

Terms of Reference

Program Officer - Rural Development (Jakarta)

Position Title:	Program Officer - Rural Development (Jakarta)
Reports To:	1) Contractor representative for AIPD 2) Program Director 3) Rural Development Coordinator
Location:	Jakarta
Reference:	No. 001 – PO-RD

1. Organisational Goals

(The Mission of the organisation)

The Australia Indonesia Partnership for Decentralisation (AIPD) is a five-year program providing technical assistance and capacity building support to local governments and civil society to better manage public resources, leading to improved service delivery and reduced poverty.

AIPD works with GOI and civil society partners to improve local governments' capacity to manage their own resources – to prioritise, plan, budget for and implement their responsibilities in health, education and infrastructure.

AIPD supports both 'supply' (national, provincial and local government) and 'demand' (civil society) side stakeholders, by providing Technical Assistance and capacity building based on demand from local partners, and utilising local expertise and institutions. On the supply side, the program works to help build capacity for improved budget planning and execution in provincial and district governments. On the demand side, the AIPD facilitates improved transparency and accountability and strengthen civil society engagement in budget planning and monitoring.

2. Position Purpose

(why the position exists)

The purpose of this position is to provide assistance to the Rural Development Coordinator on technical and implementation management issues relevant to rural development under the upcoming AIPD-Rural Program; and to assist in providing oversight and advice to AIPD and AusAID-contracted Non-Government and Civil Society Organisations, as well as private company (s) in implementing program interventions.

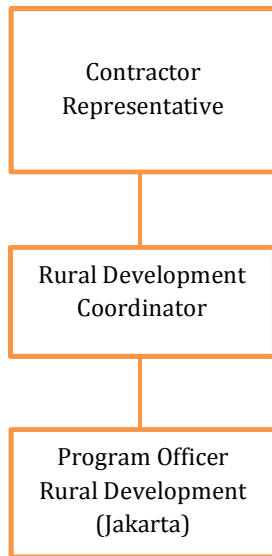
3. Principal Accountabilities	
Accountabilities or Key Result Areas (KRA) <i>(The main activities to be undertaken as agreed by the incumbent and manager)</i>	Major Objectives and Key Performance Indicators (KPI) <i>(The expected outcomes for each accountability and the matrices used to measure performance)</i>
<p>As a Technical Support Team, responsible for managing interventions that assist with rural productivity activities in preparation of AIPD Rural.</p> <p>Duties include:</p> <p><u>General:</u></p> <ol style="list-style-type: none"> 1. Assist the Rural Development Coordinator in developing strategic directions for program implementation at province and district levels. 2. Supervise the implementation of strategic direction of AIPD-Rural with particular attention to ensuring that the Program Approach and Principles are reflected in the design and implementation of all interventions. This includes emphasis on building capacity to enable scale-up of the intervention as well as completion of the activities. 3. Assist the Contractor Representative in supervision of procurement and contractual processes. 4. Integrate inputs from Advisory Panel and other agreed recommendations. 5. Monitor implementation of interventions and advise Provincial/District teams on necessary adjustments, including supervision of monitoring activities. 6. Other duties consistent with program planning, development, management and oversight. <p><u>Specific:</u> to supervise and assist Rural Coordinator to manage the following activities:</p> <ol style="list-style-type: none"> 1. Stakeholder mapping of potential Ministries and its Directorates to be involved in the collaboration with incoming AIPD Rural Program <ul style="list-style-type: none"> • Develop the ToR for the study • Survey and collate data • Conduct analysis of the data and report writing. 2. Assessment or Study of Rural Economic Development in Eastern Indonesia conducted by other actors e.g. PNPM-Rural, PNPM-Respek, PUAP and PSDS (MoAg), FEATI (MoAg-WN), multilateral donors' program, etc. <ul style="list-style-type: none"> • Oversight the study implemented by partner(s). • Liaise and actively be part of the team to conduct the study. 3. Business Enabling Environment (BEE) and Regulatory Impact Assessment (RIA) <ul style="list-style-type: none"> • Liaise and actively be part of the team in implementing BEE and RIA to Small 	<ol style="list-style-type: none"> 1. Effective implementation activities and maintenance of good relationships, ensuring ownership of the Program by Government and stakeholders. 2. Reports as required highlighting issues that require a management response. 3. Six-monthly review of the strategy adjusting the approach as appropriate. 4. Substantive written input to six-monthly and annual work plans and reports. 5. Compliance requirements are met by sub-contracted partners in a timely manner.

<p>and Medium Enterprises in the target provinces.</p> <ul style="list-style-type: none"> • Oversight the implementation of the study conducted by partner(s). 	
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<p>4. Key Selection Criteria</p> <ol style="list-style-type: none"> 1. Graduate degree in agricultural science, rural development or relevant study fields with a minimum of five years' experienced in program implementation of rural development. 2. Experienced in working with a diverse range of stakeholders, government systems and public sectors. 3. Extensive experience in program management particularly in proposal development, community development, and over-sighting program implementation. 4. In-depth understanding of economic, gender, socio-culture and political issues in eastern Indonesia. 5. Excellent communication skills (both English and Bahasa Indonesia) and well-developed interpersonal skills. 6. Self-motivated and able to work with minimum supervision. 7. Demonstrated ability to provide high quality reports and other outputs on-time. 8. Good team player and available to extensive travel as required.

5. Reporting Structure

(What are the position's organization relationships?)



6. Key Relationships (Main Internal and External Contacts)	
Internal	Nature of Relationship
Contractor Representative	Reporting on administrative, Human Resource (HR) and contract compliance issues
Rural Development Coordinator	Reporting on program implementation, oversight and quality control of interventions
External	Nature of Relationship
Program Director	Reporting on all substantive programmatic issues

7. Other Relevant Information (Is there any other information that would assist in defining the scope of this position?)
Please see public documents on the AusAID web site relating to the upcoming AIPD-Rural Program.