HR 02: Terms of Reference

Digital Adviser

National/DFAT Remuneration Framework:[1]	Discipline Group D, Job Level 3
Counterparts:	Multiple agencies including Coordinating Ministry of the Economy (CMEA), Ministry of Communications and Informatics (Kemenkominfo), Planning Ministry (BAPPENAS), Ministry of Administrative and Bureaucratic Reform (Kemenpan-RB), Ministry of Finance, Ministry of Cooperatives and Small and Medium Enterprises, Ministry of Industry (MOI), Ministry of Higher Education and Research technology and other related Ministries.
Work Location:	Jakarta, Indonesia – remote work during pandemic.
Reports to:	Head of Markets and Competitiveness
Duration of inputs:	Full time to Feb 2023.
Activity Budget:	TBD

Summary of Expertise Required

Under Prospera's Breakthrough Outcome 1 of "Expanding Markets, Creating Jobs" and reporting to the Head of Markets and Competitiveness practice area, the **Digital Adviser** will play the main coordination and advisory role in Prospera-wide work to assist the Government of Indonesia in pursuing successful digital transformation and developing a thriving digital economy. This will be achieved by providing sound policy analysis and advisory, coordination and technical support, and capacity building in support of policies and other enablers for successful digital transformation, drawing from appropriate global best practices.

The potential of digital economy in Indonesia is immense, with digitally enthusiastic young population, a growing digital ecosystem, and the highest number of digital/technical unicorns/start ups in the region. But there remain significant bottlenecks in the areas of infrastructure, institutions, regulations, and skills, which left unaddressed will lead to rising digital divide and uneven development.

The Government of Indonesia (GoI) has identified digital transformation as a key strategy for the country's economic, government, and societal transformation. In addition to digitalisation undertakings across ministries and agencies, there are coordinated efforts towards a coherent and inclusive digital transformation strategy and a thriving digital economy.

A successful digital transformation will be an important part in the country's post-pandemic economic rebuilding and will be key to Indonesia's economic transformation agenda. This role is an exciting opportunity to be at the forefront of post-pandemic growth policy development.

The Digital Adviser will provide advice on strategic directions, coordinate, manage, and identify opportunities for the delivery of a complex work agenda on digital transformation. She/he will have extensive experience advising senior government officials and supporting reform in the digital area. The ability to build and maintain relationships with senior members of government, effectively communicate to a range of audiences, promote collaboration and innovation, and provide leadership as well as manage projects is critical. Experience working in related areas in Indonesia context is highly desirable.

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

Background

Digital transformation is an indispensable part of growth and development strategy. Even prior to COVID-19, the digital sector had been growing fast given technological advancement and evolving consumer behaviour. Policymakers were still to catch up with these rapid developments to better understand and maximise their impacts and thereby develop—and, where necessary, regulate—digital interactions in a way that promotes economic growth and innovation while at the same time ensuring that digital transformation remains inclusive and safeguarding consumers and the public interest.

The COVID-19 pandemic has further propelled digital transformation, accelerating digital technology and services adoption out of necessity to sustain livelihood and stay connected to markets and people. The trend beyond COVID-19 remains robust. The Southeast Asian region's internet economy[2] is expected to triple from US$ 105 billion in 2025 to US$ 309 billion in 2030.

Indonesia's internet economy in also expected to grow at 23% per annum between 2020 and 2025, an almost tripling from US$ 44 billion to US$ 124 billion. The same report also indicated that 93% of new digital consumers in Indonesia will continue to use at least one digital service post-COVID-19. While e-Commerce is expected to continue to dominate the internet economy at US$ 83 billion in 2025, there are other high growth areas from transport and food to health technology.

But these potentials can only be realised if Indonesia has the necessary infrastructure, institutions, and fit-for-purpose regulations, and cultivates a thriving digital ecosystem in terms of skills, investment, and innovation.

Prospera has been working closely across ministries and agencies in Indonesia including with the Coordinating Ministry for Economic Affairs, the Ministry of Planning, the Ministry of Communication and Information Technology, and the Ministry of Administrative and Bureaucratic Reform on different aspects of digital transformation agenda.

Moving forward, this work is expected to intensify as digital transformation plays a key role in Indonesia's post-COVID-19 recovery and reform efforts and as the GoI advances a whole-of-government strategy towards digital transformation. Beyond the broad support for digital transformation, there is also room for more dedicated work in selected areas such as digital health, digital skills, digital finance, and digital ID.

Scope of Services

The key roles and responsibilities of the **Digital Adviser** are as follow:
- Lead in collaboration with other areas Prospera's work on digital transformation in Indonesia; this includes strategic inputs to the design of Prospera's work, development of coordinated work plans and identification of priorities thereof, and corresponding resource allocation in the digital area in consultation with all relevant teams.
- Provide policy advisory, coordination, and relevant support to GoI on digital transformation, focusing on ensuring an enabling environment for a thriving and inclusive digital economy and society as well as coordination and coherence in digital initiatives across government agencies.
- Advise senior-level counterparts and Prospera senior management on relevant policy areas towards the same objective.
- Contribute to the development of counterpart capabilities in digital transformation and digital economy development.
- Provide coordination, implementation, and monitoring support to digital activities ranging from consultancies, policy research and advisory, to capacity building activities, amongst others, and, in collaboration with other practice areas, ensure value-added inputs, quality assurance, risk and reputational management, and time and Value for Money.
- Enterprisingly and innovatively develop opportunities for Prospera engagement in specific digital

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[2] Google, Temasek, and Bain (2021) e-Conomy SE 2020, Internet economy covers the five leading sectors of e-Commerce, transport and food, online travel, online media, and financial services as well as education technology and health technology.

areas in line with Prospera's objectives as well as counterpart commitments and reform considerations, including with industry stakeholders.

- Identify, review, and manage opportunities for incorporation of gender, equity and social inclusion activities.
- Communicate digital transformation activities and outcomes, in support of Prospera's communications, reporting and monitoring and evaluation plans.
- Manage opportunities for collaboration with relevant Australian Public Sector Agencies, other DFAT and Government of Australia (GOA) investments in support of both Prospera outcomes and broader GOA economic partnership objectives related to digital transformation.

Selection Criteria – Qualifications and Experience

The candidate will possess strong qualifications and experience as follows:

1. Advanced qualifications in digital transformation strategy, economics, public policy, or other areas.
2. At least 10-15 years' experience working in policy analysis and advisory, with proven track record in designing, supporting, and evaluating policy reform, and in communicating policy recommendations to high-level government officials. Experience in Indonesia context highly desirable.
3. In-depth knowledge of digital economy and transformation, its corresponding regulatory issues and requirements, as well technological landscape and trends that are relevant to digital transformation in Indonesia.
4. Deep understanding of the Indonesian economy including its economic structure, trends, potentials, and challenges.
5. Good working knowledge of Government of Indonesia Ministries, governance systems, regulations, policy processes and decision -making mechanisms to execute work in this area.
6. Strong track record of project development, execution, and management, under tight deadlines and with multiple stakeholders.
7. Strong relationship management skills, particularly proven effective working relationships with senior government officials, consultants and experts, and industry stakeholders, and ability to operate effectively and sensitively in a cross-cultural environment.
8. Experience working in multidisciplinary teams of international and national experts.
9. Excellent communications skills in English (verbal, written, and presentational). Proficiency in Bahasa Indonesia is highly desirable.

Overview of Prospera

Prospera is a partnership between the Government of Australia's Department of Foreign Affairs and Trade and the Government of Indonesia's Coordinating Ministry for Economic Affairs. It aims to foster strong, sustainable, and inclusive economic growth in Indonesia.

Commencing from 1 March 2018, Prospera is a planned five-year investment. The program combines advisers who have extensive knowledge of Indonesia with those who have experience in the Australian public service or emerging markets.

Prospera aims to achieve three outcomes:

- Expanding markets, creating jobs – including building a robust private sector through a sound enabling environment; Growing jobs, capital and technology through trade and investment
- Safeguarding economic and financial stability – including ensuring a strong foundation for growth through balanced macro-financial policy; strengthening financial system integrity through supervision and literacy
- Improving public finances and government performance – including more revenue and better spending through improved policy and systems; improved government performance through data and public integrity bodies

The following standard requirements apply for all Prospera team members:

Confidentiality	Conflict of Interest
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.	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
Knowledge and Performance	**Diversity and Inclusion**
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.	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.
Code of Conduct	**Policy Compliance**
The team member is to conduct themselves in a manner consistent with the *Public Service Act 1999* (Cth), (including the Australian Public Service Values	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

and Employment Principles, and Code of Conduct) and the employer's professional standards.	