

Terms of Reference

Monitoring & Evaluation and Communications Officer

(ASEAN Nationals Only)

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

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 funded until 31 December 2019. Support to economic co-operation under AANZFTA beyond end 2019 is expected to be delivered through a successor program to AECSP.

The AECSP consists of the Economic Cooperation Work Program (ECWP) and the work plan of 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 ECWP 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, and to promote the AANZFTA to key stakeholders including business and industry through communications gateway and products. The ASU is looking for a suitable ASEAN candidate to fill in the full-time position of Monitoring and Evaluation (M&E) and Communications Officer, to be based in Jakarta, Indonesia. The M&E and Communications Officer will report to and work under the supervision of the ASU Program 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 Program are critical for keeping a diverse range of stakeholders involved and informed. Working within relevant lines of reporting, the Monitoring and Evaluation (M&E) and Communications Officer shall bear the following main responsibilities:

1. AECSP-level monitoring and evaluation:

- Provide daily support to the ASU Program Coordinator in implementing the AECSP-level M&E work plan. This task includes:

- Review the implementation of the AECSP M&E framework, performance indicators and, develop/employ relevant tools for data collection, measurement and analysis;
- Collect, check the accuracy of and integrate the M&E information generated from the implementation of on-going projects into the AECSP Integrated M&E Database;
- Assist in routine AECSP M&E analysis using the AECSP Integrated M&E Database, which includes regular review of the indicators, deliverables and lessons learned, among other categories.
- Assist in the development of the periodical AECSP M&E Snapshots using the information from the AECSP Integrated M&E Database and other sources.
- Provide groundwork support and inputs to ASU's annual deliverables, reports and participate in evaluation missions, as required.
- Assist the ASU Program Coordinator in undertaking training workshops on project management, as required.

2. Project-level monitoring and evaluation:

- Work closely with ASU team members in providing M&E support to project proponents and ASEC focal divisions in ensuring all projects are to be successfully designed and delivered. Task include:
 - Provide M&E inputs to all project concept notes, proposals, implementation plans, progress and completion reports, in close coordination with team members and clients;
 - Development of baseline and target indicators, and M&E action plan for the selected multiple-year projects in close coordination with project implementing parties, as required; and
 - Participate in project missions, when needed.
- Ensure gender mainstreaming in projects at the proposal stage, where possible, and track gender outcomes reported by projects, when available;
- Provide technical M&E support to the selected projects, as required;
- Develop case studies of the selected projects, as required;
- Manage project M&E consultants for the preceding three tasks, if required.

3. Communications

- Assist in the implementation of the AECSP communications work plan;
- Review and update the AANZFTA website on a regular basis to ensure its content is current and correct;
- Draft or provide inputs to draft press releases and working closely with ASU project officers in ensuring sufficient press coverage for all relevant AECSP activities.
- Present about the overall AECSP program logic at relevant project events, as required.
- Carry out any other M&E and communications tasks as may be assigned by the ASU Program Coordinator.

Qualifications Requirements

Education

The M&E and Communications Officer should hold a Master's degree in one of the following disciplines: program monitoring and/or evaluation, program management, statistics, international

development or public policy. An equivalent advanced degree in a trade-related area and additional exposure to result-based monitoring and evaluation concepts via a professional training would be desirable.

Experience

Essential

- Expertise in the application of theory of change and monitoring and evaluation frameworks in development projects;
- Minimum of five years of direct working experience in monitoring and evaluation of large multi-stakeholder programs, including data collection and analysis;
- Hands-on experience in project management, from design to completion stages;
- Good understanding of capacity development, ideally in the area of trade policy, including an appreciation of the challenges involved in sustainable capacity building for individuals and institutions and effective transference and maintenance of skills; and
- Demonstrated experience in communicating complex concepts to a range of stakeholders in multi-cultural settings;

Desirable

- Experience in working with ASEAN countries and adequate knowledge of ASEAN and the ASEAN Economic Community;
- Experience in gathering and analyzing primary and secondary data including independent/external program/project evaluation and research writing;
- Experience in the delivery of technical assistance or the provision of capacity building;
- Good knowledge of the challenges and practical measures in mainstreaming gender in capacity development projects; and
- Experience in working with international and/or regional organisations.

Competencies:

- Excellent command in written and spoken English and in report writing;
- Strong ability to work effectively in teams while coordinate with relevant ASEAN Secretariat desk officers, AANZFTA Parties, proponents, project implementers;
- Ability to deal with clients with sensitivity and diplomacy;
- Ability to work under pressure and meet deadlines; and
- Infographic or data visualisation skills would be desirable.

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 and copy ecwp@asean.org. Women are encouraged to apply. Please use the following heading for the subject of your email: **Monitoring & Evaluation and Communications 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.

Complete applications should reach the ASEAN Secretariat by **7 August 2017**. 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/>