



The ASEAN Regional Integration Support from the European Union (ARISE+) Grant wishes to commission a qualified **ASEAN national** for the post of

Results-based Monitoring and Evaluation Consultant,

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 by **COB of 17 February 2023**, 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 consultancy assignment must be addressed to the Grant Manager directly via email.



TERMS OF REFERENCE

Results-based Monitoring & Evaluation Consultant

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.

This ARISE Plus Grant supports ASEAN Secretariat capacity building, and funds expertise, studies and additional staff to support the ASEAN integration initiatives. One of the grant's key result areas is to strengthen ASEAN project and trust fund management. Recently, the ASEAN Project Management Framework (PMF) was launched with the aim to integrate results-based management in ASEAN cooperation project cycle: Project Formulation, Appraisal and Approval; Implementation and Monitoring; and Completion and Evaluation. Since June 2022, ARISE Plus Grant has been supporting the ASEC's Programme Coordination and Project Management Division (PCPMD) in the implementation of ASEAN PMF, especially on Project Monitoring and Evaluation.

II. Objectives

ARISE Grant wishes to commission a M&E Specialist to provide technical assistance to PCPMD to integrate M&E Guidelines and Tools in the whole project cycle of the ASEAN cooperation projects and institutionalize the practice of Results-based Management in ASEAN Secretariat.

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); and promoting RBM&E practice in ASEC;

1. Providing Technical Assistance to PCPMD team:

- Support to the development and implementation of the road map for integrating RBM&E into ASEAN Cooperation Projects;
- Monitor and evaluate projects progress and outcomes and document project's outcome and lessons learned for effective future resources utilization;

- Provide technical assistance to ASEAN Member States' proponents and ASEAN Secretariat's desk officers during the development of large multi-year projects to ensure the M&E component is included in the Project Proposal and budget.
- Facilitate capacity building activities such as orientation seminars and trainings to increase the awareness and understanding of project key stakeholders in applying results-based approach during project proposal formulation; appraisal and approval; implementation and monitoring; as well as completion and reporting.
- Support the PCPMD in further refinement of the existing M&E tools under the PMF, including relevant guidelines and SOPs, and the project proposal management system and database.

2. Promoting RBM&E practice in ASEAN Secretariat:

- Work with the Analysis and Monitoring Divisions of all departments at ASEC and the Project Management Teams of ASEAN Dialogue Partner whose trust funds are managed by ASEC to synchronise the efforts related to project monitoring and evaluation.
- Establish a community of practice (CoP) on results-based management in ASEC, consisting of focal points / agents of change within ASEC
- Convene quarterly meetings to share experiences, good practices on RBM&E.

IV. Minimum Qualification.

- ASEAN National
- At least 6 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;
- Preferably good knowledge of ASEAN Project Management and familiar with ASEAN Secretariat structure and work dynamic.

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 9 consecutive months (with possible extension)