

## HR 02: Terms of Reference

### International Performance (MEL) Adviser

<b>DFAT Adviser Remuneration Framework:</b> <sup>1 2</sup>	Discipline Group <b>C</b> , Job Level <b>3</b>
<b>Counterparts:</b>	Prospera's teams (practice areas, centres of excellence), Australian agencies, and Indonesian counterpart Agencies
<b>Work Location:</b>	Jakarta, Indonesia (Currently working remotely)
<b>Reports to:</b>	Head of Knowledge, Performance and Learning
<b>Duration of inputs:</b>	From November 2021 to March 2023
<b>Activity Budget:</b>	Knowledge Performance and Learning

### Summary of Expertise Required

The role of International Performance (Monitoring, Evaluation, and Learning, or MEL) Adviser is to lead and support policy change and value for money (including economic) evaluation and reporting, knowledge management and communication across Prospera. The Adviser will contribute to quality assurance of advisory and Australian agency workplans, and support implementing teams for monitoring and evaluation. Prospera is a flexible and adaptive economic governance facility, the successful candidate will have strong skills in evaluating policy and institution change in a dynamic environment, and excellent written English for preparation of reports. The candidate will also enjoy working with all Prospera teams to capture the story of Prospera's work across important economic development areas in Indonesia.

### Scope of Services

The key roles and responsibilities of the **International Performance (MEL) Adviser** are as follows:

- Deliver key elements of Prospera's Knowledge, Performance and Learning Framework, a framework for Prospera advisers and participating Australian government agencies to help transform Prospera into a learning organisation.
- Design and implement appropriate evaluations, including value for money and economic evaluations, across the breadth of Prospera advisory and APS implementation plans to assess and capture evidence and value of outcomes and to inform learning and adaptation.
- Update facility baselines as contexts change, outcomes are achieved, and new data and information is sourced.
- Support Australian agencies and advisory teams with specialist advice on alignment with Prospera's outcomes, and to monitor and evaluate results.
- Contribute to Prospera's activity planning advising on progress towards facility outcomes, efficiency, effectiveness, and other quality of implementation issues.
- Synthesise monitoring and evaluation information and data to write sections of priority program reports – policy briefs, milestone reports, six month and annual program reports, activity proposals and Board papers.
- Co-design and implement facility wide and team level learning events.
- Co-design communication products with other KPL and thematic area team members.
- Implement collaborative processes to underpin this work.

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

<sup>2</sup> <https://www.dfat.gov.au/about-us/publications/adviser-remuneration-framework>



- Maintain an overview of work progressing across the facility and the political economy in which the facility is operating.

## Outputs

The International Performance (MEL) Adviser is expected to deliver the following outputs and deliverables over the term of the contract to the satisfaction of the Head of Knowledge, Performance and Learning (KPL):

- **Components of Knowledge Performance and Learning Framework** successfully implemented. The Framework describes the M&E activities to report on Prospera outcomes, progress of each activity, activity level results, operational performance assessment and knowledge management processes.
- **M&E systems and pathways** implemented and continuously improved.
- **Planning and prioritisation process** for Prospera activity design and implementation supported, with due regard to relevance and utility of practice areas, progress towards facility outcomes, quality and impact of relationships, efficiency and effectiveness, and other issues.
- **Evaluations identified in the Annual Evaluation Plan** designed and implemented, including economic evaluations to assess the value of achieved outcomes.
- **Evidence for Performance Assessment Framework** reporting to DFAT (and other stakeholders) collected, collated, synthesised, and reported, so that Australian and Indonesian governments can track progress.
- **Significant contributions to Annual and Six-month Reports** drafted in excellent English.
- **Implementation of online and face to face learning events, communities of practice, knowledge shares, communication events**, and other initiatives to promote a culture of continuous improvement.
- **Insights** and guidance delivered to management to enhance program effectiveness.

In addition to these formal deliverables, the position is expected to establish and maintain positive networks with Prospera practice area and centre of excellence teams to understand progress and provide support where required.

## Selection Criteria – Qualifications and Experience

It is expected that the position will meet the following qualifications:

- Qualifications in public policy, economics, international relations, evaluation or similar.
- 5-10 years of experience in government or private sector organisations executing projects; designing, implementing, and reporting evaluations; collecting and analysing data; undertaking (or commissioning) economic analyses; and stakeholder engagement and management.
- Excellent written English, and communication skills with an ability to quickly develop rapport with team members.
- Strong track record in meeting deadlines, scheduling, and prioritising tasks.
- Government experience is desirable, particularly with economic agencies in Australia or Indonesia.
- Experience in designing and implementing value for money evaluation approaches, including where to apply economic evaluation, is desirable.

## Overview of Work Unit

Prospera's Knowledge, Performance and Learning Centre of Excellence (CoE) has 8 staff who provide planning, monitoring, evaluation and reporting, knowledge management, and communication services for Prospera. This role is an addition and will report to the team leader for Knowledge, Performance and Learning and be part of the 'monitoring and evaluation group' within the CoE.

## 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:

<p><b>Confidentiality</b></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><b>Conflict of Interest</b></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><b>Knowledge and Performance</b></p> <p>The team member will support Prospera's Knowledge, Performance and Learning 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 preparation of case studies.</p>	<p><b>Diversity and Inclusion</b></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><b>Code of Conduct</b></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</p>	<p><b>Policy Compliance</b></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>



**PROSPERA**

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