

Southeast Asia Disaster Risk Insurance Facility (SEADRIF)

Terms of Reference for SEADRIF Website Hosting

Background

Natural disasters affecting the livelihoods of populations and the economy are a major challenge in Southeast Asia and often leave governments with a critical need for short-term liquidity to finance response and recovery. To strengthen financial resilience against climate and disaster shocks, the governments of ASEAN+3 countries, with the support of Japan and Singapore, have jointly established the Southeast Asia Disaster Risk Insurance Facility (SEADRIF). It provides participating ASEAN countries with insurance and risk management solutions against climate shocks and natural disasters.

SEADRIF is composed of:

- **SEADRIF Trust:** The governing mechanism for SEADRIF open to all ASEAN+3 countries. The SEADRIF Trust is governed by the Council of Members (CoM), composed of representatives from each of the member countries;
- **SEADRIF Sub-Trust:** an arrangement for sub-groups of the SEADRIF member countries and donor partners within and beyond ASEAN+3 to develop and govern specific initiatives. Sub-Trust A has been established to develop the first SEADRIF financial product, a catastrophe risk pool for Lao PDR and Myanmar. Sub-Trust A is governed by the Committee of Sub-Trust A, composed of the beneficiary countries and donor partners. The COM delegates its authorities and powers of governing Sub-Trust A and its assets (including the SEADRIF Insurance Company) to the Committee; and
- **SEADRIF Insurance Company (the Company):** a general insurance company incorporated in Singapore and owned by SEADRIF Sub-Trust A to provide insurance and financial services.

Intertrust, a licensed trust company in Singapore, is the Trustee and legal owner of the Trust assets, which includes all of the Company's shares. The Company outsources most of its functions to third party service providers.

SEADRIF is supported by the World Bank as the Lead Technical Partner and the ASEAN Secretariat as the Secretariat.

Proposed Assignment

The SEADRIF Insurance Company is looking for a consulting firm to host the SEADRIF website and make basic updates and adjustments as requested by the representative of the SEADRIF Insurance Company acting as the Communications Focal Point.

The proposal should include:

1. Hosting and server management of the SEADRIF website (Word Press CMS) for a period of 2 months initially with the option to renew for a further 12 months;
2. Required IT support to manage servers and domains making sure that hosting is always up and running, clean from virus and server problems.
3. Basic support to make updates or adjustments to the website that go beyond the use of the CMS by the SEADRIF Communications Focal point, budgeted at 3 hours / month;

Qualifications

- Track record of hosting and managing websites securely and reliably.
- Demonstrated track record of reliable project management to deliver updates and services on time to highest quality standards.
- Understanding of the SEADRIF specific operating environment is an advantage.
- Flexibility in supporting ad-hoc needs from the SEADRIF Communications Focal Point in managing and maintaining the SEADRIF Website.

This will be a fixed fee service.