

**Terms of Reference (ToR) of  
Consultant/ Programme Officer of  
ASEAN-China Cooperation Fund Management Team**

**Background:**

China and ASEAN countries are close neighbors linked by mountains, rivers and seas. Since the establishment of dialogue partnership in 1991, strategic partnership in 2003 and comprehensive strategic partnership in 2021, the two sides have stepped up efforts to consolidate political and strategic mutual trust, deepen trade and economic cooperation, enhance connectivity and strengthen people-to-people exchanges, and have achieved fruitful results spanning across a wide array of areas.

Building upon this partnership, the Government of the People's Republic of China launched the ASEAN-China Cooperation Fund (ACCF) with the aim to fund activities in promoting cooperation between ASEAN and China in areas such as agriculture, ICT, HRD, mutual investment, Mekong River Basin Development, trade, tourism, transport linkage, education, science and technology and environment, including but not limited to conducting of seminars, personnel training and exchange of visits and other functional areas.

In order to enhance more effective utilization of ACCF, ASEAN and the Government of the People's Republic of China have agreed to set up the ACCF Programme Management Team (AMT) in Jakarta.

The objectives of AMT are to jointly formulate and implement ACCF-funded programmes/projects together with ASEAN. The AMT will be responsible for planning, design, management, implementation and programming of ACCF-funded programmes/projects. The AMT will report to the ASEAN-China Joint Cooperation Committee (JCC-WG) comprising ASEAN Member States, the Government of the People's Republic of China and the ASEAN Secretariat

**Scope of Works**

The consultant is required to provide technical and administrative support to the Team Leader and ACCF Management Team at the level of planning, rules and procedures and implement appropriate mechanisms in ASEAN and China for the overall project management framework, as well as to play a role in achieving the goals and objectives of AMT Phase II. The Consultant/PO will be working under the direction and supervision of the ACCFMT Team Leader/Director.

**Duties and Responsibilities:**

1. To support proponents from ASEAN and China for development of quality proposals and implementation of approved projects.
  - Review proposals submitted for ACCF support to improve the quality of proposals.
  - Consolidate and convey inputs and comments to the proponent.
  - Monitor and evaluate the implementation, reporting the progress and completion of projects
  - Maintain communication and coordination with related partners
2. To enhance the effective utilization, management and implementation of ACCF funded projects.
  - Participate in prominent ACCF-funded project activities to monitor project implementation and develop M & E report.
  - Take part in organizing meetings/workshops/training with relevant and prominent partner
3. Play a role in promoting ACCF through various mechanisms
4. Improve and manage the utilization and efficiency of ACCF
5. Act as a resource person in workshops/training and project monitoring
6. Conduct necessary briefings to address capacity gaps in partners and within the team
7. Conduct reviews of existing systems, procedures and management practices and identify areas for improvement to support fund management.
8. Carry out other relevant duties assigned by the Team Leader.

**Qualifications Required:**

The Individual Consultant should possess the following minimum qualifications:

1. Academic Qualifications:  
Bachelor's degree in management accounting, finance, or equivalent.
2. Years of Experience:  
Having years of work experience in International Organizations and their partners. Working experience with ASEAN or China partnership will be an advantage.
3. Competencies:

- Good communication skills;
  - Demonstrated knowledge of communication and technical skills in the area of project management
  - Good interpersonal communication skills, including experience in cross-cultural and international environments
  - Good command of both written and spoken English
- Work effectively in a small team environment involving the sharing of information and at times sharing workloads.
- High-level analytical skills including use of Microsoft Office applications (Word, Excel and PowerPoint), and ability to provide clear and concise reports.
- Have a high knowledge of the overall Project Management Framework
- Demonstrate high analytical skills
- Have a good personality and good habits
- Indonesian nationality

#### **Expected Duration of Service**

The successful consultant will be contracted for a period of six (6) months, commencing at the beginning of the month. Modification and renewal of the contract will be subject to the continuation of the project taking into account the satisfactory performance of the appointed consultant.

#### **Payment Terms**

Payment will be made in six (6) months instalment by the end of every month.

#### **Requirement for Submission**

Provide CV or resume of the consultant highlighting the following criteria:

- Education degree in management accounting and finance or equivalent.
- Working experience in International Organizations and their partners.
- Experience in Project Management Framework.