



**THE ASEAN CENTRE FOR ENERGY (ACE)
INVITES ASEAN NATIONALS
TO APPLY FOR THE FOLLOWING VACANCY**

**Monitoring and Evaluation (M&E) Specialist
Clean Energy and Power Trade Development in Southeast Asia
Project**

**Multi-Phase Programmatic Approach Accelerating Sustainable
Energy Transition (MPA-ASET)**

Background:

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States' (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations as well as joint and collective activities on energy. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Hosted by the Ministry of Energy and Mineral Resources of Indonesia, ACE office is located in Jakarta.

The ASEAN Centre for Energy (ACE) was established in 1999 with a strong founding vision to strengthen energy cooperation among the members of the Association of Southeast Asia Nations (ASEAN). With the exponential growth in energy demand and the increasing priority placed on regional energy integration and cooperation, there is a need to enhance ACE to fully realise its potential to play a pivotal role in shaping ASEAN's energy landscape.

Part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE conducts joint studies, policy dialogues and capacity buildings for ASEAN Member States to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025. The APAEC is a guiding policy document to advance multilateral energy cooperation and integration towards achieving the goals of ASEAN Economic Community. The strategies of APAEC 2016-2025 Phase II: 2021-2025 is driven by the overall theme of "Enhancing Energy Connectivity and Market Integration in ASEAN to Achieve Energy Security, Accessibility, Affordability and Sustainability for All" and sub-theme "Accelerating Energy Transition and Strengthening Energy Resilience through Greater Innovation and Cooperation".

ASEAN Centre for Energy (ACE) works with the **International Development Association (IDA) of the World Bank Group** for the Clean Energy and Power Trade Development in Southeast Asia Project ("the Project"). The cooperation is established through a technical



assistance grant provided by the IDA with the objective of accelerating renewable energy (RE) scale-up in the ASEAN countries, including through regional power trade. The initial US\$ 5 million grant supports (i) regional RE policy and climate financing, (ii) regional power trade, and (iii) knowledge sharing, consultations, and capacity-building activities to be implemented by ACE for the ten ASEAN Member States. The grant will support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) Phase II: 2021-2025 and post-2025 APAEC, specifically for the Programme Area 1 of the ASEAN Power Grid (APG), Programme Area 5 of Renewable Energy, and Programme Area 6 of Regional Energy Policy and Planning (REPP). The funding from the IDA is provided as part of the Multi-Phase Programmatic Approach Accelerating Sustainable Energy Transition (MPA-ASET), a ten-year regional initiative that aims to finance up to US\$ 2.5 billion of investments in RE and regional power trade.

In this regard, ASEAN Centre for Energy (ACE) is seeking an experienced expert of monitoring and evaluation with exceptional professional, strong leadership skills and project management capacities to be assigned as **Monitoring and Evaluation (M&E) Specialist** to lead ACE's transformation into a regional energy knowledge hub and think-tank.

Position Identification:

Job Title : Monitoring and Evaluation Specialist
Job Level : Senior Officer
Department : ASEAN Plan of Action for Energy Cooperation (APAEC)
Reporting To : Senior Manager of APAEC

Position Summary:

The Monitoring and Evaluation (M&E) Specialist will oversee the monitoring and evaluation activities for the Clean Energy and Power Trade Development in Southeast Asia Project, aiming to accelerate renewable energy adoption and enhance regional power trade across ASEAN. The role involves developing and implementing a robust M&E framework, ensuring effective data collection, reporting, and evaluation to track project progress and impact. The M&E Specialist will provide technical advice, capacity building, and ensure alignment with the ASEAN Plan of Action for Energy Cooperation (APAEC) and World Bank guidelines.

Key Responsibilities:

1. Monitoring & Evaluation (M&E) Framework Development

- Develop and manage a comprehensive M&E framework for the project to ensure alignment with the project's objectives, the ASEAN Plan of Action for Energy Cooperation (APAEC), and World Bank guidelines.
- Design M&E guidelines, instruments, and methodologies for collecting both qualitative and quantitative data, ensuring the integration of these tools across the project.
- Develop a Results Framework and Key Performance Indicators (KPIs) to monitor the success and impact of the project over time, ensuring that the framework is flexible enough to adapt to evolving project needs.



- Provide strategic advice on evaluation methods, ensuring that evaluation frameworks are established with clearly defined indicators during the design phase of all projects.

2. Implementation & Coordination of M&E Activities

- Coordinate the implementation of M&E activities, ensuring that all data collection methods are consistent, reliable, and in line with the project's goals.
- Ensure regular monitoring of project activities and progress based on the KPIs and agreed targets.
- Monitor and assess the implementation of evaluation recommendations, ensuring follow-up on the management response to evaluation findings and ensuring action items are addressed.
- Regularly track and update M&E of the KPI achievements, adapting methods and approaches to ensure they remain relevant as the project evolves.
- Ensure that impact assessments are conducted at appropriate stages, enabling ACE to assess the effectiveness of the project's interventions in achieving the regional energy transition goals outlined in the APAEC.

3. Reporting & Documentation

- Take responsibility for planning, budgeting, monitoring, and reporting on updated progress achievements toward project target indicators of outputs and outcomes, including the preparation of detailed evaluation reports and progress assessments.
- Produce timely and accurate quarterly and annual M&E project progress reports, including detailed analysis of outputs and outcomes, and share them with the Project Manager, ACE stakeholders, and the World Bank.
- Review and provide input into the project's annual and periodic reporting requirements, ensuring that reports reflect the project's performance in accordance with the agreed M&E framework and aligned with World Bank guidelines.
- Offer technical support in preparing key M&E-related documents, including Terms of Reference (ToR) for specific M&E tasks, technical specifications, and resource requirements.

4. Stakeholder Coordination & Capacity Building

- Coordinate with key project stakeholders, including Implementing Partners (IP) and ASEAN Member States (AMS), to facilitate the collection and reporting of monitoring data in a timely and consistent manner.
- Provide technical feedback and guidance during the design, implementation, and review phases of projects, ensuring that M&E activities are effectively integrated with the overall project management cycle.
- Design and conduct training programs for project staff and partners on best practices in monitoring and evaluation to build the capacity of the IP and relevant stakeholders.
- Facilitate knowledge sharing and coordination with other ASEAN programs and partners to disseminate lessons learned and best practices from M&E activities across projects.
- Coordinate with the World Bank and other stakeholders on training and capacity-building initiatives for the project team, ensuring staff are adequately equipped to perform M&E tasks.



- Provide ongoing strategic advice to the IP and other project stakeholders regarding the M&E aspects of the project.
- Foster a culture of continuous learning within the IP by regularly reviewing M&E activities and providing actionable insights to improve project delivery and implementation.

5. Data Management & Compliance

- Develop and maintain a Project Management Information System (PMIS) as the centralised and integrated M&E database, ensuring that all project-related M&E data is appropriately stored, analysed, and accessible for reporting and review.
- Collaborate with relevant ACE stakeholders to align monitoring and evaluation efforts with regional energy policies and strategies.
- Coordinate with internal and external auditors, facilitating audits and responding to findings as needed.

6. Strategic Support & Other Duties

- Provide strategic support to the IP in identifying gaps or issues in implementation and suggest adjustments to meet the project's objectives.
- Perform other tasks assigned by the Project Manager, Deputy Executive Director, and the Executive Director.

Qualifications:

- Master's degree in Energy, Development Studies, Environmental Sciences, Economics, or a related field. A Doctor's degree would be an advantage.
- Minimum of 5 years of professional experience in monitoring and evaluation of international development projects, particularly in sectors such as energy, renewable energy, regional cooperation, and energy policy preferably in ASEAN countries.
- Strong knowledge and experience in evaluation methodologies, data collection, impact assessment, and report writing.
- Proven ability to work with PMIS, M&E tools, qualitative & quantitative survey, and databases management.
- Excellent communication, report-writing, and presentation skills in English, with the ability to work effectively with diverse stakeholders across the ASEAN region.

Personal Competencies:

- Strong teamwork skills with an action-oriented, problem-solving, analytical, and creative thinking approach.
- Ability to work accurately, pay attention to detail, meet deadlines, and efficiently organise work while handling a variety of tasks simultaneously.
- Excellent interpersonal attributes, including sensitivity, sound judgment, and strong organisational and leadership capabilities. Able to work effectively in a multicultural environment.
- Promote an open reporting culture that is transparent, compliant, and embodies integrity.



Remuneration and Benefits:

The successful candidate will be stationed in Jakarta, Indonesia and will be offered a three-years contract, with a probationary period of three (3) months. The contract may be extended annually by the Executive Director depending on performance and continuation of funding.

The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (housing allowance, communication allowance, health, life and travel insurance, gratuity, 13th salary, etc.) shall be subject to the ACE consolidated rules and regulations.

The successful candidate is expected to be on board by **March 2025**

How to Apply:

Read more information at <https://aseanenergy.org/vacancies/> and click “[Apply now](#)” or directly submit at <https://www.ace.aseanenergy.org/employment-application-form> by **28 February 2025** at the latest.

The Selection Committee’s decision is final, and only shortlisted candidates will be notified.