



## ASEAN-AUSTRALIA DEVELOPMENT COOPERATION PROGRAM (AADCP) PHASE II

### TERMS OF REFERENCE

#### FOR

#### Key Expert for the ASEAN Comprehensive Recovery Framework (ACRF) Monitoring & Evaluation [Revised]

The ASEAN Secretariat and the Australian Government, through AADCP II, invite applications from consultants for the above-referenced project.

### I. Background

The ASEAN Comprehensive Recovery Framework (ACRF) and its Implementation Plan were endorsed at the 28<sup>th</sup> ASEAN Coordinating Council Meeting on 10 November 2020, and, subsequently, adopted by ASEAN Leaders at the 37<sup>th</sup> ASEAN Summit on 12 November 2020. The ACRF serves as ASEAN's community-wide exit strategy from the COVID-19. It recognises the multifaceted impact of the pandemic, and the need to work together through the phases of recovery; from reopening, rebuilding and to long-term resilience.

The ASEAN Secretariat (ASEC) provides the necessary support to regularly monitor the progress of ACRF implementation of the identified initiatives and programmes against their corresponding outputs and deliverables. The monitoring and evaluation (M&E) of ASEAN COVID-19 recovery is crucial to assess the effectiveness of the ACRF and its implementation plan, and will be undertaken by the ASEAN Secretariat, with possible external support. (page 45 of ACRF). In addition, the ASEAN Secretariat will also support the updating of the Implementation Plan, and support in promoting the implementation of the ACRF.

The Government of Australia through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II) supports ACRF implementation through the establishment of an ACRF Support Unit within the ASEAN Secretariat. The ACRF Support Unit will be tasked to facilitate:

- i. Effective M&E of ACRF implementation and monitor ASEAN recovery more broadly;
- ii. Effective and timely implementation of the ACRF through close coordination with relevant desks at the ASEAN Secretariat and relevant ASEAN Sectoral Bodies. This may include socialisation of ACRF and its Implementation Plan to relevant stakeholders and potential partners, establishment of stakeholder engagement mechanisms, and resource and expertise mobilisation, including through collaboration with other external development or knowledge partners;

The ACRF Support Unit is expected to be operational for a period of 2 (two) years. AADCP II will support the initial operationalisation of the ACRF Support Unit until 31 December 2021, with continuation to be considered under AADCP II successor programme or other Australian supported programme. The Unit will receive general supervision from the ASEAN Integration Monitoring Directorate (AIMD) of the ASEAN Secretariat. The Support Unit consists of a part-time Key Expert, a Senior Project Officer, and a Project Officer.

The ASEAN Secretariat is seeking qualified candidates for the post of **Key Expert** to be part of the ACRF Support Unit. The Key Expert will work closely with the ASEAN Integration Monitoring Directorate (AIMD) of the ASEAN Secretariat pertaining to all aspects of development, initiation, and

implementation of the M&E system. S/he will also coordinate communications and outreach effort on ACRF. This position will report to the Director of the AIMD.

This position is a **home-based, part-time position**. The Key Expert will be expected to deliver all project outputs (as described in Section III below), and additionally undertake a maximum of 50 days of on-call work, ending on **31 December 2021**, with possibility for extension for a maximum of 24 months, inclusive of the initial duration of the contract. Subject to any applicable COVID-19 travel restrictions, the Key Expert will be required to travel intermittently to ASEAN countries as necessary.

## **II. Needs and Objectives**

The Objective of the Support Unit is to ensure that ACRF Implementation is supported with a strong monitoring and evaluation. The role of the Key Expert in ensuring the effective monitoring and evaluation is crucial as s/he will lead the development and implementation of the M&E Framework.

## **III. Outputs**

The project will have two components with corresponding outputs:

### **A. ACRF M&E Framework Design and Reporting**

**Output A.1. Concept Note**, which describes the objective, approach, method –including tools to be used - and plan to develop the ACRF M&E Framework. The concept note should also describe methods of engagement with the relevant ASEAN bodies and the ASEAN Member States (AMS) (and other stakeholders if considered necessary), in the development and implementation of the M&E Framework.

**Output A.2. ACRF M&E Framework**, which defines why, when and how to monitor and evaluate implementation of the ACRF. It should at least include:

- A brief description of the ACRF, its goals and objectives;
- A clear description of the purpose, principles and features/approach of the ACRF M&E, explaining how the ACRF M&E system works. This should include an explanation on how the ACRF M&E links with other M&E frameworks and activities undertaken by ASEC and/or relevant ASEAN Sectoral Bodies/ Working Groups/ entities;
- Description of ACRF results and corresponding indicators to measure success (which may include a theory of change, if applicable);
- Consideration of ASEAN COVID-19 recovery more broadly (macro assessment);
- An activity-based M&E Work Plan defining data collection methods and source, timeline/frequencies, responsibilities and budget (as appropriate);
- Data collection guidelines, templates and tools for M&E activities prescribed in the Work Plan.

The ACRF M&E Framework should be practical, succinct and easy to understand by a range of stakeholders. Use of tables, matrices and diagrams in the document is encouraged. The development of the Framework should be consulted with and reported to the ASEAN Coordinating Council Working Group on Public Health Emergencies (ACCWG-PHE).

The Key Expert will be assisted by the ACRF Senior Project Officer and Project Officer, and guided by Director AIMD, in the delivery of this output.

### **Output A.3. ACRF M&E Database**

Development of an Excel prototype database comprising at least (i) the compliance monitoring on the

implementation of the ACRF and (ii) the proposed set of indicators for outcomes monitoring.

The M&E database will be used to store data collected from M&E activities, and serve as source for the preparation of updates and reports on ACRF implementation. While the ACRF Senior Project Officer and Project Officer will be the ones entering data in the database during implementation of the M&E Framework, the Key Expert will be expected to monitor data quality and take action to improve it through training, mentoring or updating of the database design and structure, as needed. This work is included in Component B below.

#### **Output A.4. ACRF End of Year Progress Report**

Preparation of End of Year Progress Report, which describes relevant macro context, status of implementation, lesson learned, issues and risks and the plan for the upcoming year. The report will be presented to the ACCWG-PHE. It should be between 10 to 20 pages in length (not including annexes). The tabulated data and analysis, are presented in the annexes. The methodology to document the learned lessons and best practices to be proposed by the Key Expert in consultation with AIMD.

#### **B. M&E On-call Support (max. 50-person days)**

Assistance provided in relation to the implementation of ACRF M&E, with specific activities and outputs to be determined based on the M&E Framework. As part of this Output, the Key Expert will be expected to coordinate, monitor, train and mentor the other members of the ACRF Unit (the Senior Project Officer and the Project Officer) as necessary to undertake the required data collection and analysis and fill in/ maintain the M&E database, as appropriate. Other types of assistance to be determined based on consultation with AIMD may include:

- General technical assistance and advisory provided to the ACRF Support Unit, as needed. This may include refinement of the M&E Framework and update of the M&E database during implementation, as needed.
- Preparation of reports and updates on the ACRF implementation in addition to the End of Year Progress Report, as well as progress of ASEAN recovery in general.
- Preparation of ACRF-related knowledge and outreach products such as analytical papers/briefs, case studies, and specific products around ACRF M&E and post-pandemic recovery issues, in coordination with a communication expert.
- In collaboration with the communications expert, conduct design and facilitation of events to socialize and to share experiences of ACRF and ACRF implementation progress, challenges and learning.
- Provision of inputs to relevant document/activities related to ACRF, which may include strategy on external stakeholder engagement.

This On-call Support comprises up to 50 (fifty) days of service, mostly home-based, with intermittent travel to ASEAN countries when needed to be delivered based on tasks requested by AIMD. A written Work Order will be agreed upon by AIMD, the Consultant and AADCP II, prior to the provision of each tasks/ assignment covered by this service.

The Key Expert will be paid on the submission and subsequent approval of each output (as deliverables) under Component A. Activities under component B will be reported in the form of timesheets and paid monthly, upon approval of the timesheets in accordance to the agreed work order.

#### IV. Tasks/Activities

The following activities will need to be undertaken to achieve the outputs presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

Deliverables	Activities/Tasks	Person Working Days	Completion Date	Person(s) responsible
Concept Note	Kick-off meeting between consultant and ASEAN team via conference call to align expectations on the project	3	One week after signing of the Special Services Agreement (SSA)	Key Expert
	Preparation of Concept Note			
	Finalisation and submission of Concept Note			
Approval of Project Concept Note by the ASEAN Secretariat (2 weeks)				
ACRF M&E Framework	Drafting M&E Framework based on the ACRF Implementation Plan	30	Week 8	Key Expert, assisted by Senior Project Officer and Project Officer
	Consultation with ACCWG-PHE			
	Finalisation of M&E Framework			
Approval of ACRF M&E Framework by the ASEAN Secretariat (2 weeks)				
ACRF M& E Database	Developing M&E Database	7	Week 12	Key Expert
	Socialising M&E Database to the ACRF Support Unit & AIMD			
Approval of the ACRF M&E Database by the ASEAN Secretariat (1 week)				
End of Year Progress Report	Data analysis of the ACRF implementation progress	10	30 November 2021	Key Expert
	Identification of lessons learned and best practices			
	Preparation of End of Year Progress Report			
Approval of End of Year Progress Report by the ASEAN Secretariat (2 weeks)				

Work under Component B will be ongoing. Specific deliverables under Component B will be delivered based on the Work Order issued by AIMD, cc-ed to AADCP II.

## **V. Reporting**

The consultant is expected to submit monthly reports summarizing activities undertaken and issues that have arisen. Once approved, the monthly report will be used as basis for payment of Component B. The monthly reports will be submitted to AIMD and AADCP II via email.

All reports (as outlined in Section III and IV above) will be submitted based on ASEAN-Australia Development Cooperation Program Phase II (AADCP II) Guidelines for Contractors in draft format to AIMD of ASEC and, following ASEC's approval, in final form. All outputs and reports must be suitable for publication, although the decision on publication lies with the ASEAN.

Financial reports for reimbursable expenses will be submitted at invoicing in line with a payment schedule to be specified in the Special Services Agreement (SSA).

## **VI. Project Management**

The project will be funded by the ASEAN-Australia Development Cooperation Program II and managed by AIMD. The Key Expert will report directly to AIMD.

AIMD will act as the ASEC key focal point for the project. It will:

- manage project implementation and monitor progress of the consultancy work;
- provide technical supervision to the project;
- assist/facilitate introductory consultation meetings with key Member States/ASEAN bodies focal points; and
- provide over-all guidance on the presentations and meetings.

The Key Expert will be responsible for organising and conducting the scheduled activities in collaboration with the ASEAN Secretariat. The preparation of the project outputs will be the main responsibility of the Key Expert with inputs from AIMD.

AADCP II will monitor progress from the perspective of the use of AADCP II resources, and provide implementation support to the AIMD accordingly.

## **VII. Qualifications and Experiences**

In its proposal, the bidder must demonstrate the following qualifications and expertise:

- An advanced degree with academic qualifications in public policy, development economics, and/or monitoring and evaluation studies;
- Extensive experience in conducting (preferably leading) M&E and public policy research and analysis on public sector programs/ issues of similar size and scope;
- In-depth knowledge and practical experience in integrating gender, environment and social inclusion dimensions in project implementation and M&E, particularly in the context of COVID-19 pandemic, is considered an advantage.
- A thorough understanding of ASEAN and ASEC structure, procedures and mechanism, particularly those relevant to the ACRF M&E, will be considered added value.
- Strong leadership, management, and administrative capabilities and experience.

- Strong analytical and problem-solving skills in a complex organisational environment and in work planning.
- Excellent command of English, complemented with good oral and written communication skills.
- Strong interpersonal and team skills in cross-cultural environment and international settings.
- Able to perform coordination tasks and undertake multiple assignments.
- Proficient in standard computer applications, particularly Microsoft Office tools and internet application.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Strong report writing and presentation skills.
- Flexible, resilient, and adaptable to changing circumstances in the context of the COVID-19 pandemic.

### VIII. Bidding

Interested individual consultants are invited to submit a proposal in response to these Terms of Reference. This proposal should be in two parts: **Technical** and **Financial components**, submitted in separate files.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project;
- A brief analysis of key issues;
- A methodological discussion of how the bidder proposes to address those needs including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the project;
- A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing;
- A discussion on how measures to ensure the future sustainability of the outcomes of the project will be addressed;
- CV of the individual consultant;
- Brief discussion of his/her past experience in undertaking similar work and brief summaries of all projects undertaken.

The Financial component should specify:

- 1) Professional fees, including individual daily rates for on-call, advisory services
- 2) Management and/or operational fees (if any), which include all costs incurred by the person for internal coordination, communication, travels and any other associated project management cost;
- 3) Applicable taxes such as VAT, GST, PPN, etc. See Section XI point 3 for an additional note on tax liability.

Activity costs for expert and participants such as reimbursable expenses for airfare, other travel costs and daily subsistence allowance for workshops, meetings, and all other agreed activities do not need to be included in the Financial Component. These items will be discussed with the preferred contractor during the finalisation of the scope of services. Costs will be based on prevailing ASEC rates.

### IX. Submission of Application

Applicants should send their application with daily consultation fee, a cover letter, materials specified in Section IX above and other supporting documents with **"Key Expert for the ACRF Monitoring &**

**Evaluation” as the subject via email to [tender@aadcp2.org](mailto:tender@aadcp2.org), no later than 29 June 2021 at 05:00pm Jakarta time.**

For Frequently Asked Questions (FAQ), please visit <http://aadcp2.org/aadcp-ii-tender-frequently-asked-questions/>

Any queries on the TOR should be sent to [contact@aadcp2.org](mailto:contact@aadcp2.org) with the subject line: “**Key Expert for the ACRF Monitoring & Evaluation**”.

**IV. Additional Notes on Terms and Conditions of the Project**

1. Any future studies/reports/analysis in any form of intellectual property rights (including but not limited to patents, copyright and any related rights) submitted by the Contractor to ASEAN arising out of or in connection to the services performed by the Consultant to ASEAN shall belong to ASEC under the name of **ASEAN** only;
2. Successful bidder shall agree to be bound by and to sign the Special Services Agreement (SSA) with all requirements under the terms and conditions provided therein, including but not limited to the AADCP II Guidelines for the Contractors attached to the SSA.
3. As an intergovernmental organisation, ASEAN shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by the ASEAN Secretariat.