

ASIA REGIONAL MANAGER JOB PACK



Title

Regional Manager – Asia

Location

Remote working. All locations within Asia will be considered.

Contract and hours

Approximately 20 hours per week paid on a consultancy basis.

About CoST

CoST, the Infrastructure Transparency Initiative supports governments, civil society and the private sector in nearly 20 countries including Thailand and Indonesia to improve the transparency, participation and accountability of infrastructure investments. A global not-for profit, CoST makes its tools and standards freely available that when used have helped to open-up the delivery of roads, ports, power generation, schools, hospitals and irrigation schemes on more than 80,000 projects to public scrutiny. This approach has contributed to over 100 government actions that have improved the quality of infrastructure projects and programmes. This ultimately helps to strengthen economies and improve the lives of local communities.

Job Purpose

Based in the region, you will be responsible for leading CoST's support for improving infrastructure transparency, participation and accountability in Asia. You will focus on supporting partners in the region including CoST members with implementation, advocacy and learning based on our tools and standards. This includes building local capacity to improve the integrity and transparency of infrastructure, providing bespoke training, advice and support to local managers, donors, government, private sector and civil society. Initially this will be in Thailand at a national level and Indonesia at a sub-national level but in time we anticipate this to grow across the region.

There will be a strong emphasis on how we can engage with private sector as a partner against corruption as well as engaging funding partners such as the UK Foreign, Commonwealth and Development Office and the US State Department.



You will also be expected to identify partners that can help make the case for improving integrity and transparency of infrastructure investments within the region as well as opportunities for increasing the uptake of our tools and standards.

You will

- have extensive experience of working on governance, transparency, social accountability, open data and multi-stakeholder programmes preferably in the infrastructure sector.
- lead high-level engagement in country and across the region with government, civil society, the private sector and donors, and facilitate partnerships that advocate for greater transparency, participation and accountability in public infrastructure.
- have a track record of substantive project management, coordinating budgets and donor reporting across multiple countries.
- be working remotely with travel within the region to support CoST members and potential partners and represent CoST in regional engagements (up to 25%). There will also be in-person team meetings usually held in London once or twice a year.

Reporting to

Head of CoST Members and Affiliates

Key responsibilities

Lead support for implementing improvements in infrastructure transparency, participation and accountability in the region (40%)

- Develop strategy, provide advice and technical support to multi-stakeholder groups, local secretariats, and all relevant stakeholders across government, industry, civil society, academia, donors etc. on establishing and implementing our tools and standards.
- Support the capture and analysis of data to measure and demonstrate impacts from the use of tools and standards.
- Lead, develop and implement bespoke sub-national, national and regional capacity building and training programmes that are tailored to the needs of the context
- Identify, appoint and supervise consultants to deliver studies, capacity building and training workshops.



Advocate for and influence policy reform (25%)

- Facilitate strategic partnerships and effectively bring together diverse multi-disciplinary groups with different interests to work together and deliver common development goals.
- Develop and maintain relationships with an array of senior/influential stakeholders including governments (up to Head of State/Ministerial and Ambassadorial levels), international/regional organisations, companies and industry associations, NGOs, academic and professional institutions, investors and grant-making bodies, media and journalists, and all relevant stakeholders to promote CoSTs' principles, products and messages.
- Represent CoST at regional and national events, conferences and meetings, give media interviews and speak publicly.
- Support the development of content for media and communications products and materials to increase the visibility and reach of our partners in the region.
- Monitor and analyse political economy developments in the region and keep the CoST International Secretariat informed of how they could impact the organisation and broader efforts to improve infrastructure governance in the region.

Manage the development of research and policy activities, aimed at improving transparency and accountability in public infrastructure (10%)

- Manage the delivery of high quality research and policy/design outputs on infrastructure governance that will influence key stakeholders.
- Instruct, supervise and manage consultants/multi-disciplinary teams to deliver high quality research and policy outputs.
- Quality assure research and policy outputs to ensure they are fit for purpose.

Identify and develop opportunities that promote the use of CoST tools and standards within the region (15%)

- Lead the engagement with governments and other stakeholders who are interested in applying CoST's tools and standards to transparency and accountability including supporting the development of applications to join as a Member.
- Engage donors, identify opportunities and develop proposals to secure regional or national funding for CoST.



Manage projects and budgets (10%)

- Support our partners in the region in their use of CoST tools and standards in line with funding objectives.
- Lead and manage CoST International Secretariat activities within the region with the support of our partners in the region.
- Manage and execute projects/grants, ensuring projects are effectively delivered on time and within budget and meets the requirements of donor partners.
- Prepare forecast and actual budgets, progress and financial reports that satisfy donor or Board requirements.
- Review grant applications from the region to ensure they comply with CoST International Secretariat requirements.
- Provide administrative and logistical support such as book flights, accommodation, venues etc. as required.

Essential experience

At least 5 years of experience in:

- Successfully leading, managing and delivering complex multi-country programmes and projects, involving multiple stakeholders, from start to finish, in challenging and diverse environments.
- Building strategic partnerships and developing multi-stakeholder approaches/cooperation.
- Engaging with, influencing and being credible with senior government, industry, civil society and donor stakeholders
- Developing and delivering training programmes and materials, and in facilitating workshops.
- Managing reporting processes and funding applications and disbursements.
- Preparing budgets and managing financial information.
- Developing commercial and non-commercial proposals.

Desirable experience

- Substantial experience of research and lead training programmes.
- Substantial experience of building and manage complex relationships at all levels.
- Substantial experience of obtaining grant funding and consultancy contracts.
- Substantial experience and knowledge of governance, transparency, social accountability, open data and or multi-stakeholder working preferably in public infrastructure.



Essential attributes

- A master's degree in built environment, international development or a related subject.
- Ability to develop and manage budgets.
- Ability to prioritise, plan and organise work.
- Strong conceptual and analytical skills and an ability to think strategically and creatively.
- Excellent oral and written communication skills.
- Highly motivated with an ability to work within budgets and meet deadlines.
- Ability to travel within the region.
- Commitment to CoST's Mission, Vision and Principles.

Desirable attributes

- Knowledge of contracting consultants.
- Ability to speak and write one or more Asian languages (e.g. Bahasa Indonesia, Thai, Hindi etc.).

Key relationships

- CoST Executive Director
- CoST Head of Members and Affiliates
- CoST Senior Policy and Research Advisers
- CoST Programmes Director
- CoST Communications Manager
- CoST Senior Regional Manager Latin America
- CoST Regional Manager Africa
- CoST Senior Programme Manager
- CoST Senior Finance Manager
- CoST Grants and Contracts Officer
- CoST Board of Trustees
- Strategic Partners
- CoST Member Managers
- CoST Technical Advisors
- Consultants



Accountabilities

- Number of staff line managed - 0
- Average number of consultants on external task-based teams/specific projects - 1-2

How to apply

Applications close 10am GMT, Wednesday 27 November 2024.

To apply, please send a CV not longer than 2 pages and a cover letter no longer than 2 pages each outlining your relevant skills and experience to CoST@infrastructuretransparency.org. Please also include your day rate for the role in your covering letter.

Please contact CoST Regional Adviser, Clara Feng, for further information (cfeng@infrastructuretransparency.org).