

Terms of Reference

Head of Knowledge, Performance, and Learning

DFAT Adviser Remuneration Framework:	Discipline Group C, Job Level 4
Counterparts:	Coordinating Ministry for Economic Affairs (CMEA)
Work Location:	Jakarta, Indonesia
Reports to:	Deputy Director Partnerships & Performance
Duration of inputs:	Full time
Activity Budget:	CE-KPL

Summary of Expertise Required

The role of Head of Knowledge, Performance, and Learning is to build leading-edge design, evaluation, knowledge and communications practice into a large and innovative economic governance program. This role will work closely with Prospera’s leadership team to share insights on program effectiveness and shape future directions. The Adviser will be accomplished in leading and managing staff, assessing program impact and value for money, and working at an executive level, with skills in public policy an advantage.

Scope of Services

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

- Work with the leadership team to deliver insights on program effectiveness and shape activities that will better yield outcomes.
- Execute Prospera’s Knowledge, Performance and Learning Framework and Communications Strategy.
- Design and lead annual planning processes, produce an annual evaluation plan and oversight monitoring and evaluation activities, including value for money assessments.
- Guide Prospera’s systems to manage activity workflow, monitoring, evaluation, reporting and knowledge products.
- Support Australian agencies and advisory teams with specialist advice on how to align with Prospera’s outcomes, and to monitor and evaluate results.
- Lead Performance Assessment Framework reporting to the Australian Department of Foreign Affairs (DFAT), and other reporting as required including six-month and annual reports, for Australian and Indonesian governments to track progress.
- Initiate learning events and other activities to promote a culture of continuous improvement, including knowledge builder sessions.

- Oversee communications products to influence policy change and highlight program impact.
- Strengthen knowledge management and foster practices that will enhance sustainability.

Outputs/Deliverables

The position is expected to deliver the following over the term of the contract to the satisfaction of the Prospera Deputy Director, Partnerships and Performance:

- *Knowledge Performance and Learning Framework* successfully implemented.
- *Planning process* successfully led, contributing to well-developed annual workplans for advisory teams and Australian Public Service Agencies.
- *Annual Evaluation Plan* and oversight of evaluation activities.
- *Performance Assessment Framework, Six-month and Annual* reporting to DFAT, and other reporting as required, for Australian and Indonesian governments to track progress.
- *Learning events* and other initiatives to promote a culture of continuous improvement.
- *Insights* and guidance delivered to leadership to enhance program effectiveness.
- *Communications and knowledge management*, including high impact and influential policy communication products and knowledge-sharing initiatives.

In addition to these formal deliverables, the position is expected to regularly communicate with Prospera's senior leadership team on progress and seek input where required.

Selection Criteria – Qualifications and Experience

The candidate will possess strong qualifications and experience in the following areas:

- Postgraduate degree or commensurate expertise in a combination of public policy, program evaluation, knowledge management and communications.
- Outstanding ability to shape activity design, evaluation and knowledge processes to capture results of policy and institutional change and to influence decision-making.
- Strong experience managing people in a cross-cultural environment, including full-time staff and short-term consultants.
- An excellent understanding of Australian government development program requirements, demonstrated by professional experience working with government and/or development agencies.
- Excellent communication skills, especially an ability to write in English succinctly and captivatingly.

- Skills in economics, public policy and knowledge of the development context in Indonesia are an advantage.

About the work unit

Prospera's knowledge, performance and learning unit consists of 11 staff (some part time) with capability in program design, monitoring, evaluation, qualitative research, complex report making, project management, and visual, written and digital communication.

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. Prospera combines 200 advisers who have extensive knowledge of Indonesia and emerging markets, with officials from 15 Australian public service agencies.

Prospera is entering a fifth year of implementation, with in-principal agreement for another three years.

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
<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>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>



Knowledge and Performance 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 case studies that may arise from the inputs.	Diversity and Inclusion 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 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.	Policy Compliance 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