

Yayasan BaKTI
Terms of References
PEACH Program Assistant

Background

1. *Yayasan Bursa Pengetahuan Kawasan Timur Indonesia or Yayasan BaKTI* is an independent organization based in Makassar, founded on 24 August 2009. As a foundation, BaKTI has transitioned from the multi-donor SOfEI/BaKTI program administered by the World Bank which began in 2004.

Yayasan BaKTI's goal is 'improved development in eastern Indonesia', and it aims to support development actors to achieve this broad goal through a focus on four specific objectives:

- i. Increased collaboration and coordination in development efforts
 - ii. Increased knowledge exchange and adoption of good practices
 - iii. Increased opportunities to influence broader development agendas
 - iv. Local initiatives piloted, expanded and replicated in eastern Indonesia
2. In pursuit of the fourth objective, BaKTI has established a Local Initiatives Unit that provides the core of BaKTI's analytical foundation and also ongoing links to the World Bank and other donors.
 3. One of the World Bank program is Public Expenditure Analysis and Capacity Harmonization (PEACH) under PREM unit. PEACH trains and facilitates local universities to produce Public Expenditure Analyses (PEA), builds awareness among local governments on the challenges, and helps them to prioritize and address the challenges. PEACH has been completed in Papua, Gorontalo, and Nusa Tenggara Timur. BaKTI has previously worked with PEACH to train and facilitate local universities to produce public expenditure analyses (PEA), build awareness among local governments on the challenges and help them prioritize and address challenges.
 4. The ongoing links to PEACH will be continued in which BaKTI provides logistical support and office space for the PEACH team, communications and publishing support, and access to local government and civil society and community networks established & maintained by BaKTI.
 5. To offer better support for the PEACH program, BaKTI will recruit a Program Assistant to focus on program implementation and management, building and maintaining relationships and partnerships with local stakeholders.

Objectives

6. The overall objectives of the position are to:
 - a. Build and maintain relationships and partnerships with local stakeholders (local governments, local research institutions, CSO and media):
 - identify and engage with local stakeholders to identify and discuss governance issues in which they need assistances from external parties (donors and other stakeholders);
 - identify and engage with local champions within local governments to facilitate the process of PEACH implementation;
 - socialize PEACH to key local stakeholders to ensure the ongoing support
 - identify, build and maintain partnerships with implementing partners (e.g. local research institutions) for PEACH in Papua.
 - b. Program Implementation and Management: working with other members of PEACH team and BaKTI team to ensure that PEACH Program in Papua is delivered in a timely manner. This may include supporting partners (for example, from the local governments and local researchers and academic institutions) to carry out their work.
 - c. Other: Other tasks as required to support the development of PEACH program in Papua.
 - d. Support for BaKTI's activities: support and facilitate BaKTI's activities in Papua, included tasks are, but not limited to: contacting people related to the activity, arrange meetings with partners and play a role as BaKTI's point of contact in Papua.

Location, Duration and Reporting

The position is based in Papua. The assignment will be until 31 December 2010 with a possibility of extension until 31 December 2011. The opportunity for extension depends on performance. The maximum work days of a PEACH Program Assistant is 10 (ten) work days per month.

The PEACH Program Assistant will be a member of BaKTI team under the overall management of BaKTI Executive Director, and will report to BaKTI Local Development Analyst on a day-to-day basis.

Deliverables

The deliverables for this TOR include monthly reports against the work program and stakeholder databases.

Qualifications

- University degree or equivalent experience;

- Minimum of 2 years experience working with or in sub-national governments (provinces and districts), especially in Eastern Indonesia.
- Proven ability to build and maintain trust and effective working relationships with a range of local governance stakeholders, including local governments, research institutions, civil society and media.
- Well developed report writing, networking and communication skills;
- Proven ability of work independently within a team environment.