



**ASEAN-IFAD
Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia
(MAHFSA)**

Terms of Reference

**PROGRAMME COORDINATOR
(ASEAN Nationals)**

Background

The Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia (MAHFSA) seeks to strengthen existing regional coordination mechanisms to facilitate a more harmonised response to tackling the transboundary haze pollution problem and for promoting sustainable forest management and peatland conservation.

The initiative will systematize data and information management and operationalise a flexible regional coordination platform for building capacity, harmonising programmes and projects, coordinating activities of stakeholders engaged in combating haze, and channelling multiple sources of finance to address the haze challenge.

The regional coordination platform will promote the dissemination of best practice, improve fire and haze prevention and support evidence-based policy dialogue, drawing on data collected through a harmonised data management system that extends from local to regional. This initiative will identify both geographic and socio-economic hotspots related to peatland fires and haze in order to foster sustainable alternative income generating activities.

MAHFSA will kick-start a process that will engender significant improvements within a 10-year period in achieving the objectives of the ASEAN Agreement on Transboundary Haze Pollution and the targets of the Roadmap on ASEAN Cooperation towards Transboundary Haze Pollution Control with Means of Implementation and in implementing associated National Action Plans on Peatlands (NAPPs).

The ASEAN will be the recipient of the 5-year grant and will work with a consortium consisting of the Center for International Forestry Research (CIFOR) and the Global Environment Centre (GEC). The grant will be managed, and overall work coordinated, by the ASEAN Secretariat. MAHFSA Programme Coordination Unit (PCU) supports the ASEAN Secretariat in facilitating the day-to-day coordination and overall implementation, administration, and financial accountability and monitoring of the Programme.

Main Responsibilities

The Programme Coordinator will work under the supervision of the Assistant Director/Head of the Environment Division of the ASEAN Secretariat. The Programme Coordinator will work in close collaboration with GEC and CIFOR and maintain close communication with IFAD.

- Lead the management of PCU and its team
- Lead the coordination of all MAHFSA related meetings and events
- Function as Secretary of PSC maintain close communication with PSC members and AMS, also by ensuring that meeting minutes and related material are maintained.
- Lead the coordination and preparation of project work plans, project calendar, and timelines. In particular, lead the preparation of the Annual Work Program and Budget to be submitted for No Objection from IFAD.
- Lead in the preparation of financial management reporting and auditing responsibilities.
- Lead coordination and communication among the implementing agencies (GEC, CIFOR), IFAD and other partners.
- Lead in the effective and timely implementation of all components of the project, based on the approved AWPB and the project's Project Implementation Manual.
- Track progress of the project and prepare periodic progress reports, including those due to IFAD, and organize their sharing among all partners.
- Lead on the establishment of the proposed regional multi-stakeholder platform (under Output 3.1) Undertake partnership outreach
- Ensure the consolidation of the knowledge management system (facilitated by CIFOR under Component 2),
- Support the establishment and operationalization of the ten-year investment framework (facilitated by GEC under Output 3.1.2) including by enabling dialogue within the established multi-stakeholder regional platform
- Intellectual engagement in development of policy guidance notes and dialogue (facilitated by CIFOR under Component 2 and Activity 3.1.3).
- Coordinate project related M&E activities, while ensuring that lessons learnt are incorporated in project development and implementation and shared with stakeholders.
- Provide leadership in developing deliverables and monitoring status, including document creation, presentation preparation, logistical support.
- Coordinate planning for events, meetings, conferences, and presentations which may include coordinating arrangements for participants.
- Respond to requests for information about project activities.
- Coordinate contracts, including tracking of invoicing and deliverables, receipt of required reports and monitoring expenditures. Coordinate the end-to-end contract and grant processes with internal parties (contracts, grants and legal business partners) and external parties (vendors and grantees).
- Other tasks that may be assigned by ASEC/IFAD in association with MAHFSA

Qualifications Requirements

- Advanced degree in Natural Resource Management, Forestry, Environmental Studies, or any appropriate related field.
- Preferably with at least 5 years of experience in programme management, in particular with International Organizations and Donors.
- Experience in working with ASEAN countries and, ASEAN and the ASEAN Agreement on Transboundary Haze Pollution.
- Experience in multi-stakeholder engagement
- Experience in data and information collection and sharing and results management systems
- Adequate knowledge of peatland management, land and forest fires, and/or transboundary haze
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Strong ability to work effectively in teams while coordinate with relevant ASEAN Secretariat desk officers, ASEAN Member States, proponents, and project implementers.
- Strong qualitative and quantitative skills.
- Competency in computer skills and literacy with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Proven ability for accuracy under pressure and adherence to deadlines.
- Ability to deal with clients with maturity, sensitivity and diplomacy.
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willing to travel frequently on short notice.
- Excellent command of English, written, spoken, and in report writing.

Remuneration and Benefits

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 three years.

How to Apply

Send your application to asean.hr@asean.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 degree, including PhD (if any), and complete ASEC Employment Application Form** attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Programme Coordinator (MAHFSA).**

Application documents should reach the ASEAN Secretariat by **26 May 2019**. 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
- ASEAN Secretariat staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.