



Coordinating Office for the ASEAN Humanitarian Task Force

**Annex 2: ASEAN Volunteers Terms of Reference
Call for Proposals (PHASE 1): Implementing Partners for
ASEAN Volunteers Post-Nargis Recovery and Preparedness Projects**

Position:	ASEAN Volunteers (Only ASEAN Nationals)
Period:	Tentatively September 2009 – January 2010
Reporting to:	ASEAN Volunteer Project Management Coordinator (AVPMC)
Overview	<p>Cyclone Nargis struck the coast of the country on 2 May 2008. Moving across the Ayeyarwady Delta and then southern Yangon Division over a day and a half, it severely affected more than 2.4 million people, who suffered loss of family, home and livelihoods. Since the tragedy, the Tripartite Core Group (TCG), consisting of Association of Southeast Asian Nations (ASEAN), the Government of the Union of Myanmar (GoUM), the international community led by the United Nations (UN); and communities made extensive efforts to respond to the needs of the cyclone-affected people.</p> <p>ASEAN's commitment to support the continued recovery efforts in Myanmar is also demonstrated in bringing ASEAN closer at the centre of the communities through its Volunteers Programme in Myanmar. The Programme is established on partnerships with civil societies which demonstrated the "process of ASEAN integration and community building, which all sectors of society are encouraged to participate in, and benefit from" (ASEAN Charter Article 1.13). The Volunteers fostered a sense of "shared commitment and collective responsibility in enhancing regional peace, security and prosperity" (ASEAN Charter Article 2.2 (b)).</p>
Duty Station and Priority Sectors	<p>The ASEAN Volunteers (AV) are assigned to different most vulnerable communities of the following townships/districts: Pyapon, Yangon, Bogale and Labutta as their duty station to support project implementation.</p> <p>Under the supervision of the AVPMC and support by ASEAN Hub teams, the Volunteers are responsible for assisting the implementing partners in the process of community planning, development and implementation of the TCG-endorsed recovery projects, under the five priority sectors identified Disaster Risk Reduction, Education, Health, Livelihoods (agricultural and non-agricultural), and Shelter by 6th Meeting of the ASEAN Humanitarian Task Force (AHTF), Jakarta, 2 July 2009/endorsed by 42nd AMM, Phuket, 20 July 2009.</p>
Roles and Responsibilities	<p>Position 1: Community Project Officer/Assistant</p> <ol style="list-style-type: none"> 1. Support to design, preparation and implementation. Coordinates, analyzes and evaluates data to ensure achievement of objectives and/or takes corrective action when necessary to meet programme/project objectives. Contributes to the development and/or introduction of new approaches, methods and practices in project implementation, monitoring and evaluation. 2. Undertakes field visits to monitor programmes, as well as conducts periodic project reviews with government counterparts and other partners. Proposes and/or undertakes action on operational procedures affecting project management and implementation. Provides technical advice and assistance to government officials and other partners in the planning, implementation, monitoring and evaluation of the project.



3. Meets with national and international agencies covering the management of the project. Participates in meetings with ministries responsible for project review, and follows up on implementation of recommendations and agreements.
4. Assists government and INGO/LNGO partners in planning and organizing training programmes. Identifies needs and objectives for the purpose of capacity building, project sustainability, as well as promotion and advocacy.
5. Ensures the accurate and timely input of project information and status reports for monitoring and evaluation purposes.
6. Prepares project status reports required for management, donors, budget review, project analysis, etc.
7. Perform other duties and responsibilities assigned by the ASEAN Hub Coordinators in close consultation with the implementing partners as deemed necessary and/or important for the efficient running of office.

Position 2: Community Reporting Officer/Assistant

1. Prepare regular situation reports, special reports and briefing papers on immediate events and issues, including political, security and socio-economic factors affecting humanitarian and development programmes in the district;
2. Monitor and report on issues in need of greater attention under the field office's area of responsibility and assist in development of the advocacy programmes;
3. Travel as needed in the coverage area to assist in the information collection on specific issues and participate in in-country assessments, as requested,
4. Conduct project field area interviews;
5. Assist in and facilitate contacts between project implementing partners or other relevant staff based in field office or visiting the field office, and other parties as deemed necessary in the course of the work;
6. Perform other duties and responsibilities assigned by the ASEAN Hub Coordinators in close consultation with the implementing partners as deemed necessary and/or important for the efficient running of office.

Position 3: Project Finance Officer/Assistant

1. Maintains financial records and monitoring systems to record and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports, vouchers, etc and reconciling data for recurring or special reports.
2. Selects and enters data from a wide variety of documents, verifying accuracy by checking sources, making necessary calculations and assuring inclusion of all relevant data.
3. Prepares recurring reports as schedules and special reports, as required for budget preparation, audits or other reasons.
4. Initiates correspondence to verify data, answers queries and obtains additional information on accounts and financial transactions, as required.
5. Prepares detailed cost estimates, and participates in budget analysis and projects, as required.
6. Perform other duties and responsibilities assigned by the ASEAN Hub Coordinators in close consultation with the implementing partners as deemed necessary and/or important for the efficient running of office.



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<p>Requirements: (For all AV positions)</p>	<p>Essential:</p> <ul style="list-style-type: none">• Must be an ASEAN citizen with at least a university degree in development studies, economics, finance, disaster management or other relevant social sciences/social work• Team player, strong organisational, analytical, communication and advocacy skills.• Good command of English, both written and spoken. Knowledge of Myanmar is an advantage.• Able to use computer and technology software and equipment, such as Windows, camera, video, field equipment.• Willing to stay in villages and towns most of the time with short intermittence breaks in a city.• Preferred at least 1-2 years professional, volunteer or camp experience in project management, preferably in surveys, bookkeeping, community development or disaster recovery programme. <p>Desirable:</p> <ul style="list-style-type: none">• Good diplomatic and negotiation skills• Ability to multi-task and willingness to perform outside the usual job scope and to deliver tasks under tight deadlines, willing to work overtime and in irregular hours• Able to work in a high-pressure environment with minimum supervision as well as able to function effectively independently and as part of a team
<p>Contact Information:</p>	<p>Candidates applying for this position should submit a detailed CV addressed to:</p> <p>ASEAN Volunteers and Project Management Coordinator Room 428, Coordinating Office for the ASEAN Humanitarian Task Force, Chatrium Hotel, (formerly Nikko Hotel) 40, Natmauk Road, Tamwe Township Yangon, Union of Myanmar Tel: +95-(0)1-544500 Ext. 428 Fax: +95-(0)1-549933 or 544400</p> <p>Or email to: hr.aseanhtf@gmail.com indicating in the email subject: Application: ASEAN Volunteer 2009</p> <p>Submission deadline is by 06 August 2009. <i>Successful candidates are expected to join and must be available in September 2009.</i></p>