priority program under objective 8 LEAD—which makes provision for ASEAN Leadership for Excellence and Innovation in Disaster
Management, to build professionalism in disaster management through standardization and certification.

Based on these lessons and resources as well as a global stock take of standardization and certifications, a standardized ASEAN certification program for disaster management experts has been developed. The ASCEND framework will be the guiding document that defines the structure, institutional arrangements, processes, and necessary steps for establishing the program.

1.2 Background

The following describe the international agreements that build the foundation for development of the ASCEND framework.

1.2.1 Sendai Framework for Disaster Risk Reduction 2015 – 2030

The Sendai Framework Priority 2–Strengthening disaster risk governance to manage disaster risk specifically, Section 27 (j) states “To promote the development of quality standards, such as certifications and awards for disaster risk management, with the participation of the private sector, civil society, professional associations, scientific organizations and the United Nations”.

1.2.2 ASEAN Community Vision 2025

a. During the 27th ASEAN Summit in Kuala Lumpur, Malaysia, the ASEAN Leaders envision a peaceful, stable, and resilient community with enhanced capacity to respond effectively to challenges, and ASEAN as an
outward-looking region within a global community of nations, while maintaining ASEAN centrality.

b. The ASEAN Socio-cultural community by 2025 committed to realize a resilient community with enhanced capacity and capability to adapt and respond to social and economic vulnerabilities, disasters, climate change as well as emerging threats and challenges.

1.2.3 ASEAN Economic Community Blueprint 2025

The AEC 2025 is envisioned to widen ASEAN people-to-people, institutional, and infrastructure connectivity through ASEAN and sub-regional cooperation projects that facilitate movement of capital as well as skilled labour and talents (i.e. humanitarian actors).

1.2.4 ASEAN – Agreement on Disaster Management and Emergency Response (AADMER)

a. Priority Program 8 – LEAD: ASEAN Leadership for Excellence and Innovative in Disaster Management which is building professionalism in disaster management through standardization and certification.

b. One of the program (work program 2016-2020), output to be achieved by 2020 is to build professionalism in disaster management through standardization and certification.
1.1.2 One ASEAN One Response Declaration

a. The adoption of the Declaration One ASEAN One Response by the ASEAN Leader in September 2016 in Vientiane, Lao PDR, has also reaffirm ASEAN’s vision in strengthening its capacity to prepare for and respond to disaster emergencies in the region and in a collective manner among Member States.

b. In order to materialize the vision of ASEAN as a global leader, the development of human resources who are competent, skilled, professionals, well – trained, tested and certified is a major requirement for all ASEAN Member States;

c. ASEAN has envisioned the need to:
   - Increase the quality of its disaster management professionals;
   - Set ASEAN standard qualifications for existing training centers and academic institutions;
   - Develop and deliver the appropriate courses and certifications that will ensure ASEAN possesses high quality personnel in disaster management.

1.3 Goals and Objectives of ASCEND Framework

The goals and objectives of the ASCEND are as follow:

1.3.1 To ensure disasters across the region are met with competent disaster management professionals in order to reduce the loss of life, respond effectively,
recover more quickly, and decrease risks throughout the ASEAN region wherever possible. Note: In cases of extraordinary diminished capacities non-certified persons may be utilized at the discretion of the AMS in compliance with local governance/rules/laws.

1.3.2 To establish a guide for certification of a disaster management professionals across ASEAN Member States. The disaster management professionals will be able to be certified in competency to perform tasks across all strategic components of AADMER, i.e. risk assessment and awareness, prevention and mitigation, preparedness and response, and recovery.

1.3.3 To ensure disaster management professionals can work interchangeably and cooperatively both in their home country and in all AMS.

1.4 Roadmap of ASCEND

The timeframe for the Roadmap of ASCEND Framework is 2016-2019. The Roadmap is designed to clarify planning, implementation, monitoring, and evaluation of the ASCEND Framework. The key milestones, based on AADMER Priority 8, of the Roadmap is as follows.
Figure 1. Roadmap of ASCEND 2016-2019

2016
1. ACDM Meeting was conducted in Semarang, Indonesia, April 2016.
2. ACDM/KIM WG agreed Indonesia to be lead for the standardization and certification in disaster management within the ASEAN Region, in Jakarta, Indonesia, July 2016.
3. Identification and analysis of standardization and certification in disaster management.
4. Compiled the draft of ASCEND.

2017
1. Prepare Framework of ASCEND
2. Regional Workshop on KIM WG in Vietnam, March 2017
3. ACDM Meeting in Lao PDR, April 2017
5. Approval of the ASCEND by AMMDM in October 2017.
6. Resource Mobilization in AMS

2018
1. Develop of competency standard on prevention and mitigation, preparedness, response as well as recovery.
2. Develop the toolbox
3. Workshop of Certification Scheme of ASCEND
4. Workshop of Training Curriculum and Modules
5. ASEAN Assessor Training in Jakarta, Indonesia.
6. Pre assessment of Competence Based on ASCEND

2019
1. Completion of the toolbox.
2. Approval of Mutual Recognition Arrangement (MRA) for ASCEND Framework.
3. Assessment for Potential Assessee from AMS.
4. Establishment of pool of Competent and Certified DM Personal in AMS.
5. Sustainability of ASCEND Programme
**By 2016**

1) ACDM Meeting was conducted in Semarang, Indonesia, April 2016.

2) ACDM/WG KIM (Working Group on Knowledge and Innovation Management) agreed Indonesia to be lead for the standardization and certification in disaster management within the ASEAN Region, in Jakarta, Indonesia, July 2016.

3) Identification and analysis of standardization and certification in disaster management.

4) Compiled the draft of ASCEND.

**By 2017**

1) Indonesia, in partnership with ASEAN-US PROGRESS, to prepare the ASCEND Framework.

2) Regional Workshop on KIM WG in Vietnam, March 2017 to discuss basic roadmap for framework development.

3) ACDM Meeting in Lao PDR, April 2017 has adopted the Roadmap of ASCEND and five (5) profession as a pilot project.


5) Approval of the ASCEND by AMMDM in October 2017.
6) Resource mobilization in AMS and in partnership with others, as needed.

**By 2018**

1) Development of the ASEAN competency standard on prevention and mitigation, preparedness, response as well as recovery.

2) Compiling the toolbox (assessor manual, trainer manual, trainee manual, and assessment guideline).

3) Workshop of Certification Scheme of ASCEND

4) Workshop of Training Curriculum and Modules

5) ASEAN Personnel Certification Assessor Training in Jakarta (Assessors will have certification to be an assessor. This will include training prior to serving as an assessor)

6) Pre-assessment of competence based on ASCEND

**By 2019**

1) Completion of the toolbox.

2) Approval of Mutual Recognition Arrangement (MRA) for ASCEND Framework.

3) Assessment for Potential Assesse from AMS.

4) Establishment of pool of Competent and Certified DM Personal in AMS.

5) Sustainability of ASCEND Program to be reviewed at five (5) year intervals.
CHAPTER II
ASEAN COMPETENCY STANDARD ON DISASTER MANAGEMENT (ACSDM)

2.1 The Development of ASEAN Competency Standard on Disaster Management (ACSDM)

This framework is developed to establish a guide for professional standards for disaster management personnel across AMS. Certified professionals will be competent to perform tasks across the disaster management field, including disaster risk reduction, disaster preparedness, disaster response, and disaster recovery tasks based on their role or function in a disaster. The development of ASEAN standards in the field of disaster management has gone through various stages. Ranging from the establishment of a standard called ACSDM to the development of the scheme as a foundation in the certification process.

ACSDM should be reviewed and updated every five (5) years. This will ensure it remains relevant to the dynamic changes that impact emergency management as well as reflects the latest research and lesson learned. The ACSDM Scheme is as follow.
Figure 2. The ACSDM Scheme
2.1.1 The Principle of Emergency/Disaster Management

The ASEAN Competency Standard on Disaster Management adheres to the principle of emergency management. These are:

a) **Comprehensive** — emergency managers consider and take into account all hazards, all phases, all stakeholders and all impacts relevant to disasters.

b) **Progressive** — emergency managers anticipate future disasters and take preventive and preparatory measures to build disaster-resistant and disaster-resilient communities.

c) **Risk-Driven** — emergency managers use sound risk management principles (hazard identification, risk analysis, and impact analysis) in assigning priorities and resources.

d) **Integrated** — emergency managers ensure unity of effort among all levels of government and all elements of a community.

e) **Collaborative** — emergency managers create and sustain broad and sincere relationships among individuals and organizations to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication.

f) **Coordinated** — emergency managers synchronize the activities of all relevant stakeholders to achieve a common purpose.

g) **Flexible** — emergency managers use creative and innovative approaches in solving disaster challenges.

h) **Professional** — emergency managers value a science and
knowledge-based approach based on education, training, experience, ethical practice, public stewardship and continuous improvement.

2.1.2 Ethics Policy

All those involved in the ACSDM agree to adhere to the following ethics policy:

a) The ACSDM depends on highest standards of honesty and integrity. Faithful understand, execution, and knowledge of tasks needed to be perform in disaster is critical to saving lives and minimizing other losses. The ACSDM designations may only be used in accordance with policies set forth by ACSDM and only a certificate holder with current credentials may claim the ACSDM designation in any manner.

b) All candidates applying for certification are expected to maintain the highest standards of professional integrity at all time. Applicants must be honest and truthful in all claims on applications and in providing any documentation requested. This includes previous experience claims, previous education and certificate claims.

2.1.3 The Utilization of ACSDM for Disaster Management Professional

Guidance, improvement, and development of quality of
human resources in disaster management field need a standard. Several institutions, such as education and training institutions, association profession, professional certification institutions, as well as humanitarian organizations may agree to use ACSDM as the competency standard that is used for the implementation of education programs based competence, job training, and improving the quality of human resources competence in disaster management.

For governments, ACSDM may be used as a reference for policy makers and regulations related to the development of disaster management, and as a reference for developing the quality of human resources in the field of disaster management.

For humanitarian organizations (NGOs), ACSDM may be used as a reference in recruiting professionals for disaster management and improve the performance of the organization in applying the laws in disaster management. Increased professionalism and performance will improve service to the community when a disaster occurs.

For professional associations and communities, ACSDM may be used as a reference in the development of professionals in field of disaster management.

For education and training institutions, as a reference in the implementation, curriculum development, education and/or training modules preparation.
For professional certification institutions, as a reference in formulating certification program packages and competencies (certification scheme) in accordance with qualifications frameworks/level or cluster of certification of competence.

For international cooperation and global partnership, as enhancement the co-operation between AMS with appropriate international organizations to promote competency certification for experts in disaster management; to incorporate ACSDM into multilateral and bilateral development assistance program within and across all sectors as appropriate; and to develop new partnerships and strengthen existing partnerships with public, people and private organization, and non-governmental organizations.

2.1.4 Mapping and Packaging of ASEAN Competency Standard on Disaster Management

2.1.4.1 Map of ASEAN Competency Standard on Disaster Management

The mapping of standardization is identified by functions, starting with the objective function of disaster management organizations, which consists of key functions such as:

a. Core Competencies
b. Risk Assessment and Awareness,
c. Prevention and Mitigation,
d. Preparedness and Response, and
e. Recovery
2.1.4.2 The Mapping of Disaster Management Rules/Functions

Disaster management roles/functions maps consist of the basic functions details required to perform within different disaster management parameters. These basic functions are the embryo of standardized units and for the basis of the learning material in the curriculum of education and training institutions, standard operating procedure (SOP), as well as the certification scheme of competency unit. Roles/function of disaster management as follow.

The table below (Table 1) highlights this mapping for five key technical areas in preparedness and response management. The Competency Units List (Table 2) highlights how these basic functions translate into competency units for ACSDM standards.
Table 1. Roles/Function of Disaster Management  
(Preparedness/Response)

<table>
<thead>
<tr>
<th>Main Purpose</th>
<th>Key Functions</th>
<th>Main Function</th>
<th>Basic Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing protection to the communities from disaster threats</td>
<td>Core Competencies comply with the principles of disaster management</td>
<td>Apply with the principles of disaster management</td>
<td>1. Understand core humanitarian standards, principles and values</td>
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<td>2. Understand ASEAN humanitarian procedures and mechanisms</td>
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<td>3. Manage projects in humanitarian response</td>
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<td></td>
<td>4. Supervise projects in a pressured and changing environment</td>
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<td>5. Lead coordinated assessment</td>
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<td>6. Lead coordinated assessment preparedness</td>
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<td>7. Conduct comprehensive information and gap analysis</td>
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<td>8. Lead coordinated assessment preparedness</td>
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<td></td>
<td>9. Conduct comprehensive information and gap analysis</td>
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<tr>
<td>Preparedness and Response</td>
<td>Management</td>
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<td></td>
<td>8. Understand/relate various types of assessment</td>
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<td>9. Conduct rapid assessment</td>
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<td></td>
<td>10. Develop strategic logistics plan</td>
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<td></td>
<td>11. Proven knowledge on humanitarian supply chain</td>
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<td>12. Manage logistics operations</td>
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<td></td>
<td>13. Understand humanitarian supply chain management</td>
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<tr>
<td></td>
<td>14. Operationalize strategic logistics plan</td>
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<tr>
<td></td>
<td>15. Operationalize logistics operations</td>
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<td></td>
<td>16. Proven knowledge on logistics operations in humanitarian context</td>
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<td></td>
<td>17. Capacity to run field logistics operation</td>
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<td></td>
<td>18. Ability to conduct</td>
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<td>Logistics capacity assessment</td>
<td>19. Develop information management strategy</td>
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<td></td>
<td>20. Analyze and produce information management products</td>
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<td></td>
<td>21. Operationalize information management strategy for emergency field operation</td>
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<td></td>
<td>22. Understand basic mapping</td>
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<td></td>
<td>23. Identify and classifying credible and accurate source of information</td>
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<td></td>
<td>24. Manage basic information during humanitarian response</td>
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<td></td>
<td>25. Thorough understanding of WASH in emergencies concepts and</td>
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<td>26.</td>
<td>Able to design and deliver strategic direction on WASH in emergencies</td>
<td>address the issues</td>
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<td>27.</td>
<td>Able to develop strategy to link relief, recovery, and development</td>
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<td>28.</td>
<td>Analyse the developing humanitarian situation related to WASH and adjust activities accordingly</td>
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<td>29.</td>
<td>Supervise and monitor the implementation of WASH project and other components</td>
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<td>30.</td>
<td>Coordinate and provide technical guidance to</td>
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<td>partners and stakeholders</td>
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<td>31.</td>
<td>Understand core public health promotion and behavior change concepts</td>
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<td>32.</td>
<td>Understand core public health engineering concepts</td>
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<td>33.</td>
<td>Capable to work with the community, especially with the most at-risk groups</td>
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<td>34.</td>
<td>Capacity to monitor an ongoing WASH program</td>
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<td>35.</td>
<td>Thorough understanding of the full range of core shelter issues and address the issues</td>
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<td>36.</td>
<td>Able to analyse and</td>
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<td>determine needs and design an appropriate large-scale shelter response</td>
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<td>37.</td>
<td>Able to implement and manage a large-scale shelter program</td>
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<td>38.</td>
<td>Broad understanding of shelter and sheltering</td>
<td></td>
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</tr>
<tr>
<td>39.</td>
<td>Able to analyse and determine differing needs in multiple areas and design solutions</td>
<td></td>
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</tr>
<tr>
<td>40.</td>
<td>Able to implement and manage a specific geographical</td>
<td></td>
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</tr>
</tbody>
</table>
or thematical component of a shelter program

41. Understand core shelter concepts

42. Able to monitor an ongoing shelter program and address issues

43. Able to manage a small team to implement a shelter program

2.2 Competency Unit List

ASEAN Competency Standard on Disaster Management consists of 43 units of competence. As many as four units are core competency and 39 other units are technical competency.
<table>
<thead>
<tr>
<th>No.</th>
<th>Unit Number</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ADM.COR.001.1</td>
<td>Understand core humanitarian standards, principles and values</td>
</tr>
<tr>
<td>2.</td>
<td>ADM.COR.002.1</td>
<td>Understand ASEAN humanitarian procedures and mechanisms</td>
</tr>
<tr>
<td>3.</td>
<td>ADM.COR.003.1</td>
<td>Manage projects in humanitarian response</td>
</tr>
<tr>
<td>4.</td>
<td>ADM.COR.004.1</td>
<td>Supervise projects in a pressured and changing environment</td>
</tr>
<tr>
<td>5.</td>
<td>ADM.TEC.001.1</td>
<td>Lead coordinated assessment</td>
</tr>
<tr>
<td>6.</td>
<td>ADM.TEC.002.1</td>
<td>Lead coordinated assessment preparedness</td>
</tr>
<tr>
<td>7.</td>
<td>ADM.TEC.003.1</td>
<td>Conduct comprehensive information and gap analysis</td>
</tr>
<tr>
<td>8.</td>
<td>ADM.TEC.004.1</td>
<td>Understand/relate various types of assessment</td>
</tr>
<tr>
<td>9.</td>
<td>ADM.TEC.005.1</td>
<td>Conduct rapid assessment</td>
</tr>
<tr>
<td>10.</td>
<td>ADM.TEC.006.1</td>
<td>Develop strategic logistics plan</td>
</tr>
<tr>
<td>11.</td>
<td>ADM.TEC.007.1</td>
<td>Proven knowledge on humanitarian supply chain</td>
</tr>
<tr>
<td>12.</td>
<td>ADM.TEC.008.1</td>
<td>Manage logistics operations</td>
</tr>
<tr>
<td>13.</td>
<td>ADM.TEC.009.1</td>
<td>Understand humanitarian supply chain management</td>
</tr>
<tr>
<td>14.</td>
<td>ADM.TEC.010.1</td>
<td>Operationalize strategic logistics plan</td>
</tr>
<tr>
<td>15.</td>
<td>ADM.TEC.011.1</td>
<td>Operationalize logistics operations</td>
</tr>
<tr>
<td>16.</td>
<td>ADM.TEC.012.1</td>
<td>Proven knowledge on logistics operations in humanitarian context</td>
</tr>
<tr>
<td>17.</td>
<td>ADM.TEC.013.1</td>
<td>Capacity to run field logistics operation</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>ADM.TEC.014.1 Ability to conduct logistics capacity assessment</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>ADM.TEC.015.1 Develop information management strategy</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>ADM.TEC.016.1 Analyze and produce information management products</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>ADM.TEC.017.1 Operationalize information management strategy for emergency field operation</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>ADM.TEC.018.1 Understand basic mapping</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>ADM.TEC.019.1 Identify and classifying credible and accurate source of information</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>ADM.TEC.020.1 Manage basic information during humanitarian response</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>ADM.TEC.021.1 Thorough understanding of WASH in emergencies concepts and address the issues</td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>ADM.TEC.022.1 Able to design and deliver strategic direction on WASH in emergencies</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>ADM.TEC.023.1 Able to develop strategy to link relief, recovery, and development</td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>ADM.TEC.024.1 Analyse the developing humanitarian situation related to WASH and adjust activities accordingly</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>ADM.TEC.025.1 Supervise and monitor the implementation of WASH project and other components</td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>ADM.TEC.026.1 Coordinate and provide technical guidance to partners and stakeholders</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>ADM.TEC.027.1 Understand core public health promotion and behavior change concepts</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>ADM.TEC.028.1 Understand core public health engineering concepts</td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>ADM.TEC.029.1 Capable to work with the community, especially with the most at-risk groups</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>34</td>
<td>ADM.TEC.030.1</td>
<td>Capacity to monitor an ongoing WASH program</td>
</tr>
<tr>
<td>35</td>
<td>ADM.TEC.031.1</td>
<td>Thorough understanding of the full range of core shelter issues and address the issues</td>
</tr>
<tr>
<td>36</td>
<td>ADM.TEC.032.1</td>
<td>Able to analyse and determine needs and design an appropriate large-scale shelter response</td>
</tr>
<tr>
<td>37</td>
<td>ADM.TEC.033.1</td>
<td>Able to implement and manage a large-scale shelter program</td>
</tr>
<tr>
<td>38</td>
<td>ADM.TEC.034.1</td>
<td>Broad understanding of shelter and sheltering</td>
</tr>
<tr>
<td>39</td>
<td>ADM.TEC.035.1</td>
<td>Able to analyse and determine differing needs in multiple areas and design solutions</td>
</tr>
<tr>
<td>40</td>
<td>ADM.TEC.036.1</td>
<td>Able to implement and manage a specific geographical or thematical component of a shelter program</td>
</tr>
<tr>
<td>41</td>
<td>ADM.TEC.037.1</td>
<td>Understand core shelter concepts</td>
</tr>
<tr>
<td>42</td>
<td>ADM.TEC.038.1</td>
<td>Able to monitor an ongoing shelter program and address issues</td>
</tr>
<tr>
<td>43</td>
<td>ADM.TEC.039.1</td>
<td>Able to manage a small team to implement a shelter program</td>
</tr>
</tbody>
</table>
The following figure illustrates the various levels within each competency unit. This corresponds to education level and years of experience in the respective professions.

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1-3</td>
<td>Basic</td>
</tr>
<tr>
<td></td>
<td>0 to 3 years’ experience</td>
</tr>
<tr>
<td>Level 4-6</td>
<td>Coordinator</td>
</tr>
<tr>
<td></td>
<td>Mid- Career</td>
</tr>
<tr>
<td></td>
<td>More than 3 to 6 years’ experience</td>
</tr>
<tr>
<td>Level 7-9</td>
<td>Manager</td>
</tr>
<tr>
<td></td>
<td>Senior Professional</td>
</tr>
<tr>
<td></td>
<td>More than 6 years’ experience</td>
</tr>
</tbody>
</table>

**Figure 3. ASCEND Certification Levels: Basic Description**

Associated with Figure 3, the following schemes descript the division of competency units based on each profession and occupation/levelling.
1. RAPID ASSESSMENT

RAPID ASSESSMENT COORDINATOR (Level 4-6)

CORE COMPETENCY

ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.004.1 : Supervise projects in a pressured and changing environment

TECHNICAL COMPETENCY

ADM.TEC.001.1 : Lead coordinated assessment
ADM.TEC.002.1 : Lead coordinated assessment preparedness
ADM.TEC.003.1 : Conduct comprehensive information and gap analysis

RAPID ASSESSMENT OFFICERS (Level 1-3)

CORE COMPETENCY

ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms

TECHNICAL COMPETENCY

ADM.TEC.004.1 : Understand/Relate various types of assessment
ADM.TEC.005.1 : Conduct rapid assessment
2. HUMANITARIAN LOGISTICS

HUMANITARIAN LOGISTICS MANAGER (Level 7-9)

CORE COMPETENCY

ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.003.1 : Manage projects in humanitarian response

TECHNICAL COMPETENCY

ADM.TEC.006.1 : Develop strategic logistics plan
ADM.TEC.007.1 : Proven knowledge on humanitarian supply chain
ADM.TEC.008.1 : Manage logistics operations

HUMANITARIAN LOGISTICS COORDINATOR (Level 4-6)

CORE COMPETENCY

ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.004.1 : Supervise projects in a pressured and changing environment
TECHNICAL COMPETENCY
ADM.TEC.009.1 : Understand Humanitarian supply chain management
ADM.TEC.010.1 : Operationalize strategic logistics plan
ADM.TEC.011.1 : Operationalize logistics operations

HUMANITARIAN LOGISTICS OFFICERS (Level 1-3)
CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms

TECHNICAL COMPETENCY
ADM.TEC.012.1 : Proven knowledge on logistics operations in humanitarian context
ADM.TEC.013.1 : Capacity to run field logistics operation
ADM.TEC.014.1 : Ability to conduct logistics capacity assessment
3. EMERGENCY OPERATION CENTER

EMERGENCY OPERATION CENTRE MANAGER (Level 7-9)
CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.003.1 : Manage projects in humanitarian response

TECHNICAL COMPETENCY
ADM.TEC.015.1 : Develop information management strategy
ADM.TEC.016.1 : Analyse and produce information management products
ADM.TEC.017.1 : Operationalize information management strategy for Emergency operations

EMERGENCY OPERATION CENTRE COORDINATOR (Level 4-6)
CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.004.1 : Supervise projects in a pressured and changing environment
TECHNICAL COMPETENCY
ADM.TEC.016.1 : Analyse and produce information management products
ADM.TEC.017.1 : Operationalize information management strategy for Emergency operations

EMERGENCY OPERATION CENTRE OFFICERS (Level 1-3)

CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms

TECHNICAL COMPETENCY
ADM.TEC.018.1 : Understand basic mapping
ADM.TEC.019.1 : Identify and classifying credible and accurate source of information
ADM.TEC.020.1 : Manage basic information during humanitarian response
4. WATER, SANITATION, AND HYGIENE

WATER, SANITATION, AND HYGIENE MANAGER (Level 7-9)

CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.003.1 : Manage projects in humanitarian response

TECHNICAL COMPETENCY
ADM.TEC.021.1 : Thorough understanding of WASH in emergencies concepts & address the issues
ADM.TEC.022.1 : Able to design and deliver strategic direction on WASH in emergencies
ADM.TEC.023.1 : Able to develop strategy to link relief, recovery, and development

WATER, SANITATION, & HYGIENE COORDINATOR (Level 4-6)

CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.004.1 : Supervise projects in a pressured and changing environment
TECHNICAL COMPETENCY
ADM.TEC.024.1 : Analyse the developing humanitarian situation related to WASH and adjust activities accordingly
ADM.TEC.025.1 : Supervise and monitor the implementation of WASH project and other components
ADM.TEC.026.1 : Coordinate and provide technical guidance to partners and stakeholders

WASH OFFICER – HYGIENE PROMOTION (Level 1-3)
CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms

TECHNICAL COMPETENCY
ADM.TEC.027.1 : Understand core public health promotion and behavior change concepts
ADM.TEC.029.1 : Capable to work with the community, especially with the most at-risk groups
ADM.TEC.030.1 : Capacity to monitor an ongoing WASH program
WASH OFFICER – PUBLIC HEALTH ENGINEER (Level 1-3)

CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms

TECHNICAL COMPETENCY
ADM.TEC.028.1 : Understand core public health engineering concepts
ADM.TEC.029.1 : Capable to work with the community, especially with the most at-risk groups
ADM.TEC.030.1 : Capacity to monitor an ongoing WASH program
5. SHELTER MANAGEMENT

SHELTER MANAGEMENT (Level 7/Countrywide Shelter Manager)

CORE COMPETENCIES

ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.003.1 : Manage projects in humanitarian response

TECHNICAL COMPETENCY

ADM.TEC.031.1 : Thorough understanding of the full range of core shelter issues and address the issues
ADM.TEC.032.1 : Able to analyse and determine needs and design an appropriate
ADM.TEC.033.1 : Able to implement and manage a large-scale shelter program

SHELTER MANAGEMENT (Level 6/Shelter Area Program Coordinator)

CORE COMPETENCY

ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms
ADM.COR.004.1 : Supervise projects in a pressured and changing environment
TECHNICAL COMPETENCY
ADM.TEC.034.1 : Broad understanding of shelter and sheltering
ADM.TEC.035.1 : Able to analyse and determine differing needs in multiple areas and design solutions
ADM.TEC.036.1 : Able to implement and manage a specific geographical or thematical component of a shelter program

SHELTER MANAGEMENT (Level 5/Shelter Project Officer)

CORE COMPETENCY
ADM.COR.001.1 : Understand core humanitarian standards, principles and values
ADM.COR.002.1 : Understand ASEAN humanitarian procedures and mechanisms

TECHNICAL COMPETENCY
ADM.TEC.037.1 : Understand core shelter concepts
ADM.TEC.038.1 : Able to monitor an ongoing shelter program and address issues
ADM.TEC.039.1 : Able to manage a small team to implement a shelter program
2.3 Element and Performance Criteria

Elements and performance criteria are the elaboration of each competency unit. In that section, there are several elements and explanations about the criteria of performance that must be understood and mastered. There is also an unit variable to provide advice to interpret the scope and context of this unit of competence, as well as the assessment guide to provide guidance during the competency assessment. One example of elements and performance criteria is as follow.

Table 3. Example of Elements and Performance Criteria

<table>
<thead>
<tr>
<th>UNIT TITLE: To understand the Core Humanitarian Standard</th>
<th>NOMINAL HOURS: -</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT NUMBER: ADM.COR.001.1</td>
<td></td>
</tr>
<tr>
<td>UNIT DESCRIPTOR: This unit deals with the skills and knowledge required to describes the essential elements of principled, accountable and high-quality humanitarian action context based on Core Humanitarian Standard as part of Global Humanitarian Framework on Disaster Management.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELEMENTS AND PERFORMANCE CRITERIA</th>
<th>UNIT VARIABLE AND ASSESSMENT GUIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Element 1: Principled Humanitarian Action</td>
<td>Unit Variables</td>
</tr>
<tr>
<td>5.1 Address human suffering wherever it is found. The purpose of humanitarian action is to protect life and health and ensure respect for human.</td>
<td>The Unit Variables provide advice to interpret the scope and context of this unit of competence. It relates to the unit as a whole and facilitates holistic assessment.</td>
</tr>
<tr>
<td>5.2 Carry out humanitarian action on the basis of need</td>
<td>This unit applies to understand the core humanitarian standard on quality and accountability,</td>
</tr>
</tbody>
</table>
alone, giving priority to the most urgent cases of distress & making no adverse distinction on the basis of nationality, race, gender, religious belief, class or political opinion.  

but not limited to:  
- Rapid Assessment  
- Logistics  
- Emergency Operation Centre  
- WASH  
- Shelter Management  

_The principles of humanity, impartiality, independence and neutrality are derived from: The Fundamental Principles of the International Red Cross and Red Crescent Movement proclaimed in Vienna in 1965 by the 20th International Conference of the Red Cross and Red Crescent; United Nations (UN) General Assembly._

| 5.3 Action humanitarian autonomously from the political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented. | Resolution 46/182, 19 December 1991; and UN General Assembly Resolution 58/114, 5 February 2004. |
| 5.4 Must not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature | Some organizations, while committed to giving impartial assistance and not taking sides in hostilities, do not consider that the principle of neutrality precludes undertaking advocacy on issues related to accountability and justice.  

Organization standards, policies and procedures may include:  
- Complaints procedures |
**Element 2: The Nine Commitments and Quality Criteria**

**2.1** Give appropriate assistance to communities and people affected by crisis, and relevant to their needs. Quality Criterion: Humanitarian response is appropriate and relevant.

**2.2** Give access communities and people affected by crisis to the humanitarian assistance they need at the right time. Quality Criterion: Humanitarian response is effective and timely. Let communities and people affected by crisis are not negatively affected and are more prepared, resilient and less at-risk as a result of humanitarian action. Quality Criterion: Humanitarian response strengthens local capacities and avoids negative effects.

**2.4** Let communities and people affected by crisis know their rights and entitlements have access to information and participate in decisions that affect them. Quality Criterion: Humanitarian

| - Organizational standard report forms |
| - Job descriptions |
| - Code of ethics |
| - Quality systems, standards and guidelines. |

Formal feedback may include:

- 360-degree assessment
- Satisfaction surveys/forms
- Team evaluations
- Performance reviews

Non-discriminatory attitudes may include:

- Language in relation to race and ethnicity
- Not making assumptions about physical or intellectual abilities
- The use of non-discriminatory language in relation to the portrayal of people with disabilities
- Using non-sexist and gender inclusive language

Cultural differences may include:

- Forms of address
- Levels of formality/informality
- Non-verbal behavior
- Work ethics
response is based on communication, participation and feedback.

2.5 Let communities and people affected by crisis have access to safe and responsive mechanisms to handle complaints. Quality Criterion: Complaints are welcomed and addressed. Let communities and people affected by crisis receive coordinated, complementary assistance. Quality Criterion: Humanitarian response is coordinated and complementary.

2.7 Let communities and people affected by crisis can expect delivery of improved assistance as organizations learn from experience and reflection. Quality Criterion: Humanitarian actors continuously learn and improve.

2.8 Let communities and people affected by crisis receive the assistance they require from competent and well-managed staff and volunteers. Quality Criterion: Staff is supported to do their job.

| - Personal grooming |
| - Family obligations |
| - Recognized holidays |
| - Special needs |
| - Preferences for personal interactions |

**Assessment Guide**

The following skills and knowledge must be assessed as part of this unit:

- Ability to apply the Principled Humanitarian Action
- Ability to apply the Nine Commitments and Quality Criteria

**Linkages to Other Units**

This is a core unit that underpins effective performance in all other units. Combined training and assessment may be appropriate.

**Critical Aspects of Assessment**

Evidence of the following is essential:

- Demonstrated ability to apply active listening techniques
- Demonstrated ability to use effective communication skills to
effectively, and is treated fairly and equitably.

2.9 Let communities and people affected by crisis can expect that the organizations assisting them are managing resources effectively, efficiently and ethically.

Quality Criterion:
Resources are managed and used responsibly for their intended purpose.

| build and maintain interpersonal relationships within a designated work group or team |
| - Demonstrated ability to maintain effective communication lines with customers, other personnel and management in order to build interpersonal relationships |
| - Demonstrated ability to communicate with customers and colleagues from diverse backgrounds |
| - Demonstrated ability to deal with cross-cultural misunderstandings |
| - Observation that verbal and non-verbal communication takes account of cultural differences |
| - Demonstrated commitment to include and/or communicate with others where language barriers exist. |

**Context of Assessment**

This unit may be assessed on or off the job:
- Assessment should include practical demonstration of
working effectively with colleagues and customers either in the workplace or through a simulation activity, supported by a range of methods to assess underpinning knowledge

- Assessment must relate to the individual’s work area or area of responsibility.

- The Code of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Relief;

- The 2010 HAP Standard in Accountability and Quality Management;

- The People in Aid Code of Good Practice in the Management and Support of Aid Personnel;

- The Sphere Handbook Core Standards and the Humanitarian Charter;

- The Quality COMPAS;

- The Inter-Agency Standing Committee Commitments on Accountability to Affected People/Populations (CAAPs); and

- The Organization for Economic Co-operation and Development’s (OECD)
- Development Assistance Committee (DAC) Criteria for Evaluating Development and Humanitarian Assistance.

**Resource Implications**
Training and assessment to include access to a real or simulated workplace; and access to workplace standards, procedures, policies, guidelines, tools and equipment.

**Assessment Methods**
The following methods may be used to assess competency for this unit:
- Case studies
- Observation of practical assesse performance
- Oral and written questions
- Portfolio evidence
- Problem solving
- Role plays
- Third party reports completed by a supervisor
- Project and assignment work

<table>
<thead>
<tr>
<th>Key Competencies in this Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Level 1 = competence to undertake tasks effectively</em></td>
</tr>
<tr>
<td>Key Competencies</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Communicating ideas and information</td>
</tr>
<tr>
<td>Planning and organizing activities</td>
</tr>
<tr>
<td>Working with others and in teams</td>
</tr>
<tr>
<td>Using mathematical ideas and techniques</td>
</tr>
<tr>
<td>Solving problems</td>
</tr>
<tr>
<td>Using technology</td>
</tr>
</tbody>
</table>
CHAPTER III
COMPETENCY ASSESSMENT AND CERTIFICATION

3.1 Institutional Arrangement

3.1.1 ASEAN Committee on Disaster Management (ACDM)

a) The ASEAN Committee on Disaster Management (ACDM) is made up of NDMOs from all 10 ASEAN member states. ACDM members are also the AADMER National Focal Points.

b) ACDM reports to the Conference of Parties composed of ministers in charge of disaster management. The ACDM is led by a Chair and a Vice Chair which are rotated annually with alphabetical order among the 10 Member States.

c) Within ACDM, to carry out AADMER Work Program there are formal working groups such as the Preparedness and Response Working Group (WG P&R), the Prevention and Mitigation Working Group (WG P&M), and the Working Group on Knowledge and Information Management (WG KIM).

d) The ACDM, through the WG KIM, is the principal body accountable for the overall implementation of the ASCEND Framework. The body shall regularly review and evaluate the implementation of the ASCEND framework.
3.1.2 ASEAN Secretariat (ASEC)

a) The ASEAN Secretariat mandate is to provide for greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. The Secretariat’s mission is to initiate, facilitate, and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter.

b) Article 23 of the AADMER states that the ASEAN Secretariat shall serve as the Secretariat to this Agreement. The Article also states the functions of the ASEAN Secretariat pertaining to the implementation of AADMER. The ASEAN Secretariat is also responsible in facilitating and monitoring progress in the implementation of AADMER and relevant decisions.

c) The ASEAN Secretariat also sit in the Governing Board of the AHA Centre.

3.1.3 AHA Centre

a) The AHA Centre as the operational engine of AADMER is responsible for the operational coordination of all activities envisaged under the AADMER.

b) An unit will be established at the AHA Centre that is responsible in relation to ASCEND, as follows:

i. Disseminate information, promote, update, maintain, and monitor the ASCEND;
ii. During an emergency response liaison between AMS to facilitate the use of ASCEND certified resources;

iii. Promote, update, maintain and monitor the ASCEND standards;

iv. Notify promptly the concerned CCO upon receiving of feedback from NDMO, in case a foreign disaster management professional has terminated its task in the host country;

v. Facilitate the exchange of information concerning assessment procedures, criteria, systems, manuals and publications relating to this framework;

vi. Report its work progress to the ACDM and NDMO;

vii. Such other functions and responsibilities that may be assigned to it by the ACDM in the future; and

viii. Resolve any differences among ASEAN Member States concerning the interpretation or application of the ASCEND and to settle them in an amicable manner.

3.1.4 National Disaster Management Office (NDMO)

The National Disaster Management Office (NDMO) is the National Focal Point of the Parties to the AADMER. In relation to ASCEND, the NDMO will be in charge:
a) To request, appoint or establish an agency to serve as the CCO under the respective of NDMO of each AMS or other relevant institution, in accordance to the laws and regulations of the respective country;

b) To ensure all ASCEND standards are in accordance with the laws and regulation of their country;

c) To promote and facilitate the exchange of information concerning assessment procedures, criteria, systems, manuals, and publications related to the ASCEND;

d) To formulate and update necessary mechanisms to enable implementation of ASCEND in respective country;

e) To facilitate the exchange of best practices and prevailing developments in disaster management sector with the view to harmonizing and updating other regional and/or international competencies and curricula;

f) To promote regional norms of good conduct and solidarity in accordance with key principles enshrined in the ASEAN mechanisms;

g) To support the operationalization of the ASCEND Framework and Roadmap, including effectively coordinate and cooperate with other relevant stakeholders from across sectors;

h) Develop training and education programs in cooperation with CCO or other institutions that adhere to and promote ASCEND standards.
3.1.5 National Professional Certification Agency

The National Professional Certification Agency (NPCA) will be in charge:

a) To coordinate with NDMO for regarding the assessment process;

b) To give guidance in relation with the assessment and certification process;

c) To give license to CCO for issuing competency certificate on its behalf.

3.1.6 Competency Certification Office (CCO)

The Competency Certification Office (CCO) will be in charge:

a) To appoint the assessors and lead assessors in charge of assessment process. This appointment is carried out by the chairman on each CCO.

b) To assess qualifications and/or competencies of disaster management professionals as specified in ASCEND;

c) To issue certificates of competence for disaster management professionals who have qualified and/or competent based on the standards specified in ASCEND;

d) To conduct surveillance of disaster management professionals who have certificate of competence at least every three (3) years.

The institution arrangement of ASCEND is as follow. CCO size will vary from AMS to AMS and may be satisfied by an
individual or small unit within the NDMO when appropriate, particularly during initial phasing in of ASCEND framework. However, the entire framework is intended to be compulsory at a minimum level.

Figure 4. The Institution Arrangement of ASCEND
3.2 Assessment Process

The ASCEND Program will use a Competency Based Assessment (CBA) method. CBA is the method of assessing the competency of an applicant. Assessment utilizes a range of strategies to ensure that trainees are evaluated in a manner that demonstrates validity, fairness, and reliability. CBA is aimed at compiling a list of evidences that shows an applicant is competent in a particular occupation. Competencies are gained in many ways including, (a) education; (b) training; (c) work experiences; and (d) life experiences.

In the ASCEND framework, the competencies are divided into two related groups of skills: core and technical competencies. Core competencies are competencies that related to the regional and international humanitarian standards, principles, and values. They are directly linked to key occupational tasks and include units such as managing projects in humanitarian response. Technical competencies are specific to roles or jobs within the labour division and include the specific skills and knowledge (know-how) to perform effectively, such as understanding humanitarian supply chain management.

In CBA assessors and applicants work together through the collection of evidence in determining overall competence. The assessor, who is ideally someone with considerable experience in the technical area being assessed, reviews the evidence and verifies the applicant as being competent or not. Conducting assessment involves collecting evidence through various methods including observation at work, interviews, conducting oral and written tests, and practical testing, and then making a judgement that the applicant can perform
work in accordance with ASCEND standards. The process of competency assessment is as follows.

**Figure 5. The Competency Assessment Process**

**Step 1: Plan and Organize – The assessor will:**

a) Establishes the context and purpose of the assessment;

b) Identifies the ASCEND competency standards, assessment guidelines, and qualifications;

c) Identifies the toolkit that has been developed to facilitate the assessment process (if available);

d) Interprets the competency standards and identifies the evidence requirements.

**Step 2: Record Applicant - The assessor meets with the applicant to:**

a) Explain the context and purpose of the assessment and the assessment process;

b) Explain the competency standards to be assessed and the evidence to be collected;
c) Outline the assessment procedure, the preparation which the applicant should undertake and answer any questions;

d) Assess the needs of the applicant and establish any allowable adjustments in the assessment procedure;

e) Seek feedback regarding the applicant's understanding of the competency standards, evidence requirements, and assessment process;

f) Determine if the applicant is ready for assessment and decide on the time and place of the assessment;

g) Develop an assessment plan.

**Step 3: Collect and Judge Evidence – The assessor must to:**

a) Establish a plan for gathering sufficient and quality evidence about the applicant’s performance in order to make the assessment decision;

b) Source/develop assessment materials to assist the evidence gathering process;

c) Organise equipment or resources required to support the evidence gathering process;

d) Coordinate and brief other personnel involved in the evidence gathering process;

e) Establish and oversee the evidence gathering process.

f) Collect appropriate evidence and match compatibility to the elements, performance criteria, range of variables, and evidence guide in the relevant units of competency;

g) Incorporate specified allowable adjustments to the
assessment procedure, where appropriate.

**Step 4: Assessment – The assessor will:**

a) Evaluate the evidence in terms of validity, currency, authenticity, and sufficiency;

b) Consult/work with other staff, assessment panel members or technical experts involved in the assessment process;

c) Record details of evidence collected;

d) Make a judgement about the assesse competence based on the evidence and the relevant unit(s) of competency.

**Step 5: Feedback on the Assessment**

The assessor must provide advice to the assesse about the outcomes of the assessment. This includes providing the applicant with:

a) Clear & constructive feedback on the assessment decision;

b) Information on ways of overcoming any identified gaps in competency revealed by the assessment;

c) The opportunity to discuss the assessment process and outcome;

d) After the entire assessment process is performed by the assessor, all assessment files are verified by the lead assessors.

**Step 6: Evaluation and issuance the certificate – The CCO must:**

a) Record the assessment outcome according to the approved policies and procedures;
b) Maintain records of the assessment procedure, evidence collected and the outcome according to the approved policies and procedure;

c) Maintain the confidentiality of the assessment outcome;

d) Verify the assessment file by the Technical Committee;

e) Organize the issuance of competency certificate;

f) Chairman of CCO issues competency certificate formally.

**Step 7: Surveillance – The assesse must:**

a) Maintain its competence by constantly following the development of science and technology in its field and learn to develop its knowledge (life-long learning).

b) Know that a certificate of competency that has been obtained is valid for only three (3) years;

c) Apply for renewal of certificate/surveillance if expired;

d) Guarantee will not use the certificate it has for any purpose from the expiration of the certificate;

e) If the assesse is no longer competent or not doing performs their competent job for three consecutive years, then they are required to conduct a re-assessment.

f) If the assesse is still competent in the field, then they simply make a request for renewal of the certificate.
3.3 International Cooperation and Global Partnership

Promote international cooperation and global partnership are important:

a) To enhance the cooperation between AMS with appropriate international organizations to promote competency certification for experts in disaster management.

b) To incorporate ASCEND into multilateral and bilateral development assistance program within and across all sectors as appropriate.

c) To develop new partnerships and strengthen existing partnerships with public, people and private organization, and non-governmental organizations.