



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

### **TERMS OF REFERENCE FOR Senior 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, as well as its outreach and communication to the ASEAN Member States (AMS) and other stakeholders, are crucial to assess and support the effectiveness of the ACRF and its implementation, 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 (ASEC). 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 **Senior Project Officer** (SPO) as part of the ACRF Support Unit to provide technical support and coordination to the development, initiation, and implementation of the M&E system. The SPO will also support

outreach and knowledge management under the guidance of the Key Expert (KE) and the Director of AIMD. This position will report to the Director of AIMD.

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

## **Duties and Responsibilities**

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

1. Facilitate coordination, consultations and provide support to the KE in the development of M&E framework, plan and guidelines;
2. Manage data collection, ensure data quality, timeliness, accuracy, and address data collection issues;
3. Manage and organise capacity building and outreach workshops or forums;
4. Prepare post-event workshop report for consideration/clearance of Key Expert/The Director of AIMD;
5. Support the KE in developing M&E tools to conduct effective monitoring and evaluation of ACRF implementation, which may include setting up of databases, KPIs, templates for periodic reporting, and so on;
6. Coordinate desk-based research to track broad ASEAN recovery and lead the development of knowledge products on ASEAN recovery in collaboration with AIMD and relevant ASEAN Secretary divisions;
7. Identify interesting best practice/lessons from the database to be profiled up as case studies and outreach materials;
8. Provide substantive inputs and technical support to the reporting and other M&E activities.

### **M&E Reporting & Outreach**

9. Assist the KE in arranging for consultation and in the preparation of assessment report, periodic reports and updates on the ACRF implementation and progress of ASEAN recovery in general;
10. Manage the production of outreach materials, analytical papers/briefs and other knowledge management products on post-pandemic recovery issues and challenges;
11. Provide support in the preparation of the M&E capacity building workshops to relevant ASEAN stakeholders, including the design and the finalisation of programme agenda, create invitations, preparation of presentation materials, workshop materials, and post-event reports;
12. Perform other relevant tasks at the request of the KE and/or the Director of AIMD

### **Coordination & Relationship Management**

13. Facilitate and prepare documentations in relation to the Support Unit's management, including payment processing and approval requests.
14. Provide periodic update to AADCP II for clearance by KE/Director of AIMD;

15. Manage Communication Consultants and other consultants assigned to develop the relevant outreach materials and knowledge products with guidance from the KE/Director of AIMD;
16. Assist in coordinating ACRF activities with ASEAN Member States and broader stakeholders (e.g., dialogue partners, international organisations, industry, think tanks and civil society).

### **Qualifications and Experiences**

- Advanced university degree (Master's or equivalent degree) with academic qualifications in public policy, development economics, development studies, and/or monitoring and evaluation studies with a minimum of three (3) years relevant experience in conducting monitoring and evaluation, public policy research and analysis, gained in international/regional development institutions, research institutes, public sector, project management, and development and research consulting, or a bachelor degree with at least five (5) years of relevant experience.
- Strong analytical and problem-solving skills in a complex organisational environment and in work planning.
- Ability to plan and organise tasks and work flows, with proven ability for multitasking and maintaining accuracy under pressure and adherence to deadlines.
- Excellent command of English, complemented with good oral and written communication skills, as well as strong interpersonal and team skills in cross-cultural environment and international settings.
- 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.
- 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 preferable.

### **Remuneration and Benefits:**

The successful candidate will be offered a basic salary of **USD 3,385 per month** and an attractive remuneration package including outpatient medical reimbursement, hospitalisation & life insurance, children's education 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 Senior 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)