HR 02: Terms of Reference
Data Analyst (Subnational Budget Data Analysis)

National Remuneration Framework:[1]	Discipline Group C, Job Level 1
Counterparts:	Ministry of Finance (DG Fiscal Balance)
Work Location:	Jakarta, Indonesia
Reports to:	Senior Economist (Budget Policy Lead)
Duration of inputs:	Up to 80 input days. **From 1 August 2022 – 31 January 2023**
Activity Budget:	BT 3.3 Budget Policy

Summary of Expertise Required

PROSPERA seeks the service of a national Data Analyst to assist Government of Indonesia (GOI) Counterpart(s) to work on Sub National Data Analysis particularly on text analysis and Central-Local Government fiscal consolidation.

The data analysis required is part of Prospera's joint study with Directorate General of Fiscal Balance to build an algorithm for a consistent and standardized Local Government budget classification level 6 that can be consolidated with Central Government budget account. The output of this activity will be an automated, consistent, and standardized budget account that helps the government to synergize Central and Local Government spending report.

These activities will be conducted through technical assistance and capacity building targeted at DG Fiscal Balance's staff. The Data Analyst is expected to: (i) assist the Budget Policy team in delivering the works by providing assistance in the development of analyses and reports for delivery to DG Fiscal Balance and (ii) ensure the alignment of fiscal consolidation activity with other related support under Budget Policy focus.

Scope of Services

The key roles and responsibilities of the position are to provide the following:

- Collate datasets and conduct research.
- Assist Economist (Subnational Budget Analysis) to develop text-based analysis, particularly on Local Government budget data.
- Assist Economist (Subnational Budget Analysis) to consolidate Central and Local Government budget account using text-based analysis.

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

- Assist Economist (Subnational Budget Analysis) in delivering capacity building to counterpart, particularly MoF DG Fiscal Balance staffs on text-based analysis and econometric methods.
- Conduct subnational fiscal analysis and policy impact analysis and develop thematic reports based on subnational budget data.

Output/Deliverables

The position is expected to deliver the following over the term of the contract to the satisfaction of the Prospera Senior Economist (Budget Policy Lead):

- Documented methodology for raw subnational budget data processing for each dataset produced
- Collated datasets for analysis
- Documented training materials and assessments
- Documented algorithm for subnational budget data text-classification
- Documented algorithm on Central and Local Government budget account consolidation
- Input Completion Report in a format supplied by PROSPERA and approved by the Budget Policy Lead at the completion of the assignment.

Selection Criteria – Qualifications and Experience

The candidate will be an Indonesian national who possess strong qualifications and experience to support (technical area) and policy making processes, including:

1. A Bachelor's degree in Economics, Public Policy, Finance, or other related areas. Postgraduate qualification is a plus.
2. At least five (5) years' relevant work experience in economics, public policy, or other related area that deal with sub-national budget data.
3. Familiarity with Government Financial Statistic is a plus
4. Mastery of statistical software, particularly STATA, and other data processing software, particularly Excel.
5. Experience in Local Government Budget or Government Financial Statistic analysis is a plus.
6. Strong grip on fundamental macroeconomic and microeconomic concepts.
7. Knowledge and experience working on the Indonesian economy and with Indonesian policymakers.
8. Excellent written communication skills with fluency in English and Bahasa Indonesia (both written and oral).
9. Proven ability to work independently, and to take initiative to progress deliverables.

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