



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

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**Terms of Reference**

**MONITORING, EVALUATION AND COMMUNICATIONS 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 funded until 31 December 2019. Support to economic co-operation under AANZFTA beyond end 2019 is expected to be delivered through extensions with cost and subsequently a multi-year 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 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, 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, Evaluation (M&E) and Communications Officer, to be based in Jakarta, Indonesia.

The primary focus of the role is to provide support on all aspects of AECSP communications including fulfilling program reporting requirements and effective communications with AANZFTA stakeholders including the AANZFTA Parties, ASEAN Secretariat and businesses. The position will also provide strategic inputs and support on monitoring and evaluation at the program and project levels, and supports the work program of the AANZFTA Economic Cooperation Sub-Committee. The M&E and Communications Officer will work closely with the ASU team and report to the 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 M&E and Communications Officer shall bear the following main responsibilities:

### 1. Strategic Communications

Lead the implementation of AECSP communications work plan, namely (i) manage communications tools and contents, including the AANZFTA website and website consultants as needed; (ii) ensure sufficient AECSP media coverage and quality of press releases; (iii) manage the design and publication of communication products; (iv) lead or manage consultants for the development of case studies to illustrate the “success stories” and contributions of AECSP to the broader AANZFTA objectives; and (v) provide inputs to AECSP analytical reports and deliverables; (vi) carry out other communications tasks as may be assigned by the Program Coordinator.

### 2. 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 program 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) carry out other M&E tasks as may be assigned by the Program Coordinator.

### 3. 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) promote gender mainstreaming in projects and where possible disaggregate data collection by gender and track gender outcomes.

### 4. Support the AANZFTA Economic Cooperation Sub-Committee

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

## Qualifications Requirements

### Education

The M&E and Communications Officer should hold a Master’s degree in a relevant discipline such as communications, program/project management, international development or public policy.

## Experience

- Five years of experience in strategic communications and reporting of multi-stakeholder programs;
- Three years of experience in monitoring and evaluation of multi-sectoral programs including program/project M&E data collection, analysis and evaluation;
- Good understanding of capacity development concept and approaches, including the challenges involved;
- Good knowledge of the challenges and practical measures in mainstreaming gender in capacity development projects;
- Experience in working with ASEAN countries and 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;
- Strong ability to work effectively in teams while coordinate with relevant ASEAN Secretariat desk officers, AANZFTA Parties, proponents, project implementers;
- Strong qualitative and quantitative skills
- Ability to deal with clients with maturity, sensitivity and diplomacy;
- Ability to work 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 **15 February 2019**. 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](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/>