



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

**TERMS OF REFERENCE
FOR
PPMSU SENIOR PROJECT OFFICER**

Background

The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the ASEAN Leaders during their 27th Summit, 2015. The ASEAN 2025 calls for the ASEAN Community in forging ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat (ASEC) was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities.

The Government of Australia through the ASEAN-Australia Development Cooperation Program Phase II (AADCP II) supports ASEAN in establishing and deepening ASEAN economic integration, as envisaged in the ASEAN Economic Community Blueprint 2025. Working through ASEC, the program provides up to AU\$57 million to support ASEAN in implementing key strategic actions in the AEC Blueprint 2025. It also supports strengthening of the ASEAN Secretariat, to help it deliver on its mandate more effectively. The AADCP II will end in December 2021.

The ASEAN Secretariat is seeking qualified candidates for the post of AADCP II Senior Project Officer (SPO) under the AADCP II program to provide technical support to the AADCP II and ASEC for the coordination and management of AADCP II activities. The SPO is a member of the AADCP II Program Planning and Monitoring Support Unit and will report to the AADCP II Program Coordinator. The SPO will work closely with members of the ASEAN Secretariat to facilitate effective development, initiation and implementation of AADCP II -supported projects. This position is funded by AADCP II.

This position is open for **ASEAN nationals**. It is a **home-based, part-time position**. Subject to any applicable COVID-19 travel restrictions, the SPO may be required to travel intermittently to ASEAN countries to liaise with partners and participate/ monitor project activities. The Project Officer will be expected to undertake **up to 120 days of work between October 2020 to December 2021**.

Duties and Responsibilities

1. Lead identification, preparation, initiation, and implementation of projects pertaining to AADCP II work streams. This includes development of terms of reference/ scope of work, procurement, and implementation oversight as well as development/drafting of reports for projects that are not contracted to implementers.
2. Provide technical and management support for ASEAN project design and implementation, which includes:
 - Facilitating meetings with ASEC desk officers in identifying and developing project concepts, and prepare project concepts and proposals accordingly;

- Facilitating meetings among ASEC key personnel and AADCP II team on the initial stage of the activities and further steps to be undertaken;
 - Assisting relevant ASEC desk officers in the preparation stage of the activities i.e. development of project proposals, terms of reference, project costing, procurement (including bid review and tender assessment), contracting, etc;
 - Providing guidance to project stakeholders, including ASEC desk officers and project implementers to ensure common understanding and expectations;
 - Providing guidance for the selected consultants/organisations in consultation with relevant ASEC desk officers prior to the commencement of the activities;
 - Coordinating and liaising with the selected consultants/organisations to conduct their tasks, monitor progress of the tasks, development of reports and its finalisation which may involve proofing, redrafting, assessing progress against project milestones (inception, draft, and final reports) and organizing meetings/ forums/ workshops;
 - Proactively identify ways to enhance project sustainability, visibility and dissemination of project outputs/ benefits;
 - Identify practical measures to incorporate gender equality and social inclusion in the design, implementation and monitoring of AADCP II projects.
3. Proactively build and maintain effective, collegial and harmonious work relationships with ASEAN desk officers, ASEAN Member State representatives and other stakeholders;
 4. Maintain appropriate and consolidated electronic and hard copy records of documents related to AADCP II activities;
 5. Provide substantive inputs and technical support to AADCP II reporting, monitoring and evaluation (M&E) to various stakeholders;
 6. Prepare communications pieces on project results and activities to disseminate project information to various AADCP II and ASEAN stakeholders;
 7. Provide technical and operational support to the AADCP II Program Director through the Program Coordinator.
 8. Other tasks at the request of the Program Director and Program Coordinator, as appropriate.

Skills and Requirements

Requirements:

Essential

- Master's Degree in Economics, International Development, Development Studies or a related field from a reputable institution.
- At least 6 years demonstrated programme and project management skills, including in formulation and design, contracting, budgeting and management and reporting on project and programme activities.
- Strong analytical and problem solving skills in a complex organisational environment and in work planning.
- Excellent command of English, good oral and written communication skills as well as strong interpersonal skills in cross-cultural environment and international settings.
- Proven ability to work independently as well as in a team in a multicultural environment.
- Able to perform coordination tasks and undertake multiple assignments.
- Proficient in standard computer applications, particularly Microsoft Office tools and internet application.
- Knowledge and understanding of strategic planning, public policy development and public analysis.
- Flexibility, resilience and adaptability to changing circumstances in the context of the COVID-19 pandemic.

Desirable

- Sound knowledge about ASEAN including ASEAN Charter, ASEAN Economic Community, and related issues.
- A minimum of six years relevant work experience in multinational organisations.
- Experience in conducting and/or supervising socio-economic research.
- Experience in one or more of the areas of Agriculture, Science and Technology, E-Commerce, Micro, Small and Medium Enterprises.
- Willingness to travel as required.

How to apply

Send your application to personnel@aadcp2.org highlighting your suitability and potential contribution to the position together with a detailed CV.

Please indicate on the subject heading: Application for **PPMSU Senior Project Officer AADCP II**.

Application documents should reach AADCP II by **18 September 2020**. The Selection Committee's decision is final and only shortlisted candidates will be notified.