

HR 02: Terms of Reference

National Expert in Gender & Childcare Policy

National/DFAT-Remuneration Framework: ¹	Discipline Group C, Job Level 2
Counterparts:	Prospera's Gender Equality, Disability, and Social Inclusion team;
Work Location:	Jakarta, Indonesia
Reports to:	Head Gender Equality, Disability, and Social Inclusion (GEDSI)
Duration of inputs:	Estimated up to 40 input days between June to December 2022
Activity Budget:	CE-GESI

Summary of Expertise Required

As a part of Prospera's ongoing study on better childcare for women, children and inclusive recovery, Prospera seeks to engage a national short-term advisor specializing on early childhood education and care (ECEC) and gender equality to provide strategic policy advise and input into Prospera's work in the area. The expert will provide technical input into questionnaire development and data collection; provide inputs on Prospera's knowledge products; and support Prospera to engage with relevant stakeholders to host dialogues, disseminate findings, fine-tune policy proposals and offer guidance on their execution.

The successful candidate will have a post-graduate qualification in the social sciences (such as sociology, education, social psychology etc.) with at least 10 years of proven experience in advising governments and/or development partners on early childhood education and care services from a gender equality perspective. She/he will bring an in-depth understanding of Indonesia's ECEC landscape, experience in working directly with a network of ECEC service providers and relevant stakeholders, and an ability to impart knowledge and skills to non-specialists.

The position is open for national candidates only. It will be largely home-based, but selected candidate will be requested to participate in hybrid meetings and consultations as needed. Prospera is an equal opportunity employer and qualified women candidates are encouraged to apply.

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

Background

Deciding whether to have children, who will look after them while they are young, are deeply personal decisions that are determined by many factors such as individual preferences, beliefs, norms, economic circumstances. These personal decisions, however, have major consequences for the working lives of women, for children's development, for jobs in the care sector and for the economy as a whole. Consequently, there is a growing recognition that care of children cannot just be a private responsibility, it is shared one.

Meanwhile, evidence in Indonesia and globally shows that greater investments in quality and affordable early childhood education and care services have high payoffs for children, women, families and society. But for such payoffs to be realized, ECEC sector need to have multiple and interlinked policy objectives – give all children a head start to life, increase maternal employment and generate economic opportunities in the care sector.

Prospera is interested in early childhood education and care (ECEC) policy to support women's economic participation, child development and good quality care jobs. Prospera's review has focused on market research on the demand and supply of ECEC, explore the role of employer provided childcare with in-depth companies cases, and mapping gaps in policies and regulations governing the sector.

Prospera is developing policy proposals based on five main areas: expanded access to quality ECEC services through public investments; improving quality through strengthened standards; promotion of jobs and competencies of teachers/caregivers; supporting private sector to fill in role; data and evidence for planning, implementation and monitoring evaluation. Meanwhile, Prospera continues to invest in knowledge shares and policy forums to share findings, fine tune policy proposals among Prospera's counterparts and others.

Prospera's approach to the diagnostic and policy guidance is premised on extensive and in-depth consultations with a variety of child care providers, parents, child care regulators, along with review of existing data and secondary literature, benchmarking against policies and good practices in other emerging and peer countries. This is needed for a better understanding of the current condition of childcare services, identify challenges and opportunities they face, and to identify/validate policy proposals that are actionable.

However, surveying and holding consultations in this sector have not been easy as many childcare providers were forced to shut down during the pandemic, and/or parents stopped using available services because they had become more risk averse and/or no longer able to afford to send their children to childcare. Many childcare arrangements servicing low-income families are also operating outside of government oversight and purview. Hence, locating them and ensuring that their views and experiences are also solicited, has remained an added challenge during the pandemic.

Meanwhile, there are multiple different public, private and civil society organizations who are involved in governing the ECEC landscape. There is a need to develop a stakeholder engagement strategy, identify new/existing policy levers, and fine tune policy proposals and their execution based on consultations and feedback from them.

Scope of Services

The selected candidate will be expected to support the Prospera study team with the following:

1. **Technical inputs and support:** Refine a set of instruments for survey and qualitative consultations, informed by the findings from the first pilot phase of data collection as well as deep knowledge and insights on the area. Support to oversee and advise implementation of data collection and analysis from survey and qualitative consultations.
2. **Input on Knowledge products:** Provide input and advise to deliver policy analyses, briefings and presentations and other materials.
3. **Engagement:** Support in connecting Prospera and survey team to a network of childcare services. Support Prospera to engage with stakeholders such as relevant ministries, academic bodies, professional associations of childcare providers and teachers/caregivers – to disseminate findings, refine policy proposals, and support and guidance on execution of policy proposals.

Outputs/Deliverables

The selected candidate is expected to work as part of a team and deliver the following outputs over the term of the contract to the satisfaction of the Head of Gender Equality, Disability and Social Inclusion (GEDSI):

1. **Output 1:** Inception report on how to refine Prospera's existing analyses and recommendations; identify opportunities and policy levers; develop stakeholder engagement plan to refine policy proposals and/or execute them.
2. **Output 2: Interim report outlining steps taken to** connect survey team with ECEC providers and users. Facilitate at least 2 focus group discussions with relevant agencies, including those involved in the holistic and integrated ECEC. Analytical input and advice provided to Prospera's knowledge products and policy engagements.
3. **Output 3:** Final Input completion report (ICR). This should be in a format supplied by Prospera and approved by the Head of Gender Equality, Disability and Social Inclusion (GEDSI) at the completion of the assignment.

In addition to these formal deliverables, the position is expected to regularly communicate with relevant staff from Prospera's GEDSI Team on progress and seek input where required.

Selection Criteria – Qualifications and Experience

1. PhD or equivalent degree in the social sciences (education, sociology, social psychology and/or other relevant disciplines, with strong gender and early childhood education underpinning).
2. Minimum of 10 years professional knowledge and experience working on ECEC landscape from a gender perspective, including a strong track record in advising governments and/or development partners; experience in working directly with a network of ECEC service providers,
3. Demonstrated experience in the production of clear deliverables including written reports and policy advice to senior levels of government and a wide range of stakeholders.
4. Ability to impart knowledge and skills to non-specialists, through extensive experience in teaching and capacity development would be preferred.
5. Ability to operate under strict time limits and apply high production and technical standards for the purpose of maintaining high level of professionalism
6. Ability to work independently and as a part of a team, under strict timeline
7. The position is open for national candidates.

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 on 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>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>

Milestone Payments

No.	Milestone Deliverable	Means of Verification	Due Date
1	Output 1: Inception report	Written Acceptance of Report	Within 6 working days after signing contract
2	Output 2: Interim report (Two FGDs facilitated, connections, inputs on knowledge products & dialogues)	Written Acceptance of Report	Within the next 20 working days
3	Output 3: Final completion report	Written Acceptance of Report	Within the next 14 working days
TOTAL			40 working days