

Terms of Reference – Call for Internship at Prospera

Internship Program

Work Location: Jakarta
Reports to: Leader Adviser – Thematic Area
Duration of inputs: Start: June - 2019, 3-6 months, part-time

Summary of Expertise Required

Prospera is seeking a number of interns to assist with range of skills that can include, data collection, cleaning and analyses; reviews of literature; written and oral translation; communications, research, and logistical support. The Prospera internship program will be particularly suitable for current students or recent graduates interested in gaining first experience working across a wide range of pressing economic policy issues in Indonesia.

Areas of potential placement include:

- Activities to support a range of activities to support **efficient markets**, improve ease of doing business and reduce barriers to Indonesia’s participation in global value chains;
- Assist activities that support creating a stable and efficient **finance sector**;
- Engage in public sector dialogue and **improve public sector services and policy**;
- Build better **taxation and revenue systems** in Indonesia;
- Improve the quality of government spending, including **planning and budget reforms**;
- Support work in **economic coordination** and support the government implement its agenda of structural reforms to improve Indonesia’s competitiveness;
- Support Prospera with **knowledge management, performance and learning**; and
- Support integration and understanding of **gender and social dimensions within economic development**.

Specific Skill Sets

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| <ul style="list-style-type: none"> • Economics • Financial Analysis • Public Financial Management • Taxation • Trade Relations | <ul style="list-style-type: none"> • Public Policy • Public Administration • Monitoring and Evaluation • Gender and Social Inclusion • Communication/Public Diplomacy |
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Scope of Services

The key roles and responsibilities of the Intern(s) will be to assist with the following:

- Quantitative and qualitative data collection, cleaning and analyses.
- Review and summarize relevant policies and literature. Compile and maintain a database.
- Provide written and oral translation in Bahasa Indonesia and English, where relevant.
- Provide logistical support in organizing events such as FGDs, workshops etc.
- Perform other similar duties as requested by the Supervisor.

Selection Criteria – Qualifications and Experience

The candidate will possess strong qualifications including:

- Graduate or undergraduate student, or working towards graduation, in relevant discipline (such as economics, finance, trade, political science, public policy or areas related to Prospera thematic work).
- Aspirations to gain experience working on any of the list areas of potential placement.
- Ability to multi-task and adhere to deadlines, whilst maintaining accuracy under pressure.
- Prior experience using Microsoft products as well as relevant statistical software packages.
- Ability to communicate clearly in both English and Bahasa Indonesia.

The candidate will need to submit:

- An up to date CV
- An application letter that highlights your background and area of interest on the program (please nominate which area of the program you would like to be placed)

Overview of Prospera

Prospera is a new 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 and public sector in Indonesia. Commencing from 1 March 2018, Prospera is a planned five-year investment that draws together the former Government Partnership Fund (GPF) and Australia Indonesia Partnership for Economic Governance (AIPEG). Prospera will be responsive to the needs of a wide range of agencies in the Indonesian government, covering six thematic areas:

- (i) **Markets** – improving product and factor market efficiency;
- (ii) **Finance** – delivering financial stability and development;
- (iii) **Spending** – improving the quality, delivery efficiency, and access to public services;
- (iv) **Revenue** – mobilising revenues without unduly impeding private activity;
- (v) **Public Sector Reform** – strengthening economic institutions; and
- (vi) **Economics & Inclusion** - providing analysis to boost the evidence for economic policy.

Prospera's goal of strong, sustainable and inclusive growth will be realized when all Indonesian citizens have access and opportunity fully participate in the economy. Gender equality and social inclusion is central to achieving Prospera's goal. Prospera's gender and social inclusion strategy centres on: leading by example through a culture of inclusion at Prospera; addressing barriers to economic participation by supporting access to markets, employment, finance and services; and adopting an inclusive growth framework placing gender and inclusion at the centre of economic policy and decision-making.

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. Up to a maximum of seven interns will be engaged by Prospera at any one time (though will likely be less than this number at most times). These positions, in-principle, allow one intern for each thematic area of Revenue, Spending, Markets, Finance, Economic & Inclusion, Gender & Inclusion and Public Sector.

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 transport allowance (equivalent to standard lump sum unit costs) each day worked (paid monthly) to cover their transport needs to and from the office. 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>