



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

### **TERMS OF REFERENCE FOR Project Officer for the ASEAN COVID-19 Recovery Framework (ACRF) Implementation**

#### **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. 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 **Project Officer (PO)** as part of the ACRF Support Unit to provide administrative and coordination support to the development, initiation, and implementation of the M&E system, under the guidance of the Key Expert (KE). S/he will also be supporting ACRF outreach and communication activities. This position will report to the Director of AIMD.

This position is open for **Indonesian nationals**. It is a full-time position based in Jakarta, Indonesia. Subject to any applicable COVID-19 travel restrictions, the PO will be required to travel intermittently to ASEAN countries as necessary. The PO will be offered a contract until **31 December 2021**, with possibility for extension for up to 24 months, inclusive of the initial duration of the contract.

### **Duties and Responsibilities**

1. Support the Senior Project Officer and the KE in gathering information relating to the development of M&E Framework, plan and tools to promote effective monitoring and evaluation of the ACRF implementation.
2. Conduct the data collection and compilation including collation, update, and reporting of relevant information on the progress of ACRF implementation. Undertake recordkeeping, establish/ maintain and update the M&E Database for ACRF implementation.
3. Conduct desk-based research to track broad ASEAN recovery and collect information for knowledge products on ASEAN recovery.
4. Provide administrative and logistical support in organizing events related to ACRF M&E and outreach/advocacy.
5. Assist in facilitating meetings and other relevant activities with ASEAN Member States and broader stakeholders (e.g., dialogue partners, international organisations, industry, think tanks and civil society) to support the socialization and the implementation of the M&E system.
6. Assist in the preparation of assessment report, periodic reports, and updates on the ACRF implementation and progress of ASEAN recovery in general.
7. Provide support in the development of outreach materials, analytical papers/briefs and other knowledge management products on post-pandemic recovery issues and challenges through the provision of inputs on the communication products, manage the distribution of the knowledge products and such.
8. Perform other tasks relevant to the operationalisation of the Support Unit, as required.

### **Qualifications and Experiences**

- Advanced university degree (Master's or equivalent degree) with academic qualifications in public policy, development economics, and/or monitoring and evaluation studies; or Bachelor's degree with no less than two (2) years of working experience in the relevant area.
- Some experience in providing support to monitoring and evaluation exercises, and/or in carrying out public policy research and analysis, in the context of international development and international cooperation.
- Ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken.
- Demonstrated ability to multi-task.
- Proven ability to work independently as well as in a team in a multicultural environment.
- Proficient in standard computer applications, particularly Microsoft Office tools and internet application.

- Flexible, resilient, and adaptable to changing circumstances in the context of the COVID-19 pandemic.

**Remuneration and Benefits:**

The successful candidate will be offered a basic salary of **IDR 16,835,950** and attractive remuneration package including outpatient medical reimbursement, hospitalisation & life insurance, and gratuity.

**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, 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 Project Officer.

Application documents should reach the ASEAN Secretariat by **25 March 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)