



**THE ASEAN SECRETARIAT  
INVITES ASEAN NATIONALS TO APPLY FOR THE FOLLOWING VACANCY**

**TEAM LEADER: CAPACITY BUILDING AND MID-TERM EVALUATION  
OF ASCC BLUEPRINT 2025**

***(Re-advertisement - Previous Applicants Need Not Apply)***

**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. 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 in November 2015, calling the ASEAN Community to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat 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, and envisioned to be the nerve center of a strong and confident ASEAN Community.

In alignment with the Kuala Lumpur Declaration on ASEAN 2025, and key aspirations of the three pillars; ASEAN Political-Security Community (APSC), ASEAN Economic Community (AEC) and ASEAN Socio-Cultural Community (ASCC), supported by the Department of Community and Corporate Affairs (CCA), the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of **Team Leader: Capacity Building and Mid-Term Evaluation of ASCC Blueprint 2025**.

**Duties and Responsibilities:**

This position is for a project staff under the ASCC Analysis and Monitoring Directorate (AMD) of the ASCC Department. Reporting to the Head of ASCC Monitoring Division, the Team Leader shall be responsible for:

- 1. Conduct training workshops on the ASEAN Socio-Cultural Community (ASCC) Blueprint Monitoring and Evaluation (M&E) System:**
  - a. Develop and finalise the design, substantive material and method of the training, including the pre-training and post-training questionnaire, to ensure that all parties

involved in the implementation of the ASCC Blueprint 2025 have a common understanding on how to implement the ASCC M&E Framework.

- b. Provide training to the participants.
- c. Draft, submit, revise (if necessary), and finalise training report to Head of ASCC Monitoring Division, including results of pre- and post-questionnaires.
- d. Provide overall coordination of training programmes to ensure that objectives are met effectively and efficiently.
- e. In developing and finalising the above deliverables, the Team Leader will provide clear and easy-to-understand training of M&E to participants, including through:
  - Substantive materials delivered in an orderly, clear, and engaging manner;
  - Active engagement and interaction with participants to ensure proper understanding of the information;
  - Substantive aspects of M&E methodologies are linked with the context of ASCC Blueprint 2025 implementation; and
  - Effective time management of the training sessions.

## **2. Conduct a mid-term evaluation of the ASCC Blueprint 2025:**

- a. Provide outline and draft inception report of the mid-term evaluation, which will include identification of purpose and scope, overall approach, plan for data collection (methodology) and data analysis, work plan, management arrangement, and budget.
- b. Conduct the mid-term evaluation which will involve intensive national and regional assessments of the implementation of the ASCC Blueprint.
- c. Undertake a comprehensive survey of existing documents, data, and information from a variety of sources, while the on-going M&E mechanisms will provide valuable basic information.

## **3. Provide support to M&E related activities of the AMD:**

- a. Support the operationalization of the ASCC Results Framework.
- b. Provide policy and technical advice on monitoring, evaluation and socio-cultural issues, including through briefing papers, presentations, and inputs to the development of an electronic database of the ASCC Blueprint monitoring system.
- c. Monitor and evaluate the progress of implementation of the ASCC Blueprint, including prepare documents and reports of meetings or M&E related activities.
- d. Any other tasks as assigned by the Head of ASCC Monitoring Division.

### **Qualifications and Experience:**

- An advanced degree (Masters) in Social Sciences, Public Policy, Public Administration, Economics, Statistics or related fields.
- A minimum of six (6) years of experience in any of the following fields: (i) providing technical advice into the design, implementation and improvement of monitoring, evaluation and learning systems, policies, tools and processes; (ii) business analytics; (iii) providing strategic advice related to program design and theories of change, measurement frameworks, log frames and/or indicators.

- Proven analysis background and experience in conducting policy analysis gained in international/regional development institutions, research institutes, public sector, academe, private sector or research consulting.
- Proven experience in capacity and institutional development;
- In-depth understanding of international and regional issues, and knowledge of and commitment to ASEAN ideals;
- Excellent command of English, written and spoken; and
- Ability to travel.

### **Remuneration and Benefits:**

This is a project post for a period of 18 months. Any extensions of the appointments are subject to the availability and/or mandate of the funds. The successful candidate will be offered a monthly lump sum remuneration of a maximum of USD 7,738 covering salary, housing, medical and insurance, and gratuity.

### **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 transcript for Bachelor and Master degrees, 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 Team Leader: CB and MTE of ASCC.**

Application documents should reach the ASEAN Secretariat by **26 July 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](http://www.asean.org/opportunities/asec-employment-form)

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