

Terms of Reference

Communication Assistant

For Special Autonomy dan BANGGA Papua

BACKGROUND

BaKTI, supported by KOMPAK, is planning to provide technical assistance and capacity building to province and district governments to strengthen communication skills during the implementation and planning process as well as output of Special Autonomy funds in Papua and West Papua.

The objectives is to ensure that key stakeholders in Papua and West Papua understand clearly about the benefits of Special Autonomy in their own province including the use of the funds and benefits.

As part of Special Autonomy, the Papua provincial government, supported by KOMPAK and MAHKOTA has designed and implemented a universal child grant program – Bangun Generasi dan Keluarga Papua Sejahtera (BANGGA Papua). The universal child grant program will provide support to children during the first 1000 days of life, which is a critical period in a child's development. The grant can be used to support better nutrition and health and improve overall development outcomes for children. In the other side, this program also aims to improve family income. To achieve these objectives, Papua Provincial Government will transfer certain amount of cash to families who have children aged under 4 years old. The program will be funded through the province's Special Autonomy Fund, and will be piloted in 2018 in the districts of Asmat, Paniai and Lanny Jaya. The program will be rolled out to other districts in stages from 2019 to 2021.

KOMPAK is collaborating with Yayasan BaKTI to support the strategic communication component of the program. BaKTI will continue to support Papua Provincial Government to develop the program's communication strategy, communication materials and capacity building on communications to members of joint secretariats at province and district levels.

PURPOSE

To support the Special Autonomy (Otonomi Khusus/Otsus) and BANGGA Papua, BaKTI needs **short term consultants - Communication Assistant** to implement the program's communication strategy.

Through communication activities, it is expected that:

- local government bodies relevant with the Special Autonomy (Otsus) understand their roles and responsibilities in communicating the benefits and good practices of Special Autonomy.
- BANGGA Papua joint secretariat members are capable to develop communication strategy and provide their support to program implementation in achieving its aims and objectives.
- Key stakeholders in Papua and West Papua have good understanding about the benefits of the Special Autonomy funds.

DUTIES AND RESPONSIBILITIES

1. Conduct Assessment and Data Collection from the field through interview, focus group discussion and photo stock-taking.
2. Support the development of Communication Strategy of Special Autonomy dan BANGGA Papua, together with Communication Specialist.
3. Support the design of publications materials which appropriate to Papua context, including infographic and videographic.
4. Provide significant contribution in series of communication capacity building activity of Special

Autonomy key stakeholders and BANGGA Papua joint secretariats, at provincial and district levels.

5. Support in writing & producing communication materials, including articles for BaKTINews magazine and contents for BaKTI's social media.
6. Maintain good coordination and communication with Special Autonomy key stakeholders, BANGGA Papua joint secretariat, KOMPAK, MAHKOTA, and LANDASAN project as well as BaKTI Communication Unit, to ensure all communication strategy implementation are accordance with Papua content and project implementation.
7. Willing to travel to kabupatens in Papua and West Papua.
8. Other duties as required.

OUTPUTS

1. Regular reports.
2. Communication related-data collection report from the field.
3. Contribution to BANGGA Papua & Special Autonomy communication strategy.
4. Contribution to BANGGA Papua & Special Autonomy communication materials.

STARTING TIME/DURATION

Communication Assistant is expected to start in May 2019, with contract until December 2019. Extendable based on performance evaluation and program needs.

LIAISON / REPORTING

Communication Assistant will report to Communication Specialist and will work in collaboration with implementation team to support communication and knowledge management activities.

QUALIFICATION / EXPERIENCE

1. Bachelor Degree in communication or other relevant studies with minimum three years of relevant experiences.
2. Experienced working in Papua or knowledgeable on Papua context.
3. Proven ability to deliver high quality outputs on time.
4. Excellent communication skills in Bahasa Indonesia. Capable in communicating in English is an advantage.
5. Well-developed interpersonal skills.
6. Self-motivated and able to work with minimum supervision.
7. Good team player.
8. Full of initiative.
9. Have an integrity.

DUTY STATION

Communication Assistant will be stationed in Jayapura with travels to kabupatens in Papua and West Papua.