



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

### TERMS OF REFERENCE FOR

### **Readvertisement** - Key Expert for the ASEAN COVID-19 Recovery Framework (ACRF) Monitoring & Evaluation and Coordination

#### **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 open for **ASEAN nationals**. It is a **home-based, part-time position**. The Key Expert will be expected to undertake a maximum of 120 days of 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.

## **Duties and Responsibilities**

### **M&E Design and Implementation**

1. Formulate, design and lead the development of M&E framework, plan and tools for effective monitoring and evaluation of ACRF, which include, among others, the setting up of databases, Key Performance Indicators (KPIs), and templates for periodic reporting.
2. As necessary, design, plan and facilitate M&E capacity building workshops for relevant ASEAN stakeholders. This will include the design and the finalisation of programme agenda, development of presentation materials, workshop materials, facilitation of the workshop, and preparation of post-event reports.
3. Lead the implementation of the M&E framework and plan by:
  - a. Coordinating and monitoring activities of the ACRF Support Unit members to ensure proper and timely data collection, compilation and management.
  - b. Performing data analysis and mentor the ACRF Support Unit members in supporting/performing data analysis.
  - c. Identifying risks of implementation/ data gaps, develop a mitigation plan and provide recommendations to address the gaps and ensure consistent and accurate data collection and analysis.
  - d. Based on the progress monitoring, updating/adjusting the M&E framework, plan and tools as necessary.

### **Reporting, Communication and Outreach**

4. Prepare and submit assessment report, periodic reports and updates on the ACRF implementation and progress of ASEAN recovery in general.
5. Present the latest progress and development on ACRF implementation in relevant ASEAN meetings/seminars/conferences as assigned.
6. Support communication and outreach efforts by planning for (e.g. target setting) and preparing ACRF-related knowledge and outreach products such as analytical papers/briefs and specific products around ACRF M&E and post-pandemic recovery issues.
7. Design, plan and facilitate events to socialize ACRF and ACRF implementation progress.

### **Coordination & Unit Management**

8. Act as the main point of contact for the M&E of ACRF, in coordination with AIMD.
9. Review periodic updates for AADCP II as prepared by the Senior Project Officer.
10. Perform other relevant tasks as guided by the Director of the AIMD.

## **Qualifications and Experiences**

- An advanced degree with academic qualifications in public policy, development economics, and/or monitoring and evaluation studies.
- Extensive experience with a minimum of six (6) years senior-level experience in conducting monitoring and evaluation, public policy research and analysis, gained in international/regional development institutions, research institutes, public sector, development and/or research consulting.
- 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.
- 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.

## **How to apply**

Send your application to [personnel@aadcp2.org](mailto:personnel@aadcp2.org) highlighting your suitability and potential contribution to the position together with **a detailed CV stating your proposed daily rate** (inclusive of income tax and other costs), **certified true copies of educational certificates and transcripts for Bachelor and Master degrees**, and **completed ASEC Employment Application Form** with a recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: Application for ACRF Key Expert

Application documents should reach AADCP II by **29 April 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

## **Note:**

ASEC Employment Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)