

**HR 06: Terms of Reference
 Long-Term Adviser**

Communications Adviser

DFAT Remuneration Framework¹:	Discipline Group A, Job Level 3
Counterparts:	Prospera Thematic Areas and Counterpart Agencies
Work Location:	Jakarta, Indonesia
Reports to:	International M&E Advisor (Knowledge, Performance and Learning)
Duration of inputs:	Full time from around March 2021 –28 February 2023
Budget Source (AP# & Description):	4. (Knowledge, Performance and Learning)

Summary of Expertise Required

The role of the Communications Adviser is to lead Prospera’s Communications Strategy and work with Prospera teams to deliver outcomes. The Adviser will have outstanding report writing skills, be able to formulate analytical insights and trends (preferably from economic source information) and experience managing a portfolio of design resources to support multi-media communications. The Adviser will develop creative ways to deliver economic reform messages with Prospera teams and government partners, and also lead project communications, contributing to Prospera’s performance and knowledge management. The Prospera pivot to support Indonesia’s economic recovery from the Covid-19 pandemic has increased demand for agile and compelling communications products at senior executive-level, and experience in innovative presentation design and digital communications is a plus.

Scope of Services

The position is required to:

1. Lead and deliver the Prospera Communications and Public Affairs Strategy (Covid-19 update).
2. Develop and deliver creative ways to communicate economic reform messages with Prospera teams and their Indonesian government partners by developing headline findings, shaping compelling narratives and increasing the impact of economic policy briefs, presentations, and reports.
3. Working with Prospera teams, manage a portfolio of resources to develop content for Prospera communication and knowledge products, including digital platforms, data visualisation, infographics and multi-media.
4. Coordinate the storage and dissemination of Prospera knowledge products and ensure that effective knowledge management and information management practices are in place and incentivised through Egnyte (*Prospera’s online knowledge management platform*).
5. Lead media monitoring activities, including coordination with media monitoring service providers and article translations.
6. Contribute to Indonesian government activities supported by Prospera that involve public communications and messaging.
7. Lead overall project communications and develop content for a newsletter, website, and other project materials, likely including quick turnaround video production, and including liaising with

¹ To be negotiated with the preferred candidate based on skills and experience and within funding limits.

external service providers (designers, writers, printing companies, and video production companies).

8. Conduct communication and writing training sessions with Prospera teams and their Indonesian government partners and provide professional guidance.
9. Maintain Prospera suite of templates and develop tools (e.g., Style Guide) for use by Prospera presenters and authors of report and policy briefs.

Outputs/Deliverables

The position is expected to deliver the following outputs over the term of the contract to the satisfaction of the Prospera Unit Manager for Knowledge, Performance and Learning (International M&E Adviser):

1. High quality Prospera communications and knowledge products produced and disseminated to target audiences.
2. Improvements to Prospera economic policy briefs, presentations, reports and other products.
3. Prospera newsletter (monthly).
4. Prospera website and updates.
5. DFAT communication products (e.g., twitter posts, case studies).
6. Updates to Prospera Communications Strategy and style guide as required, including annual work-planning.
7. Compliance with DFAT branding guidelines and Prospera style guide by Prospera staff and partners.
8. Training on communications policy and practice with Prospera teams and Indonesian government partners.
9. Expanding networks with communications providers, with a focus on data journalism and digital communication.

Selection Criteria – Qualifications and Experience

It is expected that the successful candidate will meet the following qualifications:

- 10 to 15 years' relevant experience in communications, journalism, multi-media, public affairs, or equivalent combination of relevant education and experience.
- Exceptional English writing skills; demonstrated ability to generate original ideas and spot intriguing patterns in data.
- Demonstrated experience managing a communications function for development programs, (preferably with DFAT).
- Leadership and initiative, including sourcing and managing resources to deliver data visualisation and multi-media communications.
- Strong track record in meeting deadlines, scheduling, and prioritising tasks.
- Indonesian experience is desirable, particularly with economic government agencies and other communications experts.
- Preferred professional experience in writing about economics and financial markets.

Overview of Work Unit

Prospera's Knowledge, Performance and Learning team comprises around nine staff, including resources for monitoring and evaluation, knowledge management and communications. Prospera's

Knowledge, Performance and Learning practice supports overall progress towards the facility's breakthrough outcomes, through useful and outcomes-focused design, planning, monitoring, evaluation, reporting, knowledge management, learning and communications across all work areas. The team builds, synthesises, and tells the story of Prospera's portfolio of work.

Current drivers for KPL support to management decision-making, advisory and Australian agency delivery teams, and government reporting, are:

- 1. New operating context:** Delivery teams are dynamically responding to the fluid operating context and engaging with new partners for priority work. The KPL team supports teams to be agile and responsive through adaptive co-design processes, such as activity labs, accompanied by real-time evaluation.
- 2. Heightened communication needs:** Prospera's advice is increasingly seen by senior officials and Ministers who require clarity with brevity. At the same time, dispersed teams, Australian agencies, and Indonesian government partners have elevated the importance of strong internal communications to ensure effective program delivery. The KPL team supports teams to produce high-quality reports, briefs, - and other communication products; connect Prospera work teams through virtual platforms, contribute to economic reform processes through public presentations and publication of research and analysis; and support effective knowledge management practices, through seminars, the website and monthly newsletter.
- 3. Evaluation step-up:** Prospera is mid-way through the facility cycle with the finishing line on the horizon. The KPL team will need to build the evidence base for valuing outcomes achieved.

All areas are expected to work together to deliver a high performing Prospera facility.

Relationship Management

The Adviser will be expected to establish and maintain sound and professional relationships with Prospera staff across thematic areas and with Australian partner agencies, under the guidance of the International M&E Advisor.

Overview of Prospera

PROSPERA is a partnership facility between the Government of Australia (through Department of Foreign Affairs and Trade) and the Government of Indonesia. It aims to foster strong, sustainable, and inclusive economic growth in Indonesia. Commencing from 1 March 2018, PROSPERA is a planned five-year investment.

Prospera aims to achieve three outcomes:

- Expanding markets, creating jobs – this includes effective regulation for private sector growth; improving prospects for trade and investment and; safe and efficient transport to move people and goods.
- Safeguarding economic and financial stability – this includes macro and financial stability; effective supervision and regulation of the financial sector; and strengthened financial market integrity.
- Improving public finances and government performance – this includes more effective tax administration and policy as well as sound public spending and budget systems.

The following standard requirements apply for all Prospera team members:

<p>Confidentiality</p> <p>Due to the sensitivity of much of the information the position will encounter, there is an obligation, pursuant to the contract of engagement to maintain full confidentiality of information and to not disclose this to third parties without the express written approval of Prospera. In some cases, a separate confidentiality agreement may be required authorising the review of sensitive material.</p>	<p>Conflict of Interest</p> <p>The team member will use her/his best endeavours to ensure that a situation does not arise which may result in a conflict of interest. Where a conflict of interest or a potential conflict of interest arises in the performance of the obligations under this Terms of Reference, the team member must immediately notify the Chief of Operations.</p>
<p>Knowledge and Performance</p> <p>The team member will support Prospera’s Knowledge and Performance team through reporting and communication products for knowledge capture and learning purposes. The team member will also support monitoring and evaluation through the supply of high quality data, participation in data collection methods and case studies that may arise from the inputs.</p>	<p>Diversity and Inclusion</p> <p>Prospera recognises the importance of embracing workplace diversity, specifically valuing the unique qualities, attributes, skills, and experience all employees bring to the workplace. Prospera is committed to supporting a positive work environment based on respect. These values should be reflected in the function and behaviour of all team members.</p>
<p>Code of Conduct</p> <p>The team member is to conduct themselves in a manner consistent with the <i>Public Service Act 1999</i> (Cth), (including the Australian Public Service Values and Employment Principles, and Code of Conduct) and the employer’s professional standards.</p>	<p>Policy Compliance</p> <p>The team member will work within Department of Foreign Affairs and Trade policy and Prospera guidelines on gender, child protection, poverty, the environment, human rights, and governance</p>