



The ASEAN Regional Integration Support from the European Union (ARISE+) Grant wishes to commission a qualified individual consultant/specialist for the post of

Results-based Monitoring and Evaluation Specialist,

based at ASEAN Secretariat in Jakarta, Indonesia

Terms of reference of the post is presented below. Each applicant should send via e-mail her/his Curriculum Vitae with a cover letter stating his/her current monthly fee by **COB of 18 February 2022**, to:

ARISE+ Grant Manager

ASEAN Secretariat, Jl. Sisingamangaraja 70A, Jakarta 12110, Indonesia

Email: suchat.katima@asean.org and erwin.hendrawijaya@asean.org

Note: All inquiries about this consultant assignment must be addressed to the Grant Manager directly via email.



TERMS OF REFERENCE

Results-based Monitoring & Evaluation Specialist

I. Background

The ASEAN Secretariat (ASEC) 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. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its peoples.

The Programme Cooperation & Project Management Division (PCPMD) supports the four ASEAN Secretariat Departments in the development and implementation of ASEAN cooperation projects and programmes (ACPs). In doing so, PCPMD facilitates and coordinates with project management teams, technical assistance teams, and the relevant external partner missions of Trust and Project Funds (TPF) and multi-year programmes. The Division manages the ASEAN Development Fund (ADF) and contributes to the development, appraisal and approval, implementation, monitoring and evaluation, and completion of ACPs funded by ASEAN and external partners of ASEAN to support ASEAN integration and the achievement of ASEAN Community Blueprints - ASEAN 2025: Forging Ahead Together.

The Division, under the guidance of the Sub-Committee on Development Cooperation of the Committee of Permanent Representatives to ASEAN, is responsible for strengthening and maintaining the ASEAN Secretariat Project Management Framework (PMF) including the development of guidelines, quality procedures and processes in every stage of the ASEAN project cycle.

In 2018, as part of the exercise to support the strengthening of the ASEAN Secretariat PMF, PCPMD reviewed its functions and developed its strategic plan for 2019-2025. Some of the challenges identified during the exercise are related to Results-based Management (RBM) and Monitoring & Evaluation and Learning (MEL). These included: insufficient capacity to coordinate and access to data and information over the full project cycle management; has no mechanisms in place to monitor projects or to verify completion reports; a lack of knowledge, skills and motivation for results-based management; and there is no comprehensive system in place for M&E of projects.

Aim to overcome the above challenges, PCPMD is implementing a comprehensive Strategic Action 2019-2025. One of the five outcomes of this strategic action is to promote RBM practice in ASEAN Cooperation projects and programmes.

II. Objectives

With the support of the ASEAN Regional Integration Support from the European Union (ARISE Plus) Grant, ASEC wishes to commission a technical specialist to support PCPMD to set up the Results-based Monitoring & Evaluation (RBM&E) system that will support the strategic objective of PCPMD: “PCPMD to manage efficient, reliable and comprehensive Result Based Management/Project Cycle Management processes, procedures and systems for its clients that link project results to higher level objectives.”

The expected outcome of this consultancy project is that “the ASEAN Secretariat is able to monitor and evaluate projects progress and outcomes which will contribute to better documentation of project’s outcome and lessons learned which in the long run will result in the increased effectiveness of resources utilisation.

III. Specific tasks and deliverables:

Reporting to the Head of PCPMD, the Technical Specialist on RBM&E provides: technical assistance to PCPMD team in the implementation of the ASEAN Secretariat Project Management Framework, focused on: providing advice and expertise for M&E of TPF-funded projects; developing guidelines and tools to support Project Monitoring and Evaluation Framework (PMEF); promoting RBM&E practice in ASEC; and developing E-learning modules on Results-based Monitoring and Evaluation.

1. Providing Technical Assistance to PCPMD team:

- Support the PCPMD team in making a detailed review of recommendations from the study to improve the ASEAN Project Monitoring and Evaluation Framework supported by GIZ
- Support to the development of the road-map for PCPMD on strengthening PMEF and implementation of to-be-identified activities
- Support the PCPMD team in the implementation of the current Project Monitoring PMEF, including the new Guidelines on Implementation and Monitoring of ASEAN Cooperation Projects, and the revised Guidelines on Closing ASEAN Cooperation Projects.
- Support the PCPMD team in establishing updated coordination mechanisms among project stakeholders.
- Support PCPMD in developing results-based project implementation and monitoring guidelines and templates through review of M&E sections of project proposals.
- Support PCPMD to collect and document results-based success stories and good practices within ASEC/ASEAN to support evidence based advocacy of RBM.
- Provide in-house M&E capacity building for the PCPMD team.

2. Promoting RBM&E practice in ASEAN Secretariat:

- Provide RBM&E training and coaching for PCPMD Officers, Desk Officers and representatives of the respective Analysis & Evaluation Divisions on RBM&E.

- Establish a community of practice (CoP) on results based management in ASEC, consisting of focal points / agents of change within ASEC
- Organise webinars, brown bag seminars and casual meetings on RBM&E topics,
- Convene quarterly meetings to share experiences, good practices on RBM&E.

3. Developing E-learning Modules on RBM

- Work with Human Resource Division to develop E-learning Modules on ASEC's RBM&E system to be upload in the ASEC's Learning Management System.
- Explore collaboration with RBM training institutions.

IV. Minimum Qualification.

- At least 15 years of progressive work experience in areas related to Results-based Management, Goals-oriented Programme/Project Planning, Monitoring, Evaluation & Learning.
- Demonstrated knowledge and skills in designing, implementing, monitoring, and reporting project results.
- Demonstrated skills in formulating concept papers, project results chain, logical framework, project documents, reports and policy briefs;
- Good facilitation skills and hand-on experience in designing and conducting learning course, training/workshop;
- Demonstrated working experience in multi-cultural settings;
- Excellent written and verbal communication skills in English;
- Good knowledge of ASEAN regional integration and familiar with ASEAN Secretariat structure and work dynamic, preferably.

V. Working Station and Duration of Services

The successful consultant will work as a member of the PCPMD at the ASEAN Secretariat Head Quarters in Jakarta, Indonesia for up to 6 consecutive months (with possible extension)