

Terms of Reference (ToR) for
PROGRAMME CONSULTANT
ASEAN-ROK Development Cooperation
Programme Management Team (AKPMT)

Background

ASEAN and ROK have established their Sectoral Dialogue Partnership in 1989. Building upon this partnership in 1990, the ROK government launched the ASEAN-ROK Special Cooperation fund (SCF) with an aim of enhancing people-to-people exchanges. In 1996, the ASEAN-ROK Future-Oriented Cooperation Project Fund (FOCF) was further launched in order to implement cooperation projects in the fields of human resource development, science and technology, governance, culture and sports, etc. The SCF and FOCF were merged into the ASEAN-ROK Cooperation Fund (AKCF) for a bigger volume to design flagship multi-year programmes. Starting from 2019, the annual budget for the AKCF has been increased to 14 million USD.

In order to ensure more effective utilization of the AKCF, ASEAN and the Government of ROK had agreed to set up the ASEAN-ROK Development Cooperation Programme Management Team (AKPMT) in Jakarta.

The objectives of the AKPMT are to jointly formulate and implement AKCF funded programmes/projects together with ASEAN. The AKPMT will be responsible for planning, design, management, implementation and programming of AKCF funded programmes/projects. The AKPMT will report to the Joint Cooperation Committee (JCC) comprised of ASEAN Member States (AMS), the Government of ROK and the ASEAN Secretariat.

Duties and Responsibilities:

The **PROGRAMME CONSULTANT** shall be senior officer-level positions to provide general management and coordination support to the Team Leader to ensure efficient and effective design and implementation of AKCF. The incumbent will be based in the Ministry of Foreign Affairs of ROK in Seoul to serve as liaison among the Jakarta-based PMT, ASEAN, the ROK government and proponents. Duties of this position include the following:

- Undertake technical analysis and policy advice in identification, design, formulation, implementation, monitoring, and evaluation of AKCF programmes/projects and activities
- Supervise AKCF reporting requirements and implement quality assurance processes, including visits to relevant facilities and attending relevant meetings as and when necessary
- Facilitate effective liaison and coordination with the ASEAN Secretariat, ASEAN Member States/Sectoral Bodies, the Government of ROK, and other stakeholders/partners and to undertake visits/attend relevant meetings as and when necessary
- Monitor and keep track of programme/project developments with the emphasis on ensuring their implementation, completion, and reporting requirements, including financial reports, as per AKCF guidelines and the ASEAN Secretariat's procedures and regulations
- Facilitate the organization of the external review board meetings for the approval of AKCF project proposals

Requirements:

- Korean national
- Advanced degree(Master's or equivalent degree), preferably in development studies or relevant policy area with at least three (5) years of relevant working experience. Or Bachelor's degree, preferably in development studies or relevant policy area with at least five (7) years of relevant working experience.
- Proven ability in ODA (Official Development Assistance) programme/project formulation and management as well as financial and administrative management.
- Solid understanding of international and regional issues, knowledge of ASEAN programmes and activities. Knowledge of ASEAN-ROK strategic relations is an advantage.
- High-level interpersonal, negotiation and communication skills, including experience in a cross-cultural environment and international settings
- Proven ability to develop and maintain sound working relationships with government representatives, public and private sector organisations and other stakeholders
- Proven high-level analytical skills including the use of Microsoft Office applications, and ability to provide clear and concise reports.
- Excellent command of English and Korean, written and spoken.

Deliverable

- Submission of monthly reports

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