



**ASEAN-Australia-New Zealand Free Trade Area (AANZFTA)  
Economic Cooperation Support Programme (AECSP)**

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**Terms of Reference**

**SENIOR MONITORING AND EVALUATION OFFICER  
(ASEAN Nationals Only)**

**Background**

Following the entry into force of the ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA), the AANZFTA Economic Co-operation Support Programme (AECSP) was established in 2010 by ASEAN Member States, Australia and New Zealand with a main goal to facilitate the implementation of the AANZFTA. AECSP is currently until 31 December 2021. Support to economic co-operation under AANZFTA beyond 2021 is expected to be delivered through a multi-year successor programme.

The AECSP consists of the Economic Cooperation Work Programme (ECWP) and the AANZFTA Support Unit (ASU) which is located in the ASEAN Secretariat, Jakarta, Indonesia. The ECWP consists of components linked to key commitments by the Parties under the AANZFTA. The ECWP's primary focus is on capacity development of national institutions of Parties and policy work to operationalise the AANZFTA and address AANZFTA implementation gaps. ECWP facilitates the implementation of AANZFTA and its effective use by the Parties for the development of their economies and advancing regional economic integration. The ASU supports the implementation of the ECWP and assists the FTA Joint Committee (FJC) in monitoring the overall AECSP implementation progress, informing their decision-making and implementing decisions.

An important role of the ASU is to assist the AANZFTA Parties and FJC to track, monitor and evaluate AECSP and its contribution to the AANZFTA implementation. The ASU is looking for a suitable ASEAN candidate to fill in the full-time position of Senior Monitoring and Evaluation (M&E) Officer to be based in Jakarta, Indonesia.

The primary focus of the role is to provide support on all aspects of AECSP monitoring and evaluation through provision of strategic monitoring and evaluation inputs and management the programme and project levels, supporting the work programmes of the AANZFTA Economic Cooperation Sub-Committee and other AANZFTA subsidiary bodies. The Senior M&E Officer will work closely with the ASU team and report to the Programme Coordinator.

**Main Responsibilities**

AECSP is a multi-stakeholder initiative with complex sectoral implementation plans and follows the results-based approach in its management. As such, monitoring and evaluating results and systematically reporting on progress and achievements of the Programme are critical for keeping a

diverse range of stakeholders involved and informed. Working within relevant lines of reporting, the Senior M&E Officer shall bear the following main responsibilities:

1. AECSP-level monitoring and evaluation:

Lead the implementation of the AECSP-level M&E work plan, including (i) provide strategic inputs for the improvement of the current AECSP M&E framework emphasizing results; (ii) work closely with ASU team members on data collection, measurement and analysis; (iii) manage and provide advice for improvement on the functionality and design of programme and project databases; (iv) manage project databases and oversee data entry, quality control, and reporting; and (v) manage M&E consultants if needed; (vi) provide inputs to AECSP M&E analytical reports; (vii) assist the design and implementation of ASU's technical assistance activities; (viii) carry out other M&E tasks as may be assigned by the Programme Coordinator or AECSP Advisor.

2. Project-level monitoring and evaluation:

Work closely with ASU team members in providing M&E support to project proponents, implementing parties, and ASEC focal divisions to promote successful project design and implementation, and alignment with the AECSP M&E framework. Tasks include (i) provide inputs to project design and planning documents; (ii) provide strategic guidance as needed on all aspects of project implementation, M&E and communications throughout the project lifecycle; (iii) develop M&E frameworks, action plans and indicators for key projects as required; (iv) participate in project evaluation missions as required; and (v) promote gender mainstreaming in projects and where possible disaggregate data collection by gender and track gender outcomes.

3. Support the AANZFTA Economic Cooperation Sub-Committee

Assist the Programme Coordinator in supporting the implementation of the work programme of the AANZFTA Economic Cooperation Sub-Committee and its meetings.

## Qualifications Requirements

### Education

The Senior M&E Officer should hold a Master's degree in a relevant discipline such as monitoring and evaluation, programme/project management, international development or public policy. An advanced certificate in statistics or international trade would be an advantage.

### Experience

- A minimum of three years of experience in monitoring and evaluation of multi-sectoral large-scale development programmes; particularly in developing and refining monitoring and evaluation methodologies and tools, both quantitative and qualitative, data collection including planning and managing surveys as well as conducting data quality assessments and oversight.
- Demonstration of understanding of capacity development concept, approaches and the challenges;
- Experience in providing training to government officials on results-based monitoring and evaluation or project management
- Demonstration of knowledge of the challenges and practical measures in mainstreaming gender in capacity development projects;
- Experience in working with ASEAN countries and/or adequate knowledge of AANZFTA, ASEAN and the ASEAN Economic Community;
- Experience in working with international and/or regional organisations.

### Competencies:

- Excellent command in written and spoken English and in report writing;
- Good moderation, facilitation and training skills
- Strong qualitative and quantitative analytical skills
- Strong ability to work effectively in teams while coordinate with relevant ASEAN Secretariat desk officers, AANZFTA Parties, proponents, project implementers;
- Ability to deal with colleagues and clients with maturity, sensitivity and diplomacy;
- Ability to organize work, deliver under pressure and meet deadlines; and
- Infographic or data visualisation skills.

### Remuneration

An attractive lump-sum remuneration package at the level of Senior Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to the duration of the AECSP.

### How to Apply

- You are invited to send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) and copy [ecwp@asean.org](mailto:ecwp@asean.org) by **23 January 2020**. Please use the following heading for the subject of your email: **Senior Monitoring & Evaluation Officer, AANZFTA Support Unit**.
- A complete application includes:
  - **A Cover Letter** summarizing your candidacy, suitability for the advertised position and potential contribution to the team;
  - **A Curriculum Vitae**;
  - **Certified true copies of educational certificates**; and
  - **A complete ASEAN Secretariat Employment Application Form** attached with a recent photograph. The Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form).
- Women are encouraged to apply.
- The Selection Committee's decision is final and only shortlisted candidates will be notified. Incomplete applications will not be considered.
- For more information about the AANZFTA and AECSP, please visit: <http://aanzfta.asean.org/>