



ONE ASEAN
ONE RESPONSE

JOB DESCRIPTION AND QUALIFICATIONS

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| Job Title: | Monitoring and Evaluation (M&E) Consultant – Improving ASEAN’s Humanitarian Assistance Capacity in Multi Hazards |
| Job ID #: | 23CONSULTANT36- ASEAN-PRIME |
| Division: | ASEAN-PRIME: ASEAN Protection, Resilience, and Inclusion for Multi-hazard Emergencies |
| Position Base: | Jakarta, Indonesia. |
| Reporting to: | Project Officer– Improving ASEAN’s Humanitarian Assistance Capacity in Multi Hazards |
| Supervising: | None |
| Contract Period: | 25 Working Days (starting 1 January 2024 to 29 February 2024) |
| Closing submission: | 26 th November 2023 - 11:45 pm Jakarta local time. |

BROAD STATEMENT OF FUNCTION

The Government of Canada through the Department of Foreign Affairs, Trade, and Development (DFATD) provides financial contribution to the ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management (AHA Centre) through a project named “Improving ASEAN’s Humanitarian Assistance Capacity in Multi Hazards”. This project is implemented for five years from 2022 to 2027. This project will support the AHA Centre to integrate Protection, Gender, and Inclusion (PGI) considerations, as well as Climate Change Adaptation and Environmental Sustainability standards and measures into disaster management. Specifically, the project aims to improve the capacity of ASEAN Member States and local partners to provide gender-sensitive humanitarian assistance and respond to new complex disasters.

The project activities include regional capacity building; development/update of risk scenarios (incorporating climate change, public health crisis, conflict, etc.); multi-sectoral workshops on gender-sensitive and inclusive humanitarian assistance; and knowledge exchange on gender-sensitive, inclusive, and sustainable humanitarian assistance. One of the main components of the project is to develop new risk scenarios that consider multiple potential hazards. As most of the hazards in the region are related to climate conditions, one can expect that climate change has the potential to exacerbate the impact and severity of disasters in the region.

All outputs and activities will have gender-sensitive interventions as well as cross-sectoral collaboration to advance gender equality within AHA Centre and among ASEAN Member States.

PRIMARY RESPONSIBILITIES

A. Objective

The main objective of the consultant is to provide technical assistance and support to the Project Management Team (PMT) in developing and implementing the monitoring and evaluation practices, policies, standards, and guidelines. The consultant will monitor and track the progress achievements of the project and provide advice to the project team and other specialised consultants for the preparation and planning of the activities on an annual basis. An annual project monitoring and reporting meeting will be organised to verify the data and information from the past activities that are implemented in past year and develop a monitoring tool for the upcoming years within the project period. The M&E Consultant will have access to relevant resources, as well as other organisations that are benefiting from this project. Success stories and lesson learnt will be developed as part of project learning and accountability.

B. Responsibilities

The following are the responsibilities of the Monitoring and Evaluation Consultant:

1. Review and improve the existing Performance Measurement Framework (PMF) to ensure that methods and indicators are feasible to be used to measure the project's progress and success, including to ensure that baseline data and study are there.
2. Coordinate and support the project management team in further refining existing M&E tools under the PMF, including the development of relevant guidelines and SOPs.
3. Monitor and evaluate the project's progress and outcomes and document the project's outcomes and lessons learned for effective future resources utilisation, including collecting the relevant data for the assessment.
4. Conduct consultations, interviews, and surveys with the representatives of relevant organisations and institutions (government officials, CSO, regional partners, etc.) to get their views, concerns, and feedback to support the project's monitoring and evaluation activities.
5. Together with the Risk Scenario Consultant, PGI Consultant, and Climate Change Adaptation & Environmental Sustainability Consultant, develop the M&E tools for future activities and ensure that the M&E tools are incorporated in their plans.
6. Develop the project evaluation report incorporating the assessment result of the project progress, participants feedback from data collection, and recommendation for the further improvement of M&E tools.
7. Coordinate with the AHA Centre's Knowledge and Change Management Officer to synchronise the project contribution towards the implementation of the AHA Centre Work Plan 2025 and the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025.
 - Provide updated information and project-related statistic.
 - Provide input and update information related to project outputs and outcomes.
 - Prepare Issues Log and Risk Log of the project for knowledge management purposes.
 - Support the Knowledge and Change Management Unit on the findings and lessons

learned from project innovations for knowledge management purposes.

All of the information resulting from the above key activities will further be developed into a structured and well-written document in English.

C. Deliverables and Timeline

| No | Activity/Deliverable/Output | No of Days | Timeline | Payment % |
|-------------------|--|----------------|--|---|
| 1 | Submission of initial project evaluation report obtained from project report analysis, questionnaire, consultations, and key informant interview (KII) with AMS and relevant stakeholders to get their views, concerns, and feedback. | 7 Days | Maximum 2 weeks after the contract signing | 25% of payment upon received and agreed of the report |
| 2 | Coordinate with the Knowledge and Change Management Officer to synchronise the project contribution towards the implementation of the AHA Centre Work Plan 2025 and the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme 2021-2025. | 4 Days | Maximum 1 month after the contract signing | 20% of payment upon received and agreed of the report |
| 3 | Submission of updated Performance Measurement Framework including relevant M&E tools, method, guideline, and SOP (in coordination with the other consultants). | 7 Days | No later than 31 January 2024 | 25% of payment upon received and agreed of the report |
| 4 | Submission of the project evaluation report on the overall consultancy service provided, incorporating evaluation results, lessons learned, and recommendations for the improvement of M&E tools and system. | 7 Days | No later than 29 February 2024 | 30% of payment upon received and agreed of the report |
| Total Days | | 25 Days | | |

TASKS AND WORK ARRANGEMENT

Timing and Duration of the Assignment

Between 11 December 2023 and 29 February 2024, there is a total of 25 working days based on the work plan, and/or ends upon satisfactory completion of the deliverables described in this Terms of Reference. Distant working arrangement is expected.

Reporting Relationship and Communications

Under the direction of the Assistant Director for Disaster Monitoring and Analysis (DMA) of the AHA Centre, the consultant will work closely with and report to the ASEAN-PRIME Project Officer. The Project Officer will be responsible for answering queries related to this consultancy.

The Assistant Director for DMA, in close consultation with the Director of Operations and the Executive Director of the AHA Centre, will assess the services and outputs of the Consultant.

JOB QUALIFICATIONS REQUIREMENTS

Education

- Preferably Master's Degree in one or more of the following disciplines: Disaster Management Social Science, Development, Management, or related disciplines.

Experience

- At least five (5) years of work experience in the design and implementation of M&E activities in disaster management or development projects implemented regional/international NGOs/UN bodies/Government based in ASEAN;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven database management skills, preferably result and evidence-based management system and at least advanced level skill of utilising spreadsheet. Expertise in analysing data using statistical software will be an advantage;
- Exposure working in a disaster management and emergency response operations organisation in a government or international organisation;
- Knowledge of ASEAN and its regional frameworks in disaster management, such as the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), will be an advantage;
- Strong command of the English language, both spoken and written.

Core Competencies

- **Planning and organising**
Ability to establish a coherent course of action to achieve goals, ability to translate plans into actions, organise work, monitor & review outcomes, and communicate the results clearly both orally and in writing.
- **Ability to work in a multi-cultural setting and under pressure**
Ability to interact effectively with people from different cultures, ability to multi-task and remain efficient and productive under pressure.
- **Communications and interpersonal skills**
Ability to express thoughts clearly, accurately, and succinctly in verbal and in writing to different audiences, and ability to relate well with others and to maintain relations with cordiality and diplomacy.
- **Flexibility and adaptability**
Ability to respond positively to change and new organisational practices, structures, procedures, and technology.
- **Personal credibility**
Have high regards for self-discipline, good attendance record, respect punctuality and set examples to others, show consistency in words and actions, has high integrity and is conscientious.

Technical Competency

- **Knowledgeable on Disaster Management and its cross-cutting issues**
 - Advance knowledge on regional coordination mechanism and exchange learning in disaster management
 - Good knowledge on regional and international issues on climate change adaptation, environmental and sustainable development
- **Awareness and Sensitivity on the Vulnerable Groups Issues**
Basic understand on the issue of vulnerable groups during emergencies.

Managerial Competency

- **Teamwork and coaching**
Ability to build trust and respect among fellow team members and contribute to the resolution of workplace conflict.
- **Effective problem-solving skills**
Ability to use sound judgment and initiative, develop options and achieve outcomes.
- **Organisational awareness**
Ability to align thinking and actions to organisational values.

Application process

The AHA Centre urgently invites the best, most talented and highly motivated individuals from ASEAN Member States to apply for this position. We encourage female candidates to apply.

You may apply by sending your application to human.resources@ahacentre.org highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed the AHA Centre Application Form, which can be downloaded at <https://ahacentre.org/job/>.

Please ensure that the total size of your email, including attachments, is not more than 5MB.

Please indicate the name of the position that you are applying for on the subject of your email. Incomplete applications will not be considered.

Application papers should reach us on or before 26 November 2023 - 11:45 pm Jakarta local time.

The Selection Panel's decision is final and only shortlisted candidates will be notified. For more information on the AHA Centre, please visit <https://ahacentre.org/>.
