

AUS4ASEAN Futures - Technical Services and Support Program

Terms of Reference for

Technical Assistance for the Enhancement of Monitoring and Evaluation System of the ASEAN Political-Security Community Strategic Plan

1 Summary

Title	M&E APSC Specialist
Position Title	M&E Specialist
Work Area	Aus4ASEAN Futures - TSSP
Supervision	MEL Adviser
Location	Home based with travel to Jakarta, Indonesia
Period of consultancy	July-December 2026
Procurement Process:	Request for Expressions of Interest
Submission Instruction	Interested individuals should submit their Expression of Interest (see Section 6 for details) by emailing aus4aseanpanel@tetrattech.com on or before 03 July 2026
Scope of Work Summary: <i>Aus4ASEAN Futures is seeking Expressions of Interest from M&E Specialist to provide technical inputs to the monitoring and evaluation of the ASEAN Political-Security Strategic Plan.</i>	

2 Background

The Aus4ASEAN Futures Initiative is a 10-year, AUD204 million investment by the Australian Government, progressing the Comprehensive Strategic Partnership (CSP) between ASEAN and Australia established in October 2021. It is a vital program in strengthening the relationship and positive dialogue between Australia and ASEAN. At the core of the support is a trust fund that will support jointly approved ASEAN priority projects. Aus4ASEAN Futures will work across ASEAN's three community pillars, namely the Economic Community (AEC), Socio-Cultural Community (ASCC) and Political-Security Community (APSC). It also supports cross cutting issues within ASEAN and further strengthens engagement between Australia and ASEAN.

Aus4ASEAN Futures is embedded in the ASEAN Secretariat (ASEC), mobilising resources through an ASEAN trust account, and using ASEAN systems. Aus4ASEAN Futures is governed by a Joint Planning and Review Committee (JPRC) comprised of representatives from ASEAN Member States (AMS) and Australia that meets annually to review program progress and approve forward work planning. A Program Management Team (PMT) comprised of the Aus4ASEAN Program Director(s) and representatives from ASEC are responsible for the delivery of the Program within ASEC. They are

supported in the implementation of the program by a Program Planning & Monitoring Support Unit (PPMSU), based in the ASEAN Secretariat, Jakarta.

The PPMSU was established in early 2023 when the program primarily supported the ASEAN Economic Community and related cross-cutting priorities, such as Connectivity. It is expected that Aus4ASEAN Futures' support will continue to expand to increasingly cover the ASEAN Socio-Cultural and Political Security Communities as well. The PPMSU works closely with:

- a) The ASEAN Secretariat (ASEC);
- b) The DFAT Mission to the ASEAN; and
- c) The Technical Services and Support Program (TSSP) Team

DFAT has contracted Tetra Tech to support Aus4ASEAN Futures. As the Managing Contractor for the Technical Services and Support Program (TSSP) component of Aus4ASEAN Futures, Tetra Tech provides technical, logistics, and project support for Aus4ASEAN Futures activities designed to enhance partnership and integration into ASEAN systems across all three ASEAN Community pillars.

3 Objectives and Scope of Services

The Aus4ASEAN Futures TSSP is seeking an individual to provide specialized monitoring and evaluation advisory services to APSC Analysis and Monitoring Division in enhancing the current M&E mechanism of the APSC.

Objective:

1. Review of the APSC Monitoring Framework: Conduct a comprehensive review of the APSC monitoring and assessment framework and system
 - Examination of parameters used in the monitoring and evaluation of the previous APSC Blueprint 2025, including the adequacy and functionality of the internal database used for data management, analysis and reporting
 - Assess ways outcomes are monitored and reported
 - Assess the coherence between sectoral monitoring processes, cross-pillar coordination mechanisms, and ASEAN-wide reporting frameworks
 - Identify key strengths, gaps and areas of improvement
 - Based on review findings, provide actionable recommendations to develop an effective and usable monitoring framework and to strengthen institutional monitoring capacity within the ASEAN Secretariat (particularly within the APSC Department and relevant divisions)
2. Address review recommendations and develop a Comprehensive APSC Monitoring Framework and System: Building on Objective 1 review and taking into account the nine goals stipulated to be achieved in the APSC Strategic Plan including enhancing institutional strengthening, develop practical and user-oriented APSC monitoring framework and system. This will include:
 - Improved analytical and methodological approaches for APSC monitoring by:
 - Defining quantitative and qualitative assessment parameters
 - Identifying indicators and qualitative evaluation methods to adequately capture strategic outcomes and long-term regional cooperation effects
 - Identifying practical approaches to integrate national, sectoral and ASEAN Secretariat monitoring and assessment inputs
 - Suggesting ways to improve coordination mechanisms for cross-pillar and

cross-sectoral monitoring

- Utilising state of the art and emerging technologies such as Artificial Intelligence (AI)
- Develop user-friendly standardized tools, guidance, and/or templates to support:
 - Practical and systematic data collection, analysis, and reporting across APSC sectoral bodies (including structured approaches for qualitative data).
 - Effective tracking and reporting of cross-pillar and cross-sectoral initiatives.
 - Monitoring of institutional effectiveness and ASEAN Centrality.
 - Efficient data management and monitoring workflows.
 - Streamlined reporting processes that reduce duplication.
- Identify monitoring and evaluation resources required to operationalise the enhanced APSC monitoring and assessment framework, including human and financial resources.

Work Schedule: The work will be completed within July – December 2026 (Up to 40 days).

Duty Location: The Specialist will be home-based country with possible travels to the ASEAN Secretariat.

4 Selection Criteria

Qualifications

- Advanced university degree (Master's or equivalent degree) with academic qualifications in monitoring and evaluation, Impact Evaluation in International Development or other related discipline
- Minimum of eight (8) years relevant experience in monitoring and evaluation, specifically in evaluating M&E institutional capacities and processes and in M&E organisational capacity building for inter-governmental organisations or international development organisations
- Deep knowledge and experience in Results-Based Management, Theory of Change, logical framework, complexity-aware monitoring approaches, and in applying these through the development of practical M&E Frameworks and Plans for complex, politically sensitive programs with diverse stakeholder groups
- Knowledge of system approach and thinking with a minimum of five (5) years of experience in organisational development and change management
- Experienced in developing actionable M&E Plans and in developing relevant and practical tools and processes
- Expertise in necessary and relevant technology, including but not limited to database development, maintenance and management as well as ability to advise accurately on how to incorporate AI tools and other technology in analysing data that is collected over the years.
- With extensive experience with ASEAN and the Southeast Asian region, demonstrated awareness of the nuances of ASEAN work
- Ability to plan and organise tasks and workflows, with proven ability for multitasking under pressure and adherence to deadlines
- Excellent command of English, complemented with good oral and written communication skills, as well as strong interpersonal and team skills in a cross-cultural environment and international settings
- ASEAN Member State national with political-security sector experience

Personal Attributes

- Ability to adapt and deliver high standards of work under tight deadlines.
- Commitment to quality and ability to maintain high standards during event delivery.
- Creative, with strong attention to detail and highly organised.
- Ability to work independently and collaboratively.
- Flexible and willing to adapt to changing circumstances.
- Possess and demonstrate high cultural awareness and sensitivity.

The specialist will be contracted by Tetra Tech and will report to Aus4ASEAN MEL Adviser.

5 Selection Process

TSSP will use a three-step process to select Specialist.

Step 1: Interested Specialists are invited to submit their EOI to demonstrate their qualifications and capabilities.

Step 2: Shortlisted Specialists may be invited to participate in interviews, during which they will present their portfolios and relevant experience to a panel.

Step 3: Suitable Specialists will enter into contracts with Tetra Tech and will be included in the panel of technical experts.

6 EOI Submission Requirements

The EOI must contain the following:

- Curriculum Vitae
- Expression of Interest

Please note that the submission of an EOI does not constitute a commitment for work at this stage. Should the candidate be shortlisted, the Program will issue a Common Services Deed to include the Specialist in the Aus4ASEAN Futures Panel of Technical Experts. Subject to available engagement opportunities, the Specialist may bid for the assignment and will be contracted for the specific duration required by the project.