

## Terms of Reference

# Short Term Adviser (STA) - Safeguards Specialist

## Program Background

The **Kemitraan Indonesia Australia untuk Infrastruktur (KIAT)** is a 10-year facility supported by the Australian Government and implemented by Cardno. KIAT's overarching goal is to support 'sustainable and inclusive economic growth through improved access to infrastructure for all people'. To support this goal, KIAT works with the Government of Indonesia (Gol), Government of Australia, the private sector, Multilateral Development Banks (MDB) and other development partners, as well as civil society to help achieve the following outcomes:

1. Improved Gol policy and regulatory framework for infrastructure development
2. High quality projects prepared and financed by Gol, the private sector and / or MDBs
3. High quality infrastructure delivery, management, and maintenance by Gol

The focus of KIAT is on the following areas: Water and Sanitation; Transport; Gender, Social Inclusion and Civil Society Engagement (GESI-CSE); and Infrastructure Funding and Financing.

## Purpose of the Position

KIAT is seeking a Safeguards Specialist to review the appropriateness of KIAT's implementation of Cardno and Department of Foreign Affairs and Trade's safeguard policies and procedures. The Safeguards Specialist will develop a safeguards strategy with supporting guidelines. The Safeguards Specialist will also review and provide regular reporting on safeguards implementation progress across KIAT's activities.

KIAT may select several candidates for the position to form the basis of an advisory pool for selected assignments with specific tasking and duration.

## Objectives

The position will provide high quality input and advice to ensure KIAT delivers a strong and consistent approach to safeguards and avoids negative impacts on the environment and people, reduces program delays and deliver value for money.

## Key Activities

The key activities for the position includes:

- 1) Support the Program Manager to undertake a review of the appropriateness of KIAT's implementation of Cardno and Department of Foreign Affairs and Trade (DFAT) safeguard policies and procedures across the facility:
  - a) Review KIAT's compliance with the requirements as set out in Cardno and DFAT safeguard policies and procedures including (but not limited to): Child Protection Policy; Prevention of Sexual Exploitation, Abuse and Harassment; Environmental and Social Safeguard Policy.
  - b) Support KIAT address any gaps in compliance and make recommendations for opportunities for improvement.
- 2) Based on the initial review and knowledge of Safeguards 'best practice', lead the development of a strategy to support KIAT become a program that demonstrates best practice as it relates to safeguards across the facility. The strategy will include:
  - a) Practical recommendations for full coverage and cost-effective implementation;

- b) A coherent reporting framework that can be adopted across the facility;
- c) Requirements and reporting obligations for KIAT subcontractors and delivery partners
- d) Guidance to support subcontractors and delivery partners understand and implement robust and appropriate safeguards measures
- 3) Support the implementation of the approved strategy across KIAT
- 4) Provide ad hoc advice including but not limited to:
  - a) Technical advice on safeguards issues during activity design and implementation stages, including drafting of terms of reference, identification of safeguards specific deliverables within contracts, and the review of deliverables and regular reporting on activity progress and performance
  - b) Reviewing safeguard implementation on selected activities and develop recommendations for improvement
  - c) Conduct risk assessments and develop risk mitigation plans during the development of new activities
  - d) Coordinate closely with the Performance and Communications team to ensure safeguards elements of activities are well-integrated within activity M&E frameworks and communications materials
  - e) Support the investigation of reported cases/incidents as required
  - f) Develop briefings, documentation and learning materials as needed to strengthen safeguards capabilities across KIAT, subcontractors and delivery partners on recognising and mitigating safeguard risks, as well as identifying and managing safeguard related concerns
- 5) Support ongoing internal reviews of KIAT's compliance against Cardno and DFAT safeguard policies as well as agreed additional requirements.

## Key Deliverables

Deliverables	Schedule
1) Completion of a review of the appropriateness of KIAT's implementation of Cardno and DFAT safeguard policies and procedures across the facility	January 2021
2) Final Strategy report outlining how KIAT can deliver a strong and consistent approach to safeguards implementation, including supporting tools and guidance	March 2021
3) Report on implementation of approved Strategy	July 2021
4) Regular progress reporting and leading / managing follow-up action items	Monthly
5) Other ad-hoc reporting as directed by KIAT	TBD

## Selection Criteria

### Essential

- Post graduate degree in a specialist technical or professional field relevant to role
- Minimum 10 years demonstrable experience in developing and implementing safeguards strategies, policies and procedures for the delivery of infrastructure programs, ideally in an international donor environment
- Skilled in designing and facilitating safeguarding compliance and learning in different cultural and organisational contexts
- Knowledge of managing and conducting incident investigations
- Strong analytical skills and briefing experience, with a focus on improving policy and practice
- Strong co-ordination and proactive leadership skills, and the ability to mentor and support staff
- Excellent report writing and presentation skills
- Ability to communicate with a wide range of stakeholders from diverse backgrounds including people with disabilities
- Knowledge and understanding of the different needs of diverse stakeholders such as women, the elderly, people with disabilities and others with special mobility needs

### Desirable

- Available to start immediately

- Bahasa Indonesia language skills
- 

Qualified female candidates and candidates from diverse backgrounds are encouraged to apply.

## Position details

<b>Reports to:</b>	Program Manager
<b>Liases with:</b>	Facility Operations Manager, KIAT SMT, Cardno Contractor Representative, Cardno Risks Manager
<b>Assignment:</b>	Short term assignment, open for international and Indonesian nationals
<b>Duration:</b>	100 input days over 7 months, with possibility of contract extension
<b>Commencement:</b>	Immediate
<b>Location:</b>	Jakarta
<b>Remuneration:</b>	Based on DFAT standard ARF rates (assessed as ARF classification B4). Successful Indonesian nationals will be engaged under a local contract in IDR, and will be subject to Indonesian employment regulations and tax obligations.
<b>Applications:</b>	<ol style="list-style-type: none"><li>1) CV</li><li>2) Statement (of up to 1,000 words) addressing the candidate's skills and experience, and outlining the relevance to the role</li><li>3) Two referee names, position details and contact information</li></ol>

## Our Recruitment Policies

*Cardno is an equal opportunity employer.*

*Cardno is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Recruitment and selection procedures reflect this commitment and may include relevant criminal record checks.*

*Cardno is committed to Safety and the Prevention of Sexual Abuse and Harassment (PSEAH), Child Protection and bribery prevention. We want to engage with the right people to deliver our client programs. As part of our approach you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Cardno staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.*

*Due to the anticipated volume of applications, only shortlisted candidates will be contacted.*