

Terms of Reference

Interns (BT 1) (Up to 2 interns)

Work Location:	Jakarta, Indonesia
Reports to:	Senior Economist (Labour and Skills Lead) or Senior Economist (Innovation and Entrepreneurship Lead)
Duration of inputs:	3-6 months
Estimated starting date:	July 2022

Summary of Expertise Required

Prospera Breakthrough Area 1 is seeking up to 2 intern(s) to support research that would contribute towards markets expansion and job creation across Prospera's portfolio of work. Specifically, up to two (2) interns are sought to support the work of Practice Areas on Labour and Skills and on Innovation and Entrepreneurship, respectively.

The intern will assist with data processing and analyses; review of literature; written and oral translation; support in convening seminars and other events; communications, outreach, and logistical support. This internship program will be particularly suitable for final year students, fresh graduates, or postgraduate students in Economics, Econometrics, or other related disciplines, who are interested in gaining firsthand experience working on trade, labour, innovation, and broader economic issues across a wide range of pressing economic policies in Indonesia. Women candidates are encouraged to apply. The final selection will be merit-based.

Scope of Services

The key roles and responsibilities of the intern will be to assist with the following with guidance from Prospera's Senior Economists / Leads of relevant practice areas, as assigned:

- Research assistance in Prospera's quantitative and qualitative analytical and policy work to ensure Prospera's policy analysis and advice to support market expansion and job creation;
- Assistance in compiling and synthesizing pertinent national, regional, and global research on relevant areas that could be used/accessed by the broader team;



- Administrative and logistical support in organizing events – including meetings, trainings, workshops, seminars, policy dialogues, and other events;
- Providing written and oral translation in Bahasa Indonesia and English, where relevant; and
- Performing other similar duties as requested by the Supervisor.

Outputs/Deliverables

- Research assistance in Prospera’s quantitative and qualitative analytical and policy work;
- Contribution to reports, presentations, and other deliverables;
- Administrative and logistical support in meetings, events, workshops, etc.;
- Compile, curate, synthesize and share relevant publications, background documents, information about external events, etc.

Selection Criteria – Qualifications and Experience

The candidate will possess strong qualifications including:

- A recent graduate, postgraduate student, or final year undergraduate student in Economics, Econometrics, Development Economics, Statistics, or other related quantitative-focused disciplines, with a strong appreciation for policy analysis.
- Aspirations to gain experience working on trade, labour, and innovation issues.
- Ability to multi-task and adhere to deadlines, whilst maintaining accuracy under pressure.
- Prior experience and proficiency in using statistical software packages, particularly STATA. Experiences in using other statistical software will be appreciated.
- Experience in micro level data crunching especially household survey data, firm-level survey data, trade data will be an advantage.
- Ability to communicate clearly in both English and Bahasa Indonesia.

The candidate will need to submit:

- An up-to-date CV;
- A cover letter that highlights your background, thesis/research paper, and area of interest;
- Optional: Writing sample with strong quantitative analysis.

Overview of the work unit

The Breakthrough Area 1 Team works with the objective of contributing to the outcome of “expanding markets, creating jobs” through the three practice areas of trade and investment, labour and skills, and innovation and entrepreneurship. The internship opportunity is offered



in the latter two practice areas. The Breakthrough Area 1 Team works with other relevant teams in Prospera to support strong, inclusive, and sustainable growth in Indonesia.

Prospera is currently observing a gradual work from office (WFO) arrangement. The interns will observe the same working arrangements as the rest of the Team. The interns may be asked to attend meetings, if needed.

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 – 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

About the Prospera Intern Program

Prospera provides internship opportunities to young Indonesian professionals. This provides interns a chance to gain work experience and learn about pressing economic development issues in Indonesia. Prospera interns work alongside highly skilled professionals in their field, gain real world experience, develop their professional networks and are provided with an opportunity to put their academic learning into practice.

Prospera encourages recent women graduates (and/or currently studying) in the various economic development fields to apply, in order to help promote the pool of prospective female professionals in Indonesia. Prospera will, however, welcome applications from all candidates with academic qualifications in relevant fields, and a keen interest in economic development issues. The final selection will be merit-based and follow the process outlined below.

Prospera will only engage Indonesian nationals as interns. It is expected interns will generally have a tertiary qualification (or currently studying) in an area of expertise relevant to Prospera areas of thematic work. Internship is on a voluntary basis and compensation consists of a



small daily transportation allowance. In line with Indonesian Labour Law and Ministry Regulation concerning Internship, interns will be enrolled into BPJS Death and Work Accident insurance system. Interns should have their own health insurance. No other costs will be covered for interns. Interns can be offered internship for up to a maximum of six months.

Interns are not entitled to accommodation costs for their main place of residence nor payment for fees/honoraria while they intern for Prospera. They will be entitled to a modest transportation allowance (equivalent to standard lump sum unit costs) each day worked (paid monthly). Additionally, if they are assigned to temporarily assist a Prospera activity outside their usual place of internship, they will be entitled to standard approved transport costs, per diems and accommodation costs.

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>