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THE ASEAN WORKING GROUP ON NATURE CONSERVATION AND
BIODIVERSITY (AWGNCB)**
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THE ASEAN SECRETARIAT

FROM : 
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Executive Director

SUBJECT : **CALL FOR APPLICATIONS: THE ACB SECONDMENT PROGRAMME
FOR ASEAN MEMBER STATES**

DATE : 2 December 2021

We kindly refer to the updated programme design for the ASEAN Centre for Biodiversity (ACB) Secondment Programme circulated to the ASEAN Member States for consideration through a memorandum dated 26 August 2021. The ACB appreciates the comments and inputs from the AMS to further enhance the programme design which was finalised on 25 October 2021.

In view hereof, the ACB is pleased to announce the call for applications for the ACB Short-term and Long-term Secondment Programme for 2022. The programme is open to officers and staff occupying professional, technical, and/or scientific positions from government and non-government organisations from the AMS. The ACB is pleased to accept nominations for the Short-term and Long-term Secondment Programme until **15 January 2022**. Please refer to the following link: <https://www.aseanbiodiversity.org/2021/11/05/call-for-applications-for-the-acb-short-term-and-long-term-secondment-programmes-for-asean-member-states/>, for the detailed application process and list of documentary requirements for the Programme.

The ACB encourages this call for applications to be disseminated to the appropriate networks and partners in each AMS. For further information or any questions on this matter, kindly contact the following ACB staff:

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Thank you and we look forward to your continued support and cooperation.

Attachment: Final Programme Design of the ACB Secondment Programme for AMS

ACB SECONDMENT PROGRAMME FOR ASEAN MEMBER STATES

The ASEAN Centre for Biodiversity (ACB) aims to support the ASEAN Member States (AMS) by delivering activities that improve their capacities in biodiversity conservation and understanding of the issues contributing to biodiversity loss in the region. To further strengthen the AMS, the ACB partners with various organisations in developing and implementing strategies to sustainably manage and protect ASEAN's biological diversity. The ACB is also dedicated to bridging the knowledge gap of conservation leaders and practitioners in the region by facilitating training, knowledge sharing, and networking among relevant organisations.

The direct and active involvement of the AMS in ACB's initiatives, through the participation of AMS officials, has been identified as one of the effective approaches to capacity development. This approach, which started in 2010, is considered effective because learning experiences and cultural exchanges are maximised by in-person interactions and hands-on application. The opportunities for the AMS to take on some aspects of the ACB's works also supports the ACB's efforts to professionalise, diversify, and to "ASEANise" the Centre, by enhancing the representation of ASEAN Nations in its operations and outputs.

It is in this context that the ACB Secondment Programme has been developed. The Programme refers to the temporary assignment and posting of government and non-government officers and staff from the AMS to the ACB. The ACB Secondment Programme is a capacity development programme aimed at promoting and facilitating the direct participation of government and non-government officers and staff from the AMS in carrying out selected regular functions of the ACB, through short-term and long-term assignments.

The ACB Secondment Programme is being offered in two categories: Short-term Secondment Programme and the Long-term Secondment Programme. Both programmes provide an opportunity to work with the ACB on a temporary assignment.

What is the ACB Short-term Secondment Programme?

The ACB Short-term Secondment Programme is carried out through the Biodiversity Conservation and Management of Protected Areas in ASEAN (BCAMP) Project. The short-term assignment is flexible and may vary from two weeks to five months, depending on the needs of the AMS and the ACB.

What is the ACB Long-term Secondment Programme?

The ACB Long-term Secondment Programme is supported by the second phase of the Institutional Strengthening of the Biodiversity Sector in ASEAN (ISB) Project. The long-term assignment allows a longer duration of engagement. Participants of the programme may be seconded to the ACB on a full-time basis for a minimum of six months to one year with the possibility of renewal for another year.

Who is eligible for the secondment?

The ACB seeks qualified professionals from government and non-government institutions in the ASEAN region working on biodiversity. The Programme is open to officers and staff occupying professional, technical and/or scientific positions from government and non-government institutions. They include:

- Government Officers – personnel from mid-level management or technical officers of similar level from government offices working on biodiversity
- Non-government Officers – personnel from the academic and research institutions, and national legally constituted non-government organisations working on biodiversity related matters in the AMS given that their work is related to the AHP Programme and other thematic concerns of ACB

The seconded officer must be:

- Citizen of an ASEAN Member State
- Between 25 to 55 years old
- Permanent government employee or employee of an academic or research institution, or biodiversity-related nationally recognised non-government organisation occupying professional, technical, and/or scientific position related to ACB activities
- Proficient in English, both written and verbal
- Computer literate, especially in Microsoft Office applications (Word, Excel, PowerPoint) and video conference applications
- Has demonstrated ability to interact with people of different cultural backgrounds and beliefs, possesses highest standards of integrity, and the willingness to understand and tolerate differing opinions and views

What are the benefits of the secondment?

The Programme fosters shared understanding and appreciation of the ACB mandates, with the direct participation of seconded officers from the AMS. The Centre is the best place to gain familiarity with the institutional set-up and work processes of the ACB. The seconded officer performs specific work under the ACB Priority Thematic Areas, which can provide broader knowledge, experience, and skills in biodiversity. The ACB, in turn, understands national government mechanisms better, and enhances its coordination and interaction process with the biodiversity-related government institutions in the region. In this Programme, learning and teaching becomes a two-way process through exchange of information, expertise, and lessons learned.

The Programme, through the BCAMP and ISB II Project, provides the seconded officer:

- Monthly living allowance of up to EUR 800 for junior level officers and EUR 1,200 for senior level officers to cover accommodation, meals, local transportation, and incidentals during the secondment period, in accordance with the ACB's policies and regulations;
- Full daily subsistence allowance based on EU and GIZ policy during national, regional, and/or international missions;
- Official travel expenses, including round trip economy airfare in the ASEAN region, via the most direct route (Under no circumstances should the seconded officer purchase his/her own ticket without proper authorisation. The seconded officer shall cover any additional costs incurred as a result of deviations from the authorised route);
- Medical and travel insurance; and
- Visa fees (as necessary).

The respective nominating agency or organisation in the AMS continues to directly provide the regular salary and benefits of the seconded officer. The ACB accounts for the total salary payment from the agency or organisation as a counterpart voluntary contribution of the

respective AMS, in accordance with the Host Country Agreement (HCA).

What is expected of a seconded officer?

The ACB and the nominating agency or organisation from the AMS work together on a clear and achievable Work Plan for the seconded officer. A secondment contract will be prepared by the ACB and signed by the seconded officer, along with the Terms of Reference (ToR) and other pertinent information in relation to the secondment.

The assignment will depend largely on the area of expertise or responsibilities of the participant in his/her current employment. The seconded officer will have an opportunity to be seconded to specific positions or specific programmes or projects of the ACB.

- Secondment to specific positions

The seconded officer will have an opportunity to be involved in managing the Centre. Positions for seconded officers will be in addition to the existing ACB organisational structure, at the same time, ACB may also assign a seconded officer to fill in specific existing roles or positions as deemed fit by ACB. For example, the seconded officer may be assigned as programme specialist or officer for a particular ACB Priority Thematic Area (**Annex 1**).

- Secondment to specific programmes or projects of ACB

Seconded officers may also be assigned to specific programmes or projects being implemented by ACB. It would be beneficial for both the AMS and ACB to have an officer seconded to ACB, to move forward certain objectives or activities of a programme or project, especially if it is directly working in that AMS.

Seconded officers also participate in the day-to-day operations of the ACB such as in meetings, project missions, and other activities of the ACB and ASEAN, depending on the relevance to the ToR of the seconded personnel.

The seconded officer will be posted at the ACB Headquarters depending on the agreed duration. The deployment schedule shall be as flexible as possible, to accommodate the availability of participants to the Programme.

The seconded officer, once posted in the ACB Headquarters, is able to produce outputs based on a mutually agreed ToR, such as but not limited to:

- Policy briefs and technical reports based on selected thematic area of interest;
- Concept notes, budgets and activity plans;
- Experiential Learning Programme reports; and
- Exit Report containing lessons learned and recommendations to enhance the implementation of ACB mandates.

The ACB host unit managers/supervisors and seconded staff meet and agree on a set of results and performance indicators. Feedback sessions will be organised regularly, and a full performance evaluation will be conducted at the end of the assignment.

Other important requirements prior and during the assignment are found in Administrative Arrangements (**Annex 2**).

Alternative arrangements in response to the COVID-19 pandemic

In light of the global COVID-19 pandemic, the Programme will allow a work from home arrangement for the seconded officers until the public health situation improves and travels are permitted. The seconded officers will be engaged for specific tasks or outputs and will be provided an allowance of up to EUR 600 for junior level officers and EUR 1,000 for senior level officers in lieu of the monthly living allowance. The seconded officer, once duly assigned at their respective country, will receive an allowance to subsidise costs of meals, internet, electricity, local transport, and incidentals during the secondment period. The allowance will be released on or before the end of the month, upon submission of a monthly progress report on the tasks specified in the ToR and workplan. The modifications are summarised in **Annex 3**.

The seconded officer, once duly assigned in their respective country, is able to produce outputs based on a mutually agreed ToR, such as but not limited to:

- Policy briefs and technical reports based on selected thematic area of interest;
- Concept notes, budgets and activity plans
- Experiential Learning Programme reports;
- Monthly progress reports; and
- Exit Report containing lessons learned and recommendations to enhance the implementation of ACB mandates.

How can an interested participant get selected?

Qualified candidates who meet the position criteria which include education, relevant experience, and skills are selected in the Programme.

Both the ACB and the AMS take part in the application and selection process following these steps:

1. The ACB issues a call for applications to the Programme through the ASEAN Working Group on Nature Conservation and Biodiversity (AWGNCB) National Focal Points, ACB website, and ACB social media platforms;
2. Interested applicant requests endorsement from the respective National Focal Points of the AMS where the applicant resides. Endorsement from the member of the following working groups will be accepted: AWGNCB, ASEAN Working Group on Coastal and Marine Environment (AWGCME), ASEAN Working Group on Convention on International Trade in Endangered Species of Wild Fauna and Flora and Wildlife Enforcement (AWG CITES-WE), ASEAN Working Group on Environmental Education (AWGEE);
3. The applicant submits the documentary requirements to the ACB. The applicant can attach the endorsement letter or email from the respective National Focal Point and copy the latter on the submission. An ACB evaluation committee with representatives from the project partner will be created to evaluate the applications to the Programme. Through the evaluation, the committee will also identify if the applicant is a junior or senior officer.

4. The ACB issues the letter of acceptance and invitation to selected applicants;
5. The ACB in consultation with the concerned AMS, prepares the secondment contract to be signed by the seconded officer, along with the Terms of Reference and other pertinent terms and conditions in relation to the secondment; and
6. The ACB coordinates with selected participants for logistical arrangements.

The ACB requests interested participants to submit:

- Letter or email of endorsement from a member of the ACB National Focal Point;
- Letter of guarantee of continued employment and payment of salary from the agency/organisation where the applicant is employed;
- Fully accomplished Application Form;
- Most recent curriculum vitae; and
- Copy of valid International Passport
- Other supporting documents as needs arise such as proof of COVID-19 vaccination

The ACB will be guided by the following criteria to identify whether the applicant will fall on as a junior or senior officer:

Criteria	Junior Officer	Senior Officer
Technical support services	<ul style="list-style-type: none"> • Support tasks and activities related to the technical aspects of the project/programme/initiative • Offer technical suggestions to stakeholders' concerns in own area of expertise 	<ul style="list-style-type: none"> • Provide partners and other stakeholders technical and policy guidance • Provide specific solutions to project/programme/initiative-related problems and issues according to area of expertise
Competency Requirements	<ul style="list-style-type: none"> • Demonstrated specialisation in the technical field 	<ul style="list-style-type: none"> • Recognised expertise in the technical and administrative field
	<ul style="list-style-type: none"> • Organisation and coordination skills 	<ul style="list-style-type: none"> • Planning, organisation, and management skills
Professional Qualifications	<ul style="list-style-type: none"> • At least a College degree in the technical or specialised field of assignment 	<ul style="list-style-type: none"> • At least a Master's degree or its equivalent in the technical or specialised field of assignment
	<ul style="list-style-type: none"> • Minimum of three (3) years of professional working experience 	<ul style="list-style-type: none"> • Minimum of five (5) years of professional working experience
Others	<ul style="list-style-type: none"> • Entry level position in the current organisation 	<ul style="list-style-type: none"> • Senior level /supervisory position in the current organisation

Annex 1. ACB Priority Thematic Areas

The ACB's thematic areas are of global and regional importance. These areas have been identified in various multilateral environmental agreements, such as the Convention on Biological Diversity, Convention on International Trade in Endangered Species of Wild Fauna and Flora, Convention on Wetlands of International Importance, especially as Waterfowl Habitat, and the Nagoya Protocol on Access and Benefits Sharing (ABS), to which majority of ASEAN Member States are parties:

1. Biodiversity Conservation
 - 1.1. ASEAN Heritage Parks and Protected Areas (including Other Effective Conservation Measures [OECMs])
 - 1.2. Species Conservation
 - 1.3. Invasive Alien Species Prevention and Management
 - 1.4. Ecosystems Restoration
 - 1.5. Access and Benefit Sharing
2. Mainstreaming Biodiversity
 - 2.1. Agriculture
 - 2.2. Tourism
 - 2.3. Cities and Urban Development
 - 2.4. Manufacturing and Processing, Health
 - 2.5. Coastal and Marine Environment, including Fisheries
 - 2.6. Climate change
3. Capacity Development
 - 3.1 Capacity Building and Technical Advisory Services
4. Knowledge Management
 - 4.1 Data and Information
 - 4.2 Knowledge Generation
5. Communications, Education, and Public Awareness
 - 5.1 Strategic Communication Plan for Biodiversity Conservation in the ASEAN
 - 5.2 Corporate Branding and Visibility of ACB Programs and Initiatives
 - 5.3 Mainstream Biodiversity in the Education Sector
 - 5.4 Public Engagement of ACB
6. Resource Mobilization and Partnership
 - 6.1. Resource Mobilization and Generation
 - 6.2. Partnership

Annex 2. Administrative Arrangements

During the period of secondment at the ACB Headquarters (HQ) in Los Banos, Laguna, Philippines, the Seconded Officers shall abide by the following conditions:

- The Seconded officer at all times shall comply with the ACB Code of Ethical conduct; and
- The Seconded officer shall refrain from engaging in any political or commercial activities.

Termination of service agreement

The ACB may terminate the service agreement in the case of non-compliance with any of the conditions specified in the ToR or any other annex to the secondment contract through a written notice of at least thirty (30) days prior to its effectivity for the long-term secondment and at least seven days prior to its effectivity for the short-term secondment. Likewise, the seconded officer may terminate the service agreement due to acceptable reasons under normal circumstances of at least 30 days prior to its effectivity for the long-term secondment and at least seven days prior to its effectivity for the short-term secondment, or due to any personal emergency cases or unexpected events by serving a written notice to the ACB and his/her home agency/organisation of at least three days prior to its effectivity for both the short-term and long-term secondment.

In the case of the termination of the service agreement due to non-compliance, any costs related to travel, accommodation, and allowance shall be reimbursed by the seconded personnel to the ACB.

Travel Documents

Seconded Officers are responsible for obtaining their own passport and visas (including transit visas that may be necessary to permit travel from the home country to the host country and return). The necessary support letters to facilitate and accelerate the visa arrangements will be provided by the ACB. The ACB will assist on the accommodation arrangements of the Seconded Officers for the duration of the secondment in the Philippines. This includes arrangements for COVID-19 tests and quarantine as required by the Government of the Philippines.

The ACB does not provide allowances or reimburse the costs of obtaining or renewing of passports. Seconded Officers must ensure that their passport and re-entry permit are valid for at least six months beyond the end of the planned period of the secondment.

Medical Certificate

The Seconded Officer has to provide a certificate signed by a qualified medical doctor that certifies that he/she has been examined and found in good health, fit for travel by any mode of transportation, free from infectious diseases, and able physically and mentally to carry out any relevant duties away from his/her home. A health certificate form template will be provided with the notification of acceptance to the programme. The Seconded Officer may need to provide proof of COVID-19 vaccination in accordance with the regulations of the countries involved in the travel process.

Family and Dependents

No additional allowances of any kind will be paid for dependents that will accompany the Seconded Officer to the host country for accommodation and living expenses of dependents while in the Philippines. Seconded officers should be aware that in the course of their secondment they may be required to travel under circumstances that would make it difficult or impossible for dependents/family members to accompany them. The ACB will under no circumstances assume responsibility for dependents, neither for travel nor medical insurance, nor provide support in obtaining visas and/or permits of stay.

Annex 3. Modifications in the design of the Secondment Programme in light of the Global Pandemic

The Programme allows a work from home arrangement for the Seconded Officers until the public health situation improves and travels are permitted. The Seconded Officers will be engaged for specific tasks or outputs and will be provided benefits to subsidise costs of meals, internet, electricity, local transport and incidentals during the secondment period. A ToR will be prepared for each seconded officer on the tasks and outputs to be delivered while in their respective countries. The seconded officer, once duly assigned at their respective country, will receive the allowance, which will be released on or before the end of the month, upon submission of a monthly progress report on the tasks specified in the ToR and workplan.

When COVID-19 travel restrictions are relaxed, the Seconded Officers will have an opportunity to be seconded to a specific position or project in the ACB, and will be based at the ACB headquarters.

The modifications in the design of the Programme will be in effect while containment measures from the AMS are still in place. The same application process will be followed as it can be performed remotely. The modifications are summarised in the table below:

Programme feature/aspect	With travel restrictions	Without travel restrictions
Secondment Design	<p>Work from home arrangement</p> <p>Seconded Officers will be engaged to do specific tasks identified in a mutually agreed Terms of Reference (ToR) between ACB and the nominating agency or organisation from AMS</p> <p>Participate in national missions</p>	<p>Seconded Officers will be based in the ACB Headquarters</p> <p>Seconded Officers will be engaged to do specific tasks identified in a mutually agreed Terms of Reference (ToR) between ACB and the nominating agency or organisation from AMS</p> <p>Participate in national, regional and/or international missions</p>
Benefits	<p>Seconded Officers are provided an allowance of up to EUR 600 for junior officers and up to EUR 1,000 for senior officers per month, to subsidise costs of meals, internet, electricity, local transport and incidentals during the secondment period which will be released on or before the end of the month, upon submission of a monthly progress report based on the ToR and</p>	<p>Seconded Officers will be provided with a monthly living allowance of up to EUR 800 for junior officers and EUR 1,200 for senior officers to cover accommodation, meals, local transportation, and incidentals during the secondment period in the ACB Headquarters</p>

Annex 4. List of AWGNCB National Focal Points

Applications must be accompanied by an endorsement from the respective AWGNCB National Focal Points (NFP) or any members of the AWGCME, AWG CITES-WE, AWGEE of the AMS where the applicant resides. Kindly refer to the table below for the list of the AWGNCB NFP per AMS:

<p>Department of Environment, Parks and Recreation Ministry of Development Brunei Darussalam Email: jastre.brunei@env.gov.bn; mosaidi.said@env.gov.bn</p>
<p>General Secretariat of National Council for Sustainable Development Ministry of Environment Cambodia Email: gssdadmin@camclimate.org.kh; kksreng@gmail.com</p>
<p>Directorate General of Natural Resources and Ecosystem Conservation Ministry of Environment and Forestry Indonesia Email: subditkonvensi.kkh@gmail.com</p>
<p>Department of Forestry Ministry of Agriculture and Forestry Lao PDR Email: veosavanh2020@gmail.com</p>
<p>Biodiversity and Forest Management Division Ministry of Energy and Natural Resources Malaysia Email: khadijah.gani@ketsa.gov.my</p>
<p>Nature and Wildlife Conservation Division Forest Department Ministry of Natural Resources and Environmental Conservation Myanmar Email: nwcdfdmof@gmail.com</p>
<p>Office of the Director</p>

<p>Biodiversity Management Bureau Department of Environment and Natural Resources E-mail: bmb@bmb.gov.ph; planning@bmb.gov.ph</p>
<p>National Parks Board Singapore Email: wendy_yap@nparks.gov.sg; Jeremy_Woon@nparks.gov.sg</p>
<p>Biodiversity Management Division Office of Natural Resources and Environmental Policy and Planning Thailand Email: nfp.onep@gmail.com; sarabun@onep.go.th; somawan22@gmail.com</p>
<p>Biodiversity Conservation Agency Vietnam Environment Administration Ministry of Natural Resources and Environment Email: asoenvietnam@vea.gov.vn</p>

The ACB would be ready to support the applicant in seeking the endorsement of the respective ACB National Focal Point where the applicant resides.