



PROSPERA

Program Kemitraan Indonesia
Australia untuk Perekonomian



Prospera Knowledge, Performance, and Learning Framework

Component 2 - Activity Design and Reporting Guide

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Component 2

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1 Introduction

1.1 Why is knowledge, performance and learning central to Prospera?

Prospera builds on a strong track record of successful Australian support for Indonesia's leadership in economic governance. Prospera is a very large and complex facility. In some ways, the complexity of the undertaking underscores the trust and goodwill built up in Australia's endeavour to contribute to improved economic governance in Indonesia over two decades.

As a facility, Prospera has many activities, partners and funding flows, making it significantly more complicated than other investment types. While Prospera will develop breakthrough outcomes, the activities and reform pathways will be developed over Prospera's lifetime.

A strong focus on knowledge, performance and learning is therefore central to the success of Prospera.

This Knowledge, Performance and Learning Framework sets out the approach that the Prospera team will take to: undertaking performance monitoring, evaluation and reporting; managing and transforming knowledge into insights; and using learning to improve effectiveness.

1.2 What have we learnt about success?

This framework draws on the existing body of evidence accumulated over two decades of support. Several reviews have tested and evaluated the key ingredients of success by looking at what worked, why and in what context. Those lessons are the foundations for this framework.

Three important elements emerge as critically important to preserve:

- **Trusted adviser:** Prospera is a trusted adviser to the Indonesian government. Prospera operates 'behind the scenes' advising the government on reforms when it is ready to act.
- **Fast, flexible response:** Prospera responds rapidly to government requests for assistance across a wide range of areas contributing to economic development while keeping a lens on emerging policy challenges.
- **Long-term institutional linkages:** Prospera supports strong linkages between Australian and Indonesian agencies. These linkages not only help build capacity, but strengthen connections between people and institutions which can outlast the facility cycle.

1.3 About this guide

This Activity Design and Reporting Guide is Component 2 of the Prospera Knowledge, Performance and Learning Framework. It sets out the approaches that will be applied for the design, funding and approval, and reporting of activities under Prospera, with the intention of enabling quality of delivery and best possible prospects for most significant contribution to intended outcomes.

This Guide will be updated at least annually, and as needed, to reflect major changes or developments in the direction of the facility.

2 Summary of the Prospera investment

Prospera is a A\$145 million facility which builds on two decades of Australian support for strong, sustainable and inclusive economic growth in Indonesia. Prospera brings together more than 120 advisers and 16 Australian government agencies, working with more than 30 Indonesian partners. Prospera is contracted to be delivered from 1 March 2018 to 30 June 2023.

2.1 What are our areas of expertise?

Prospera's expert advisers support Indonesian government officials, providing them with economic research and analysis, and helping them to improve spending and revenue, the financial sector, trade and investment, transport, and public-sector institutions. Prospera's strength comes from combining advisers who have a strong knowledge of Indonesia with those who have experience in the Australian public service and also emerging markets.

2.2 How do we work with the Indonesian government?

Prospera seeks to advise the Indonesian government through different ways of working. These include strategically positioned long-term advisers, supported by short-term specialists; Tim Asistensi, a group of senior Indonesian policy experts based at the Coordinating Ministry for the Economy; and by working with private-sector companies through the Indonesia Services Dialogue, an industry group focused on creating a more competitive services economy.

Prospera also leverages relationships between peers through partnerships involving 16 Australian agencies and partner Indonesian government directorates and agencies. These long-standing partnerships involve an exchange of views in areas of mutual interest as well as hands-on capability building with fellow public servants.

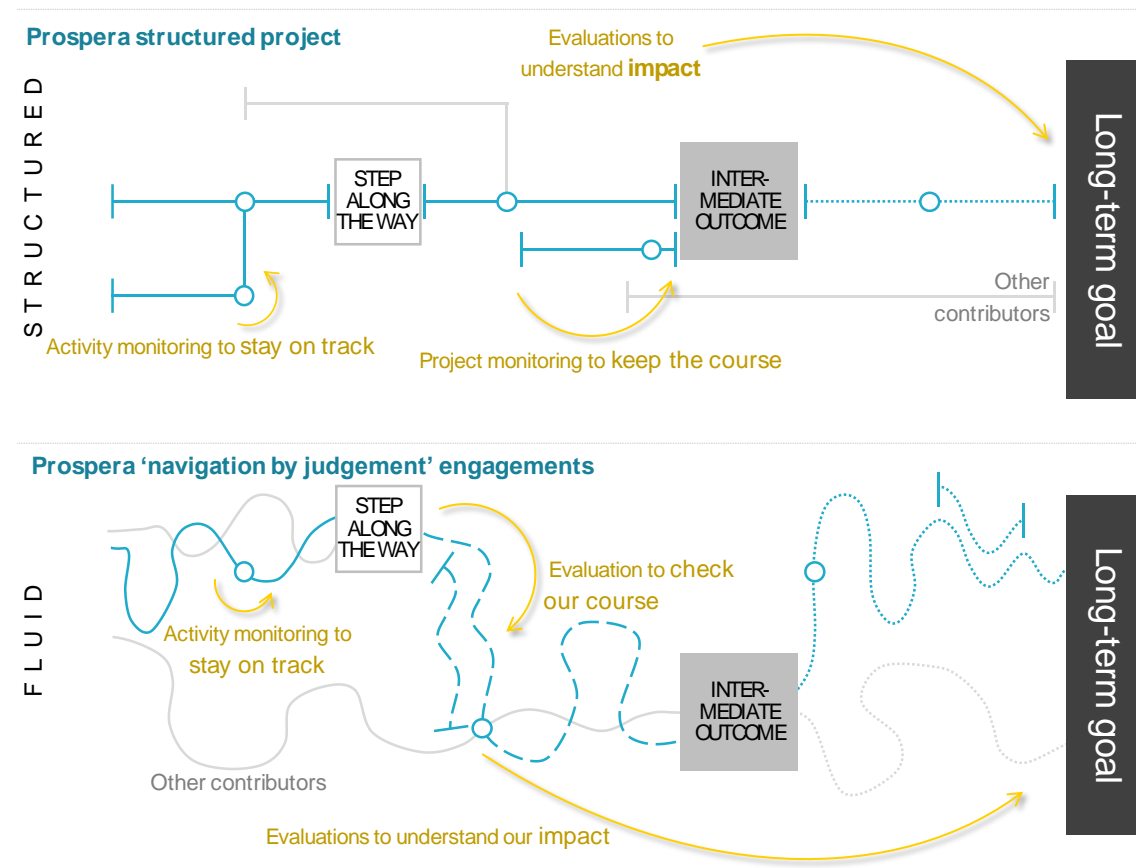
2.3 What pathways do Prospera's activities take?

Prospera has many moving parts and pathways for activities are different. Some activities are structured with established milestones and deliverables. Others require more 'navigation by judgement' where work cannot be programmed out because there are low levels of certainty, as illustrated in Figure 1. Below are some examples.

Structured: Many of the Australian agencies and some advisory teams have sets of activities with established milestones and deliverables. The steps to achieve change are known, often set in advance, and there are reasonable levels of certainty for what the activity will be doing in the coming week and coming quarter. There remains flexibility in the activity to adapt to partner needs and changes in the political economy landscape.

Navigation by judgement: Prospera's markets team, for example, has agreed outcomes but pursues change to achieve those outcomes through relationships and opportunities to apply expertise. The work cannot be programmed out because there are low levels of certainty. By aligning partner goals and long-term outcomes with evidence-based policy advice the work follows a discipline and control.

Figure 1. Different pathways for activities



3 Purpose of activity design and reporting guide

At the heart of an effective facility is a rigorous process for designing, implementing, reporting and evaluating activities. A properly designed and implemented activity programming and reporting guide ensures that the facility remains strategic and relevant, that activities are based on best-fit knowledge and technology, and that facility outcomes are achieved and sustainable.

This guide outlines the activity design, approval and reporting process for Prospera. It has been developed to suit Prospera’s flexible and responsive nature and to utilise the facility’s governance arrangements.

The purpose of this guide is to ensure that Prospera activities:

- are the highest priorities for the Indonesian government;
- have the best chance of contributing to the goal and three breakthrough outcomes for Prospera;
- have delivery approaches that best fit intended outcomes and reflect relevant lessons learned and best practices for the economic context;
- contribute to those most in need, especially girls and women and people with disabilities;
- result in changes that are sustainable;
- are quality assured; and
- that activity managers prepare high-quality and useful reports.

Overall performance monitoring and evaluation for the Prospera facility, and in broad relation to each activity, is explained in further detail in Component 1 Core Framework.

3.1 Defining activities

At its simplest, an ‘activity’¹ is a cluster of inputs, events and actions focused on achieving a shared outcome and contributing to Prospera intermediate and in turn breakthrough outcomes. Some examples of activities are:

- A set of related economic analyses, such as the development of a reliable and consistent macroeconomic model with the planning ministry, plus a growth diagnostic study, plus related capability development support for government officials.
- Support for delivery of a core tax system for the tax directorate, which would include procurement of a system, capability development for tax officers and support for implementation of a change management system.
- An entire Australian agency work plan or sub-components of one.

Each of these ‘activities’ will potentially comprise a diverse range of *actions (or smaller activities)* including economic and policy analysis, workshops, seminars, focus-group discussions, media events, application development, monitoring, field visits, data collection and analysis.

The design of activities will be led by the activity delivery team with support from the Prospera Knowledge & Performance team, Gender & Inclusion team and Public Sector practice. All delivery teams are expected to seek out and make best use of the wide range of resources and technical expertise available across the facility in maximising an interdisciplinary approach.

4 Facility logic

The goal of Prospera is:

“To foster more effective Indonesian economic institutions and policies that contribute to strong, sustainable and inclusive economic growth.”

4.1 Breakthrough outcomes

In contributing to this goal, Prospera’s effort will be focused toward making a significant contribution to three ‘breakthrough’ outcomes (Table 1). These are each further explained by three sub-outcomes. It is anticipated that the three breakthrough outcomes will remain throughout Prospera, while there is likely to be more change at the next level down in the facility logic of intermediate outcomes (or pathways to change). Each new activity design will describe activity outcomes and their potential contribution to intermediate outcomes.

Table 1. Explanation of Prospera Breakthrough Outcomes

Breakthrough Outcomes		Brief Explanation
1. Expanding markets, creating jobs	1.1 Better regulation for private-sector growth	Fit-for-purpose regulations that promote ease of business entry and exit and protect consumers while promoting innovation.
	1.2 More open trade and investment	More open markets through trade agreements and domestic reform, financial-sector deepening and opportunities for private investment.

¹ ‘Activities’ can be considered as equivalent to work plans for Australian agencies.

Breakthrough Outcomes		Brief Explanation
	1.3 Safe and efficient transport to move people and goods	Indonesia leads the region in maritime and air safety regulation in line with global standards and has increased transport safety capability.
2. Safeguarding economic and financial stability	2.1 Better framework to deliver macro and financial stability	Macroeconomic policy framework drives stability and growth, and strong coordination on financial stability is underpinned by a clear legal framework.
	2.2 Increased supervision and regulation of financial sector	Financial regulators move towards a unified approach to conducting supervision and adopt fit-for-purpose risk-based practices.
	2.3 Combatting financial crime	Enhanced capability to combat money laundering and terrorist financing in line with international standards.
3. Improving public finances and government performance	3.1 More revenue through better tax administration and policy	A new core tax system for the tax administration with business processes to support voluntary compliance and improved tax policy.
	3.2 More effective public spending with better budget systems	An integrated planning and budget system and national-regional accounts for better spending decisions and service delivery.
	3.3 Greater transparency and accountability of government	High-quality audits, public sector complaints handling and capability of public administration agencies.
Cross-cutting contributing factors		
Increasingly capable government institutions		
Better policy development and coordination across government, particularly economic and financial institutions		
Increased capability to deliver high-quality economic, social statistics and national census		
Gender equality and inclusion outcomes are described, implemented and visible across Prospera		
Effective government of Indonesia and government of Australia partnership		

4.2 Facility logic diagram

A 'quick glance' facility logic is illustrated in Figure 2, while a fully detailed logic along with intermediate outcomes in 2018-19 is explained at Annex 1. Activity-level outcomes will be described in each new activity design.

Figure 2. Quick glance facility logic



5 Designing an activity

5.1 What's happening now

Activities currently taking place under Prospera are described in the following documents:

- **Australian Agency Workplans:** There are 13 agreed and funded work plans for 15 Australian government agencies. These activities were developed through various consultative processes by the Australian agencies with their Indonesian government partners across 19 Indonesian government directorate and agencies, with agreement on where efforts would be focused. They each provide a plan of work for the period 1 June 2018 to 30 June 2021. It is anticipated that as Prospera consolidates, and prior to 30 June 2019, that these work plans would be refreshed to:
 - Ensure best possible alignment with Prospera's three breakthrough outcomes.
 - Seize the opportunity for deeper analysis of what efforts can yield the best results in the Indonesian government context.
 - Take advantage of the new interdisciplinary opportunity that is presented by Australian agencies now being under the Prospera umbrella alongside the diversely skilled team of advisers.
 - Be aligned as far as possible with the Activity design approach and investment criteria set out in this document.

Towards the end of 2018 and beyond, Australian agencies will be supported through an optional activity re-design process, including the development of 'activity logics' (or 'partnership logics') showing a pathway from activities to outcomes (see Annex 2 for an overview of the steps).

- **Advisory Activity Proposals:** There are 20 Advisory Activity plans that were developed in collaboration with Indonesian government partners under the AIPEG to Prospera Transition process, with agreement on where effort should be focused. These apply for the period 1 March 2018 to 30 June 2019. It is intended that these activity proposals, some of which will be completed by 30 June, will be re-developed. New designs will:
 - Be in line with the activity design guidance and investment criteria in this document.
 - Take advantage of the new interdisciplinary opportunity that is presented by advisory teams now being under the Prospera umbrella, alongside the diversely skilled Australian public servants, who have excellent knowledge of bureaucratic process.
 - Respond to new opportunities that have emerged with the Indonesian government and business sector.

5.2 What will happen from 2019 onwards

Figure 3 sets out the annual activity cycle for the facility as a whole starting mid-January each year in the lead up to annual plans made for the next financial year, and approved around June. In the lead up to this, many teams will consult with partners (see Annex 2 – Planning and Reporting guidance for Australian agencies)

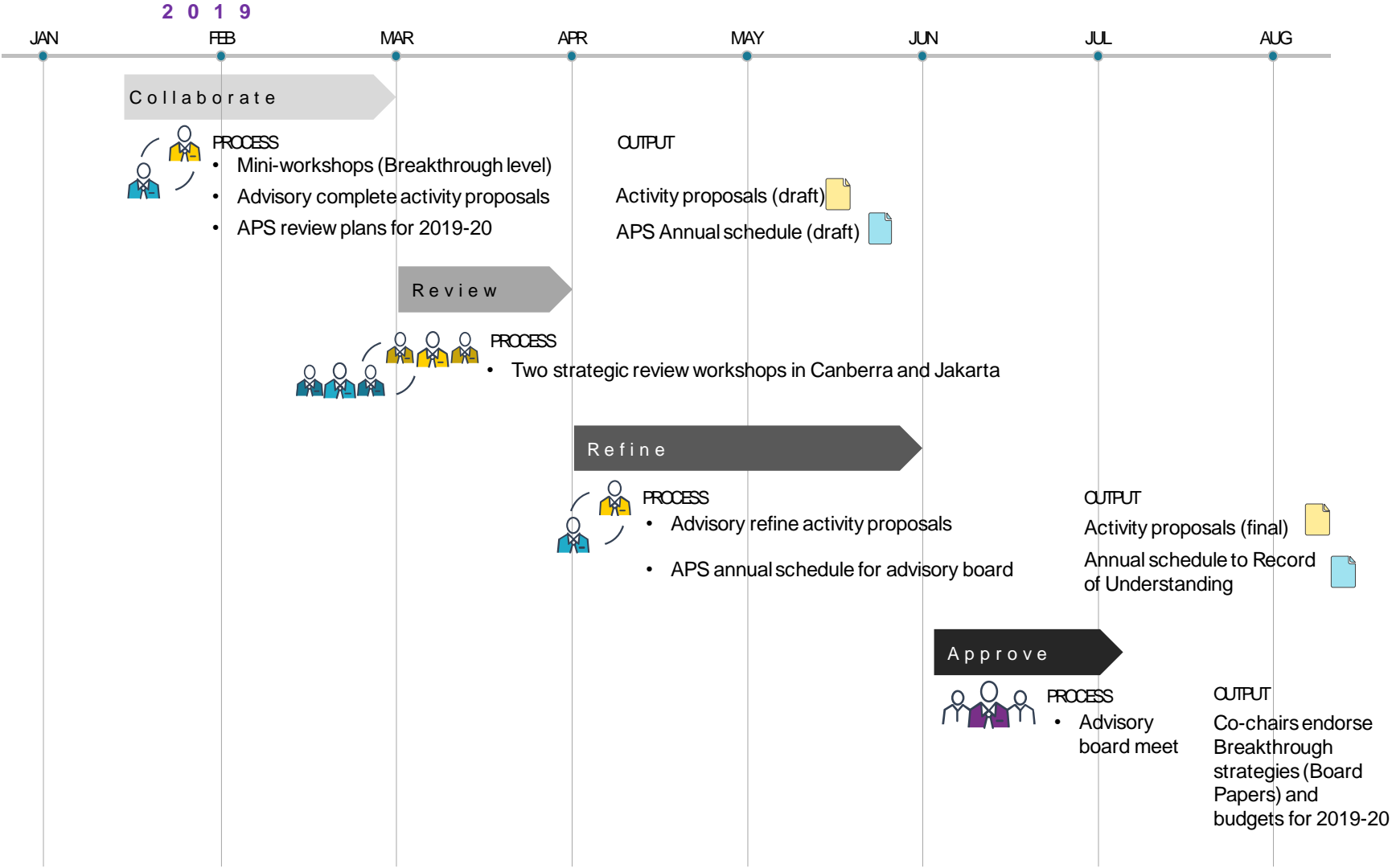
Throughout the design and implementation process, support will be available from the Prospera Knowledge & Performance team, Gender & Inclusion team and Public Sector practice. All teams are expected to seek out and make best use of the wide range of resources and technical expertise available across the facility in maximising an interdisciplinary approach.

Teams will also be invited to draw on existing and new diagnostic work to help shape activities including:

- Prospera Thematic strategies (contained in AIPEG to Prospera Transition Report, 2018).
- Prospera Economic and Policy Briefs.
- Prospera Public Sector Strategy (2018)
- Prospera Gender and Social Inclusion Strategy (2018)
- Prospera Breakthrough Area Baseline Narratives (2019, forthcoming).

As initiated by Prospera management, DFAT or APS Partners, new diagnostics may also be commissioned to assist teams.

Figure 3. Annual activity cycle



Stage 1: Collaborate

Advisory team leads will draft Activity Proposals based on the template provided. The need for new activities will be identified through a number of pathways and include considerable consultation with Indonesian government partners, Australian agencies, DFAT and Prospera management.

Australian agencies will be invited to review activity plans for the next financial year, including consultation with Indonesian government partners, advisory teams, DFAT and Prospera management.

Teams will be encouraged to start early and to co-design – form an interdisciplinary team to collaborate in designing an activity. Teams can draw on resources from the broader Prospera team: advisers and Australian agency officers, the public sector team, the knowledge and performance team and the gender equality and social inclusion team.

A series of mini-workshops convened around breakthrough outcomes will bring clusters of similar work areas together to brainstorm activity plans, identifying gaps or areas for more collaboration to avoid duplication, increase efficiency and prospects for achieving change.

Stage 2: Review

Two strategic review workshops will be held in Jakarta and Canberra to examine the whole portfolio of proposed activities. These workshops will dive more deeply into what efforts will yield the best results on a risk-reward basis, while ensuring opportunities for collaboration and interdisciplinary design have been maximised, and aim to ensure the best possible alignment with Prospera's breakthrough outcomes.

The two review workshops will bring together advisory and Australian agency teams with cross-cutting teams (Gender and Social Inclusion and Public Sector, for instance), DFAT and Prospera facility management to review activities and integrate inter-disciplinary feedback. Acknowledging that it may not be possible for all activity teams to have representation on the day, alternative mechanisms will also be offered before and after the review workshops to offer quality assurance to all teams.

Stage 3: Refine

Based on the strategic review, Advisory team leads will finalise Activity Proposals in consultation with others as needed. Australian agencies will prepare Record of Understanding Activity Schedule for agreement with DFAT.

Stage 4: Approve

The Prospera Advisory Board will meet around June each year to discuss Prospera's achievements for the year before and review plans for the year ahead. The forward plans will align with the three Prospera breakthrough outcomes. The Prospera Co-Chairs (Deputy Coordinating Economic Ministry and DFAT Minister Counsellor) are responsible for endorsing the annual workplans.

Prospera's Advisory Board

Prospera's seven-member Advisory Board comprises: two co-chairs (the Deputy Minister for Economic Cooperation in the Coordinating Ministry for Economic Affairs and the DFAT Minister Counsellor); four members from the Indonesian private and government sectors; and the Australian Treasury Minister Counsellor. Its role is to advise on issues such as potential outcomes and the political economy of reform. Decision-making is the responsibility of the Board's two co-chairs. Since 2015 the partners under Prospera have shared the same Advisory Board.

Prospera is valued as a flexible, responsive and responsible facility. Inevitably, plans may change between annual Advisory Board meetings in order to seize opportunities for change.

Figure 4 sets out the governance arrangements for approving changes within the year for advisory activities and Figure 5 for agency activities.

Figure 4. Activity governance – Advisory

ADVISORY BOARD
 The Advisory Board co-chairs endorse workplans and can approve moving budget **between** end of facility outcomes.

FACILITY DIRECTOR
 The Facility Director approves moving budget **between** Activity Proposals but not between outcomes. Changes to any **core** budget (Lead Advisers and activity operations) are approved by the Facility Director, in consultation with Cardno and DFAT as needed.

DEPUTY DIRECTORS
 The Deputy Facility Directors can approve moving budget **within** Activity Proposals under their purview, in consultation with the Facility Director.

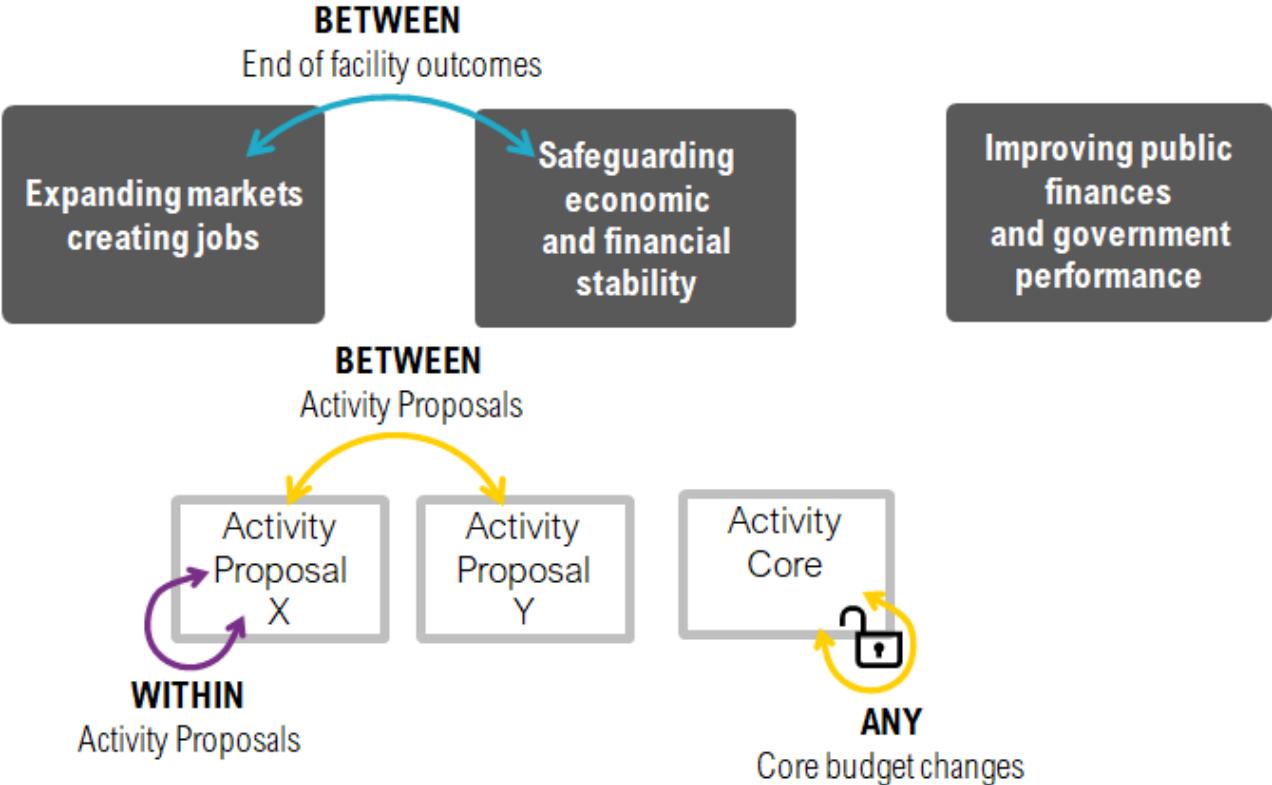
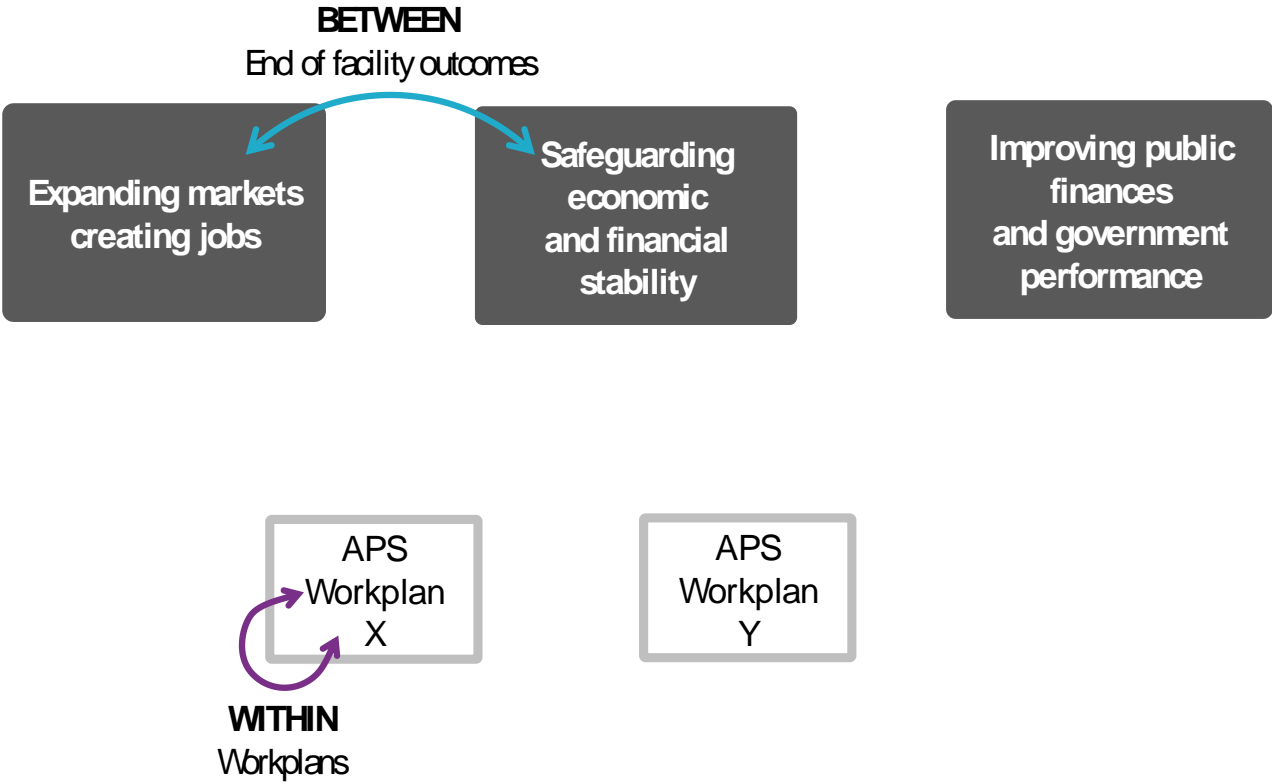


Figure 5. Activity governance – Australian agencies

 **ADVISORY BOARD**
The Advisory Board co-chairs endorse Workplans and can approve moving budget **between** end of facility outcomes.

 **DFAT**
DFAT can approve **increases** in the overall Workplan budget. This will involve an amendment to the APS Partner's Record of Understanding Activity Schedule.

 **APS Partner**
The APS Partner can vary budget **within** Workplans in accordance with the Prospera APS Partners - Activity Implementation Guidelines.



5.2 Investment criteria

Prospera has a set of investment criteria, which will be applied to strengthen design of activities, as well as to guide decision making about the proportion of investment that should be allocated to an activity. These investment criteria will be applied to the design of all Prospera activities, both the Australian agency and advisory activities.

Designers and implementers need investment criteria to help Prospera:

- Ensure transparency and accountability for the use of public funds: Being transparent about investment criteria enables informed contestation of investment decisions, and provides for better accountability.
- Make the best use of available investment and deriving the best value for money: Through assessing activity designs against agreed criteria, we can ensure that investment is applied to the best-quality investment designs, which should set a strong foundation for delivering value for money.
- Prioritise and sequence effort: An activity may be considered important and somewhat urgent, but less important or less urgent than another. Applying investment criteria will help us prioritise, then sequence activities.
- Stay focused on the breakthrough outcomes and the goal through high-quality, best-fit activities: Strengthening an activity design against guiding investment criteria will ensure Prospera is focused on contributing to feasible outcomes.

The investment criteria are listed below, and are further explained with a rubric for assessing proposed investments against the criteria in Annex 3. The investment criteria are not in priority order, nor are they weighted. They will be applied to strengthen activity design and enhance quality, rather than being used as a set of hard-and-fast rules, which must be met or scored against.

Investment criteria to strengthen activity proposals
<p>1. Aligned with Indonesia's needs; politically possible</p> <p>Aligned with Indonesian government priorities - possibly a reform strategy or plan; or identified need; or fundamental importance for economic reform. Aligned with political economy and system analysis, based on existing information and new; and assessment of what has worked before.</p>
<p>2. Aligned with Australia's national interest</p> <p>Aligned with Australia's national interest, and/or comparative advantage</p>
<p>3. Prospera's comparative advantage and opportunities for partnership</p> <p>Aligned with Prospera's comparative advantage. The activity does not duplicate other efforts through strong coordination. The activity promotes partnership.</p>
<p>4. Outcome focused with high value for money/return on investment</p> <p>There will be a clear contribution to Prospera breakthrough outcomes. The activity will contribute to changes in ideas, institutional arrangements or incentives. The outcome is achievable within a realistic timeframe and appropriate resources.</p>
<p>5. Focus on gender and inclusion, including tangible benefits for women and people with a disability</p> <p>Genuinely programmed gender equality and inclusiveness; Opportunities for women's economic empowerment. There is strong commitment from partners for gender and inclusion initiatives.</p>

Investment criteria to strengthen activity proposals
<p>6. Sustainable changes that will be maintained after Prospera concludes</p> <p>The change can be maintained after Prospera concludes. There are decision points for exit. There is confidence the responsible institution will own and maintain the outcome.</p>
<p>7. Sufficiently critical mass of investment / Significance or scale of impact</p> <p>Prospera can contribute enough to make a difference. The change may be transformative.</p>

6 Guidance for activity design

A detailed template, with process guidance instructions, for designing an Activity and completing an Activity Proposal is provided at Annex 4. Further tools to support the process will be developed by the Knowledge & Performance team.

In short, the process to be documented in the templates requires consideration of the following:

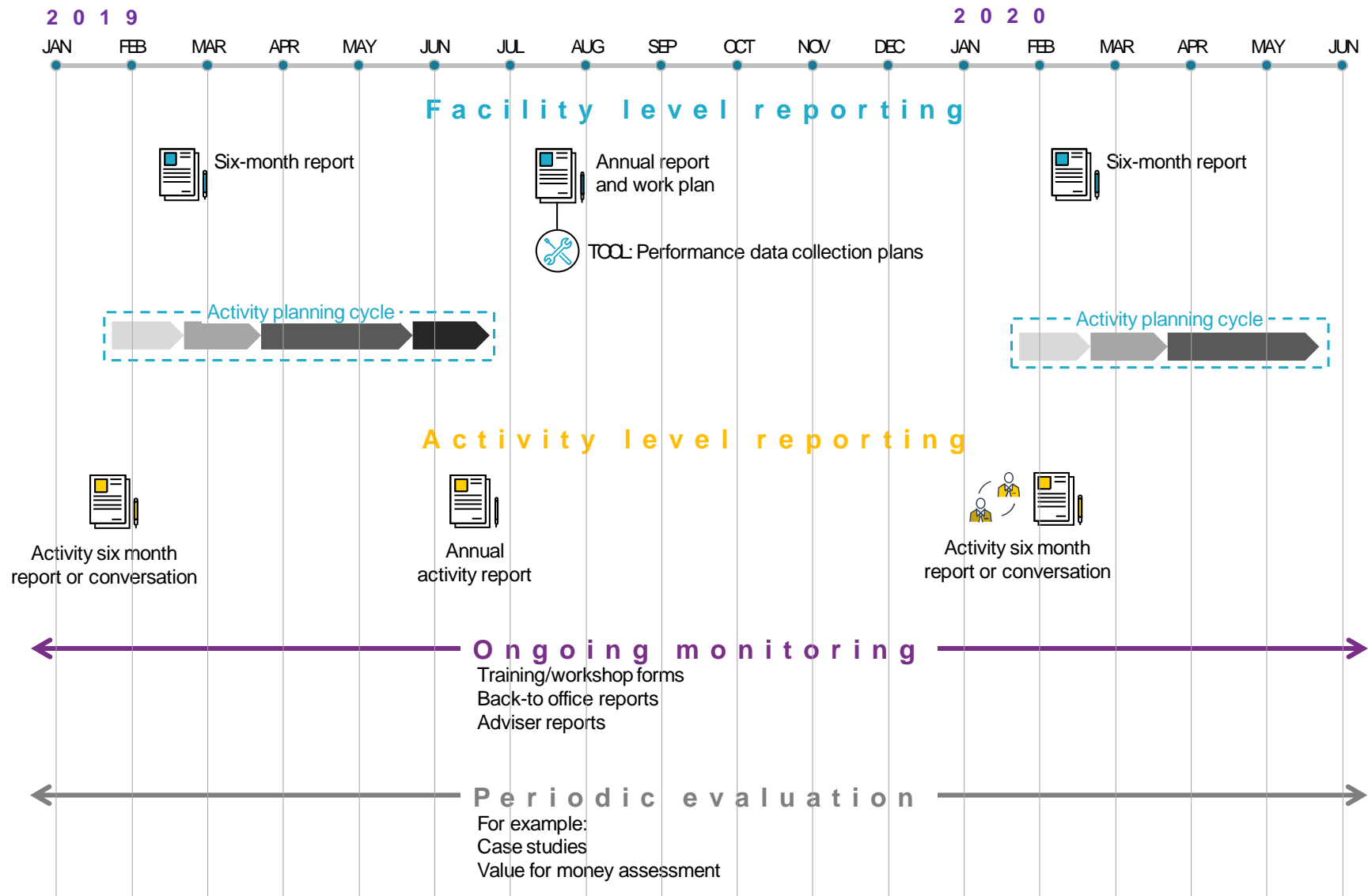
- **Activity Title:** A brief title that captures the essence of the Activity
- **Activity in brief:** A concise explanation of the change that is intended (end of Activity and intermediate outcomes) for whom, how it will be achieved, and why it is important.
- **Partner agency(s) including work unit:** With whom will Prospera be working and supporting to implement this Activity? Specific agency or institution, branch, team or workgroup.
- **Activity team:** Activity manager, design and implementation team.
- **Investment criteria:** An initial assessment by the activity team against the investment criteria.
- **Rationale** including:
 - **Context analysis:** A description of the system or the political economy in which the change is sought. *What is the context? What are the drivers of change or opportunities to leverage change?*
 - **Activity Logic:** How the Activity fits with Facility Logic (Breakthrough outcomes and intermediate outcomes); End of Activity outcomes described, assumptions documented *What changes are intended?*
 - **Detailed Description of the Activity and component activities:** How Prospera contributes to or influences change. *What will actually be done within the overall Activity to influence change? What will be the key deliverables?*
 - **Performance questions:** A list of Activity performance questions that key stakeholders would ask about the activity and its contribution to change. *Who wants to know what about the implementation and contribution of the activity?*
 - **Stakeholder engagement** A prioritised list of key stakeholders who need to be engaged to make the activity work or who have an interest in knowing about the activity as it progresses. *Who should be engaged, and how?*
 - **Gender equality and social inclusion:** Throughout the design phase the team will be expected to include authentic consideration of opportunities for the Activity. *How can gender and social inclusion help achieve Activity outcomes?*
- **Annexes:**
 - **Activity timeframes** Schedule of work over the proposed Activity period

- **Resources and budget** Recruitment of personnel and procurement of other resources (inputs)
- **Monitoring & evaluation (M&E) plan** Selection of M&E tools and methods proportionate with Activity budget.
- **Communications strategy** Plan for how, when and with whom information about the activity and outputs will be shared.

7 Reporting

Prospera reporting is geared towards accountability and also providing evidence for learning and decision-making. Figure 6 shows the annual reporting timeline. Annex 5 sets out the reporting schedule in more detail and a set of reporting templates is provided at Annex 6. Reporting timelines are designed to complement the activity planning cycle.

Figure 6. Annual reporting timeline



Monitoring reports (activity level)

- **Ongoing monitoring reports of small activities** led by team focal points and shared with the Lead Adviser and Knowledge & Performance team (includes: workshop evaluations, back to office reports, adviser reports)
- **Six-month activity and work plan ‘health check’ conversations** conducted with Lead Advisers, Australian agencies (optional) and DFAT with notes taken by Prospera Knowledge and Performance Team.
- **Annual / six-month activity reports** prepared by Lead Advisers and Australian agencies and collated by the Prospera Knowledge and Performance Team into the facility-level Annual Report.
- **Indonesian government development budget reporting (BAST)** led by DFAT with support from the Prospera Chief of Operations and submitted periodically.

Monitoring reports (facility level)

- **Six-Month Reports** led by the Facility Director reviewing overall progress on activities, governance and operations, financial and risk management. Primarily a report to DFAT with select activity updates provided to the Coordinating Economic Ministry (overall facility sponsor). This will also be an opportunity to conduct ‘health check’ meetings with teams.
- **Annual Report and Workplan** led by the Facility Director highlighting Prospera achievements and areas that are less progressed. It will include forward-looking analysis of the Indonesian context and workplans for the financial year ahead. The report will also update information on governance and operations, financial and risk management.
- **Advisory Board papers** prepared by DFAT with support from the Facility Director.
- **Aid Quality Check** self-assessment led by the Facility Director against the DFAT Annual Aid Quality Check criteria and shared with DFAT, and Prospera teams.

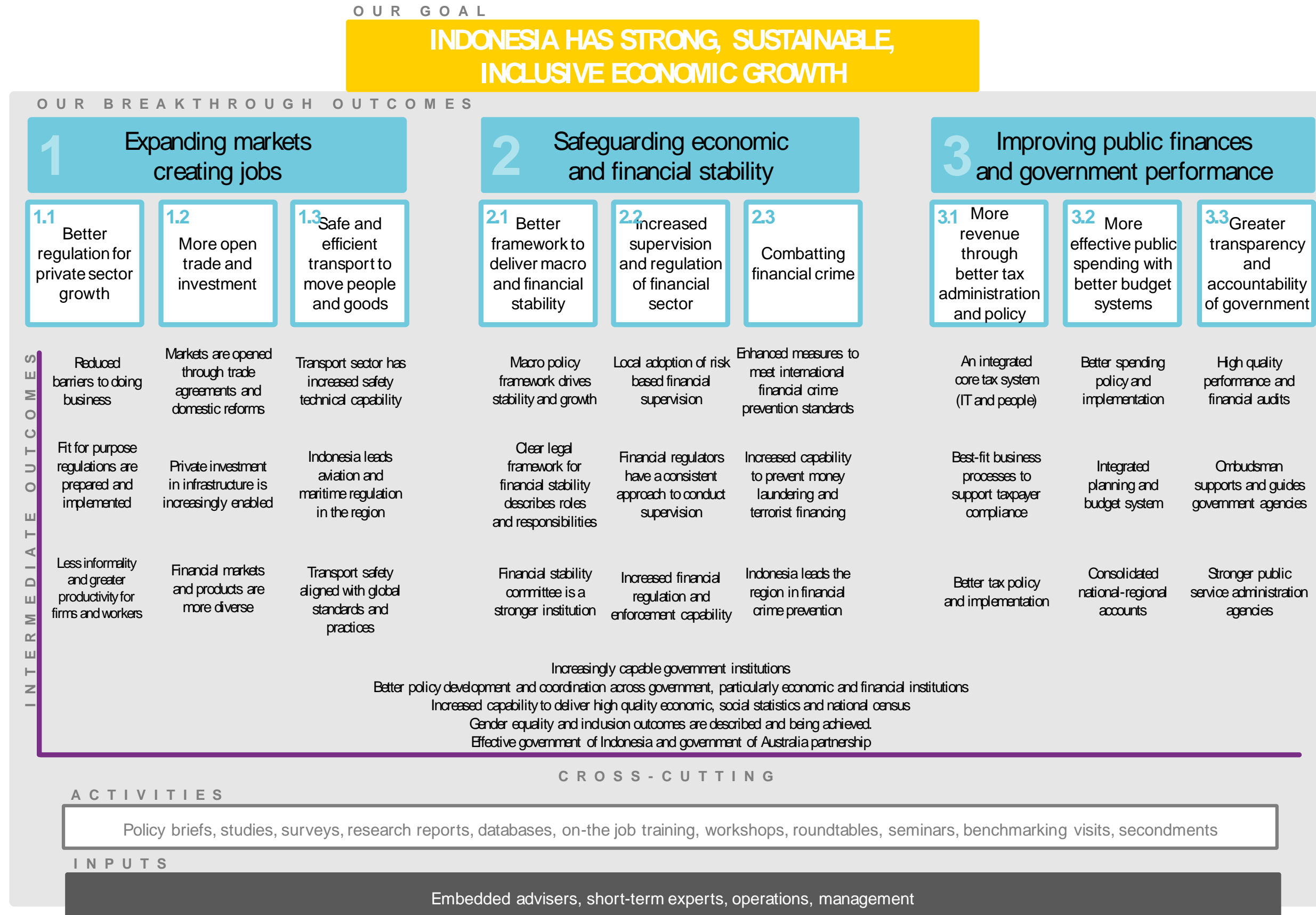
Evaluation reports (facility level)

- **DFAT Indonesia Performance Assessment Framework** analysis of achievement of milestones and indicator reporting backed up by robust evidence as led by the Deputy Partnerships Policy and Performance.
- **Evaluation Reports** in accordance with Prospera’s pipeline of potential evaluations and available funding.
- **Completion Report** An analysis of facility effectiveness and operational and financial management efficiency over the life of the facility. Usually examined in accordance with OECD Development Assistance Committee criteria.


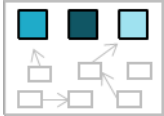

Data Collection Plans

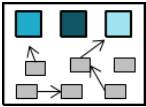



- Reporting will be informed by data collection plans that will be applied by the Knowledge and Performance team, in collaboration with activity teams.

Annex 1 Detailed facility logic



Annex 2 Planning and reporting guidance for Australian agencies

PHASE	TIMING	STEPS	VALUE FOR APS	KEY DOCUMENTS
Establish Prospera's outcomes	COMPLETED (Jul – Sep 2018)	Participate in one-one discussions, mini workshops, and the outcomes workshop.	Help build Prospera's key M&E tool – the 'facility logic' with expected outcomes in five years.	Prospera facility logic. 
Plan with your government partners.	Nov – Jan 2019	Undertake usual consultation with government partners. Participate in one-one discussions with Prospera M&E advisers to help align your partnership theory with Prospera outcomes. Access Prospera advisers, including M&E, gender & social inclusion and public sector to strengthen plans.	Strengthen links between your activities and outcomes. Identify collaboration opportunities with advisers. Build a key activity design tool for your agency that articulates how you expect to achieve outcomes.	Draft partnership logic (one-page) 
Test what you have achieved (6-month report)	January 2019	Conversation with DFAT to review activities completed during July to Dec 2019. Or, draft a six-month report and submit to DFAT by 31 January 2019. Access help from the Prospera M&E team.	A review with DFAT replaces the need for a six-monthly report. A facilitated conversation can take place with notes provided to participants. Resources can then be redirected with real-time M&E feedback. Alternatively, some agencies may wish to submit a written six-month report.	Agency six-month review notes. Or, agency six-month report. 

PHASE	TIMING	STEPS	VALUE FOR APS	KEY DOCUMENTS
Refine your activities and budget (Prepare activity & budget documents for 2019-2020)	Feb – May 2019	Participate in Prospera workshops with other agencies and advisers. Access Prospera advisers, including M&E, gender & social inclusion, public sector and others. Meet with DFAT in May 2019 and discuss your 2019-20 activity schedule & budget. Agree Record of Understanding Activity Schedule with DFAT in June 2019.	Identify collaboration opportunities and improve your activity schedule leveraging cross-facility opportunities. Generate new activity ideas or enhancements. Gain more insight on Indonesia's reform context.	<i>These documents can be an annex to your 3-year workplan. Or, a new workplan if desired.</i> Completed partnership logic (one page)  M&E plan (two pages)  2019-20 budget and activity schedule 
Learn from what you have achieved (Annual report)	July 2019	Complete your Annual Report for the period July 2018 to June 2019 and submit to DFAT by 31 July 2019 (tbc) Access help from the Prospera M&E team.	Highlight successes and value delivered; identify lessons to help with activities over 2019-2020.	Annual report 
Turn your plan into action	July 2019 onwards	Deliver your activities	Receive ongoing support from the Prospera operations, M&E and advisory teams.	

Annex 3 Activity investment criteria rubric

Through consultation Prospera has developed a set of investment criteria for designing activities. This rubric is for quality assurance. Prospera teams are encouraged to design Activity Proposals and Workplans with these criteria in mind. The Prospera Knowledge and Performance team will also use the rubric to test the level of alignment with the Prospera investment criteria. Not all criteria will be relevant in all activity designs. This is a thinking tool for good practice.

Investment Criteria	0	1	2	3
<p>1. Aligned with Indonesia's needs; politically possible</p> <p>Aligned with Indonesian government priorities: possibly a reform strategy or plan (if credible); or identified need; or fundamental importance for economic reform.</p> <p>Aligned with political economy and system analysis i.e. Prospera diagnosis, based on existing information and new; also, assessment of what has worked before –the track record.</p>	<ul style="list-style-type: none"> Not important in a systems analysis. Need not expressed or supported by Indonesian government. Not identified or of a low priority in Indonesian plan. There is no political interest OR There is political risk if this Activity is undertaken. 	<ul style="list-style-type: none"> Identified as a lower priority in a systems analysis, although still potentially good to do. Of low-medium interest or need to Indonesian government officials. Identified in a reform strategy or plan. The activity is a good thing to do but there is little political appetite. There may be potential political champions but not that obvious. 	<ul style="list-style-type: none"> Need has been identified through system analysis. Medium level need expressed by Indonesian government officials. Identified in a reform strategy or plan. There is medium support from the political level for the Activity. There are potential political champions who could be brought on board. 	<ul style="list-style-type: none"> Need has been clearly identified through Prospera system diagnostic analysis. Demonstrated strong Indonesian government official need – Obvious and engaged Champion present to support. Identified in a robustly constructed Indonesian reform strategy or plan. There is a strong demand from the political level for the Activity. There is a clear political champion, who is able to work with the bureaucracy. Australia has been directly requested to support this Activity.
<p>2. Aligned with Australia's national interest</p> <p>Aligned with Australia's national interest, and / or comparative advantage</p>	<ul style="list-style-type: none"> Not at all aligned with Australia's national interest Not at all aligned with Australia's comparative advantage 	<ul style="list-style-type: none"> Slightly aligned with Australia's national interest Slightly aligned with Australia's comparative advantage 	<ul style="list-style-type: none"> Partially aligned with Australia's national interest Partially aligned with Australia's comparative advantage 	<ul style="list-style-type: none"> Strongly aligned with Australia's national interest Strongly aligned with Australia's comparative advantage

Investment Criteria	0	1	2	3
<p>3. Prospera's comparative advantage and opportunities for partnership</p> <p>Aligned with Prospera's comparative advantage.</p> <p>Ensure the Activity does not duplicate other donor effort, through strong donor coordination</p> <p>To what extent does the activity promote partnership?</p>	<ul style="list-style-type: none"> • Not at all aligned with Prospera's comparative advantage. • Being supported effectively by another trusted donor. • There is no evidence of Partnership promotion or application in the Activity design. 	<ul style="list-style-type: none"> • Slightly aligned with Prospera's comparative advantage. • Another trusted donor has a clear advantage in this area, and is considering expanding their effort. • There are opportunities for Government to Government Partnerships that have not been realised. • There are opportunities for Prosper to Indonesian government partnerships that have not yet been realised. • There are opportunities for partnerships within the Prospera team that have not been realised. 	<ul style="list-style-type: none"> • Partially aligned with Prospera's comparative advantage. • Another trusted donor may be providing some coverage in this area of work, but is not planning to expand. • There are opportunities for Government to Government Partnerships that could be enhanced. • There are opportunities for Prosper to Indonesian government partnerships that could be enhanced. • There are opportunities for partnerships within the Prospera team that could be enhanced. 	<ul style="list-style-type: none"> • Strongly aligned with Prospera's comparative advantage. • No other donor is working in this area. • The Activity promotes and depends upon strong Government to Government Partnerships. • The Activity promotes and depends upon strong Prospera to Indonesian government partnerships. • The Activity promotes and depends upon strong partnerships across Prospera teams.
<p>4. Outcome focused (including behaviour change) with high value for money / return on investment</p> <p>There will be a clear contribution to Prospera breakthrough outcomes.</p> <p>The activity will contribute to changes in ideas, institutional arrangements or incentives.</p> <p>The outcome is achievable within a realistic timeframe and appropriate resources.</p>	<ul style="list-style-type: none"> • Activity outcomes are dubious, or not at all aligned with Prospera Breakthrough Outcomes • It is hard to calculate the budget and resources that would be needed to achieve the activity Outcome; could be a bottomless pit! • There is little chance that the Activity will contribute to any changes in ideas, institutional arrangements OR incentives. 	<ul style="list-style-type: none"> • There is a tenuous line of sight between the proposed Activity Outcome and a useful contribution to Prospera Breakthrough Outcomes. • There is a low-medium probability of achieving the Activity outcome(s) with the requested budget and resources. • There is a small chance that the Activity will contribute in a meaningful way to changes in ideas, institutional arrangements or incentives. 	<ul style="list-style-type: none"> • There is a visible line of sight between the proposed Activity Outcome(s) and a useful contribution to the Prospera Breakthrough Outcomes. • There is a medium probability of achieving the Activity outcome with the requested budget and resources. • There is some opportunity to influence a 'least worst' policy outcome. • There is a good chance that the Activity will contribute in a meaningful way to changes in ideas, institutional arrangements or incentives. 	<ul style="list-style-type: none"> • There is a strong, clear line of sight between the proposed Activity Outcome(s) and a useful contribution to the Prospera Breakthrough Outcomes. • There is a high probability of achieving the Activity outcome with the requested budget and resources. • There is a strong opportunity to influence a 'least worst' policy outcome. • It is almost certain that the Activity will contribute substantially to changes in ideas, institutional arrangements or incentives.

Investment Criteria	0	1	2	3
<p>5. Focus on gender and inclusion, including tangible benefits for women and people living with a disability.</p> <p>Genuinely programmed gender equality and inclusiveness; Opportunities for women's economic empowerment</p>	<ul style="list-style-type: none"> No, or low quality, gender analysis has been undertaken. The Activity has meaningless Gender equality and inclusion programming There is little appetite with the partner team for Gender Equality or inclusion programming. 	<ul style="list-style-type: none"> The Activity has potential for some useful Gender Equality and Inclusion programming but it has not been done yet. There has been a limited attempt at Gender Equality and Inclusion Analysis. There is only a low chance of engaging partners in Gender Equality or Inclusion programming. 	<ul style="list-style-type: none"> The Activity has been designed with a small opportunity to include relevant Gender Equality and / or inclusion outcomes. There has been a medium quality gender analysis conducted and there is some potential for this activity to be influential. Partners could be motivated to engage in Gender Equality or Inclusion thinking and activities. 	<ul style="list-style-type: none"> The Activity has been designed with a strong opportunity to promote gender equality and / or inclusion OR Women's Economic Empowerment. There is a strong commitment from the partner team for Gender Equality and Inclusion programming. <p>OR</p> <ul style="list-style-type: none"> The Activity is excellent but is unsuitable for/ does not present an authentic opportunity/ for contributing to Gender Equality and Inclusion outcomes.
<p>6. Sustainable changes that will be maintained after Prospera concludes.</p> <p>The change can be maintained after Prospera concludes. What are the decision points for exit? To what extent are we confident that the responsible institution will own and maintain the outcome?</p>	<ul style="list-style-type: none"> There is little probability that any changes achieved can be maintained after the completion of the Activity. 	<ul style="list-style-type: none"> There is low to medium probability that the particular changes achieved can be maintained after completion of the Activity. Institutional ownership and commitment to the Activity is weak. 	<ul style="list-style-type: none"> There is a medium probability that the particular changes achieved can be maintained after completion of the Activity. Institutional ownership and commitment to the Activity could be strengthened. 	<ul style="list-style-type: none"> There is a high probability that the particular changes achieved can be maintained after completion of the Activity. Institutional ownership and commitment to the Activity is strong.

Investment Criteria	0	1	2	3
<p>7. Sufficiently critical mass of investment, Significance or Scale of Impact</p> <p>Can we contribute enough to make a difference? Will the change be transformative? What is the scale of change the Activity could generate?</p>	<ul style="list-style-type: none"> The Activity is not likely to contribute to any meaningful change. There are too many risk associated with the Activity to allocate the critical mass of investment. High risk / Low reward. 	<ul style="list-style-type: none"> There is a low to medium probability that the Activity will contribute to a low to medium scale impact. The likelihood of success and the value of the outcome only just warrant the critical mass of investment that would be required. High - medium Risk/ medium reward/ Low risk/ low reward. 	<ul style="list-style-type: none"> There is a medium probability that the Activity can contribute to a moderately significant or medium scale impact. The Activity is important but will only represent a small change in the right direction – an important step on the way. The critical mass of investment required is high, and there is a medium to good chance of significantly influencing the required change. There is some risk but a medium reward. 	<ul style="list-style-type: none"> There is a strong probability that the Activity can contribute to a significant or large scale impact or highly transformational change. (Important to carefully document assumptions here). The Activity is critical but will only represent a small change in the right direction – an essential step on the way to more significant change OR a very important small change. Achieving change will take a substantial investment, but the outcome is worth the high investment. The scale and certainty of potential change warrants a significant investment The critical mass of investment can be prioritised over other activities due to the high value of the outcome Low Risk / High Reward: High Risk/ High Reward

Annex 4 Activity proposal template

Instructions	
<i>This is the Prospera Activity Proposal Template, which will need to be completed for all Advisory activities before they are approved for funding. It is expected that the processes to develop a complete Activity Proposal will take some time, as they are expected to be collaborative and based on evidence.</i>	
1. Activity title	
<i>A brief title (up to 5 words) that captures the essence of the activity</i>	
2. Activity in brief	
<i>A concise explanation of the change that is intended (end of Activity and intermediate outcomes) for whom, how it will be achieved and why it is important.</i>	
<i>No more than 300 words</i>	
3. Activity number	FY 19-20 Breakthrough # Intermediate Outcome # Activity #
<i>Activity Number to be assigned by Prospera Knowledge & Performance team</i>	
4. Period of funding and total funds requested	
<ul style="list-style-type: none"> • <i>Financial year; Months of activity; multiple years</i> • <i>Total funds requested; annex detailed budget</i> 	
5. Partner agency(s) or institution(s), branch and work group	
<i>With whom will Prospera be working and supporting to implement this Activity? Specific agency or institution, branch, team or workgroup; specific positions and individuals</i>	
6. Activity management:	
Activity Manager:	
Name	
Role	
Activity design team members:	
1. Name, Position, Institution	
2. Name, Position, Institution	
3. Name, Position, Institution	
4. Name, Position, Institution	
5. Name, Position, Institution [please add as needed]	
Implementation team members	
1. Name, Position, Institution	
2. Name, Position, Institution	
3. Name, Position, Institution	
4. Name, Position, Institution	
5. Name, Position, Institution [please add as needed]	
7. Activity assessment against investment criteria	
<i>Refer to Annex 4; throughout and after the design phase assess the activity against each of the Investment Criteria. Include a brief description and rationale of your team's self-assessment against the criteria. Use this exercise to make your Activity Design stronger.</i>	

8. Rationale for the activity

8.1 Context analysis

A description of the system or the political economy in which the change is sought.

Prepared through an appropriate system analysis tool such as Political Economy Analysis or Problem Driven Iterative Adaptation (PDIA), for example the 'Triple A framework'²

[A comprehensive set of system analysis tools is provided in Knowledge Performance and Learning Framework Component 3 - Toolkit].

BRIEFLY:

- *What is the context?*
- *What are the drivers of change or opportunities to leverage change?*
- *Why is this change important?*
- *Who are the actors (Institutions, Individual Positions) who can support change or need to change their behaviour?*
- *What is the best suite of policy or technical instruments that can support the desired changes? (Regulation, Education, Incentive, Systems, Knowledge)*

8.2 Activity logic

CHECK

- *Is this a structured project (steps to achieve change are known) or a flexible one which we call 'navigation by judgement' (low levels of certainty)? If it is a structured project do an activity logic model. If navigation by judgement do a description of the end-goal*

What changes are sought or intended in systems, practice, institutions, or policies?

Build your Activity logic; Describe how the Activity fits with the Facility Logic

- *Breakthrough outcomes*
- *Intermediate outcomes;*
- *End of activity outcomes described,*
- *Activity Intermediate outcomes;*
- *Then: Assumptions documented and prioritised;*

Complete this section as a program logic diagram or as a set of descriptive statements. Seek help from the Knowledge and Performance team

8.3 How we will implement this Activity

Once you have described where you are going, now you can describe how you will get there.

Set out in detail the activities that you will implement to influence these outcomes.

CHECK

- *Does this activity involve a high level of capability building of individuals or institutions? If yes, specific design tools must be applied, for example analysis of institutions (refer Public Sector Strategy); 70:20:10 framework for capability development (refer Component 1). Describe the capability changes that are needed to support achievement of the outcome.*

8.4 Performance questions

Describe a list of activity performance questions (for example, effectiveness, efficiency, relevance, appropriateness, sustainability, impact) that key stakeholders would ask about the activity and its contribution to change.

This will set the activity up for collecting monitoring and evaluation data.

Who wants to know what about the implementation and contribution of the activity?

Seek help from the Knowledge and Performance team

² **What is the triple A framework?** The three As are the different elements required for successful reform. **Authority** is the support needed to effect policy change or build state capacity (whether political, legal, organisational, or personal). **Acceptance** is the extent to which those who will be affected by reform or policy change (in government or outside it) accept the need for change and the particulars of a suggested reform. **Ability** is the practical side of the reform, and the level of available skills, time, and funding for a proposed intervention. In each case, it is important to assess the existing level and establish the gaps that need closing.

9. Stakeholder engagement plan
Describe the priority stakeholders for the Activity: <ul style="list-style-type: none"> • <i>Who does your team need to engage with to make this Activity successful or who have an interest in the success of the Activity?</i> • <i>Why do you need to engage with them?</i> • <i>What's in it for them?</i> • <i>How will you engage with them?</i> • <i>When will you engage with them?</i>
10. Gender equality and social inclusion
<i>Throughout the design phase the team will be expected to include authentic consideration of Gender Equality and / or Social Inclusion opportunities for this Activity. Make sure it is visible. Seek help from the Gender Equality and Social Inclusion Strategy and the Prospera Gender team.</i>
ANNEX. Activity timeframes
Detailed schedule of work over the proposed activity period.
ANNEX. Resources and budget
Provide a table of detailed required inputs <ul style="list-style-type: none"> • <i>Positions to be recruited, and level, number of days, Expected cost</i> • <i>Materials to be Procured, Expected cost</i> • <i>Travel Expense Budget, expected cost</i> • <i>Operating Costs</i> • <i>Etc</i>
ANNEX. Monitoring and evaluation plan
Provide a monitoring and evaluation plan for the Activity that is proportional to the Activity Budget <i>The Knowledge Performance and Learning Toolkit will provide a useful set of tools for design, monitoring and evaluation, including a Monitoring and Evaluation Plan template.</i> <i>The Knowledge and Performance Team will:</i> <ul style="list-style-type: none"> • <i>be available to provide advice on this section and the use of the Toolkit.</i> • <i>work with your team to apply Data Collection Plans</i>
ANNEX. Communication strategy
Provide a communication plan - how and to whom will outputs be disseminated? <ul style="list-style-type: none"> • <i>Who needs to be communicated with along the way?</i> • <i>How will that be done and what form will it take?</i> • <i>Who needs to know about the activity outputs and deliverables?</i>

Annex 5 Reporting schedule

Type/ Level	No.	Report	Report description	Timeframe	Lead responsibility	Report use
A. MONITORING REPORTS ACTIVITY LEVEL	A1	Training/ Workshop Evaluation Report	A summary of workshop results highlighting: relevance, effectiveness, lessons learned, theory to practice, efficiency, and areas for improvement. (only for full-day and more than 1-day workshops) Bahasa Indonesia version is available in the Knowledge, Performance and Learning Toolkit.	Within 5 working days after each training/ workshop	Team focal point submit to Lead Adviser; inform Knowledge & Performance. Use as part of workshop / training event report, along with attendance form	Workshop Report Activity and Workplan Six-month Health Check Annual Activity Report DFAT Performance Assessment Framework (PAF) Research and Evaluation
	A2	Back to Office Report	Compiled upon completion of a benchmarking visit involving Indonesian government officials or Prospera staff attendance at an event (only for more than 1-day events)	Within 5 working days after end of travel	Team focal point submit to Lead Adviser; inform Knowledge & Performance.	Input Completion Report Activity and Workplan Six-month Health Check Annual Activity Report Research and Evaluation
	A3	Adviser Input Completion Report	Upon completion of their assignment, each Short-Term Adviser (Individual/Firm) is required to submit an Input Completion Report that summarises how the consultancy progressed and what it achieved.	Within 5 working days of end of assignment	Short-term adviser to submit to Lead Adviser; inform Knowledge & Performance.	Six-month Facility Report Annual Facility Report and Work Plan Aid Quality Check Self-Assessment DFAT Performance Assessment Framework (PAF)
	A4	Adviser Annual Progress Report	An Annual Progress Report to be completed by Long-Term Advisers throughout their contracted inputs. Progress Reports will review progress to date against facility logic.	January each year	Short-term adviser to submit to Lead Adviser; inform Knowledge & Performance.	Research and Evaluation Completion Report

Type/Level	No.	Report	Report description	Timeframe	Lead responsibility	Report use
	A5	Six-month Activity Health Check	Mid-term activity monitoring discussions on progress against work plans and activity plans. The list of guiding questions will be applied by the Knowledge & Performance Team when conducting six-month activity monitoring conversations, that is “health checks”.	Submission due by: January each year	Knowledge and Performance team facilitates health checks with Lead Advisers and DFAT. APS Agencies can opt into this process (replaces report).	Annual Activity Report Aid Quality Check Self-Assessment DFAT Performance Assessment Framework (PAF) Research and Evaluation Completion Report
	A6	Annual Activity Report (Advisory)	Annual review of progress against workplans/activities and outcomes, using performance questions and monitoring and evaluation plans.	Submission due by: June each year	Lead Advisers to submit to Knowledge and Performance team.	Advisory Board Papers Annual Facility Report and Work Plan Aid Quality Check Self-Assessment DFAT Performance Assessment Framework (PAF) Research and Evaluation Completion Report
	A7	Annual / Six Month Report (APS)	Annual and six month review of progress against activities and outcomes, using performance questions and monitoring and evaluation plans.	Submission due by: end January each year (six month) end July each year (annual)	APS agencies to submit to DFAT; cc Knowledge and Performance team.	Advisory Board Papers Annual Facility Report and Work Plan Aid Quality Check Self-Assessment DFAT Performance Assessment Framework (PAF) Research and Evaluation Completion Report

Type/Level	No.	Report	Report description	Timeframe	Lead responsibility	Report use
		Berita Acara Serah Terima/ (BAST)	Indonesian government financial reporting requirement for government partner agency to report on actual expenditure of provided goods and services.	Upon request from DFAT	DFAT supported by the Chief of Operations.	DFAT information to Government of Indonesia
B. MONITORING REPORTS FACILITY LEVEL	B1	Six-month Facility Report	This report will collate and analyse information from Prospera management, advisory teams and Australian agencies. It will analyse the Indonesian context and Prospera's contributions to change. The report will also review Prospera's progress on activities, governance and operations, financial and risk management.	February/March each year	Facility Director with support from management team.	Advisory Board Papers Annual Facility Report and Work Plan Research and Evaluation Completion Report
	B2	Annual Facility Report and Workplan	This report will collate and analyse information from Prospera management, advisory teams and Australian agencies. It will highlight Prospera achievements and note areas that are less progressed. It will include forward-looking analysis of the Indonesian context and workplans for the financial year ahead. The report will also update information on governance and operations, financial and risk management.	July/August each year	Facility Director with support from management team.	Advisory Board Papers Aid Quality Check Self-Assessment DFAT Performance Assessment Framework (PAF) Research and Evaluation Completion Report
	B3	Advisory Board Papers	Thematic board papers covering rationale for work area, achievements, plans, challenges and opportunities, together with updates activity plans (as required).	June each year	DFAT supported by the Facility Director.	Six-month Facility Report Annual Facility Report and Work Plan Completion Report

Type/ Level	No.	Report	Report description	Timeframe	Lead responsibility	Report use
	B4	Aid Quality Check Self-Assessment	This self-assessment will be conducted by the management team to evaluate achievements against DFAT's Aid Quality Check criteria.	March each year	Facility Director with support from management team.	Advisory Board Papers Six-month Facility Report Annual Facility Report and Work Plan Research and Evaluation Completion Report
C. EVALUATION REPORTS FACILITY LEVEL	C1	DFAT Performance Assessment Framework (PAF)	DFAT Indonesia's Performance Assessment Framework (PAF) articulates Australia's development cooperation goals in Indonesia. Prospera will provide robust data and evidence against milestones.	May each year	Deputy Partnerships, Policy and Performance.	Research and Evaluation Completion Report
	C2	Evaluation Reports	In accordance with the Evaluation Plan under this Knowledge Performance and Learning Framework, periodic evaluations will be undertaken. This may include: a formative evaluation, case studies of contribution to outcomes, and value for money assessment.	Periodic	Deputy Partnerships, Policy and Performance.	Advisory Board Papers Six-month Facility Report Annual Facility Report and Work Plan Aid Quality Check Self-Assessment DFAT Performance Assessment Framework (PAF) Completion Report
	C3	Completion Report	An examination of facility effectiveness and operational and financial management efficiency over the life of the facility.	Completion date	Facility Director with support from management team.	DFAT use

Annex 6 Reporting templates

A1 Training/Workshop Evaluation Form

A2 Back to Office Report Template

A3 Short-term Adviser Completion Report Template

A4 Long-term Adviser Annual Progress Report Template

A5 Six-month Activity and Work Plan Health Check (*conversation-based*)
(Advisory activity / APS workplan level)

A6 Annual Activity Report Template (Advisory activity)

A7 Annual / Six Month Report Template (APS workplan level)

B1 Six-month Facility Progress Report (Facility level)

B3 Annual Facility Progress Report and Workplan (Facility level)

A1. Training/Workshop Evaluation Form

Guide: Shaded boxes will be pre-completed by the organising team (name of APS Agency or Advisory Team). Adjust this form to best-fit your training/workshop purpose. Other forms will be available in the toolkit. Or use your own preferred form. A workshop evaluation measures participant reaction to the event.

PROSPERA TRAINING/WORKSHOP EVALUATION FORM														
[Name of Training/Workshop]														
Date:	Venue:	Organising Team:												
PARTICIPANT PROFILE	SEX : Male Female Other													
	INSTITUTION :													
	POSITION :													
Relevance How useful or relevant was the course/ training/ workshop for you (& your team)?	<input type="checkbox"/> Yes, very useful/relevant <input type="checkbox"/> No, not very useful/relevant Please give an example why it was or was not useful for you (& your team):													
Effectiveness Do you think the course/training/workshop was effective? Did we achieve our outcomes?	Fill in topics and intended outcomes <table border="1"> <thead> <tr> <th>Topic</th> <th>Intended Outcomes</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat</td> </tr> <tr> <td>b)</td> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat</td> </tr> <tr> <td>c)</td> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat</td> </tr> </tbody> </table> Any comment:		Topic	Intended Outcomes	Achieved	a)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat	b)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat	c)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat
Topic	Intended Outcomes	Achieved												
a)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat												
b)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat												
c)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat												

PROSPERA TRAINING/WORKSHOP EVALUATION FORM																					
<p>Lessons Learned (new knowledge/skill)</p> <p>Through this course/ training/ workshop, what have you learned (new knowledge/skill)?</p>	<table border="1"> <tr> <td data-bbox="562 371 831 483">Lesson Learned #1:</td> <td data-bbox="831 371 1924 483"></td> </tr> <tr> <td data-bbox="562 483 831 595">Lesson Learned #2:</td> <td data-bbox="831 483 1924 595"></td> </tr> <tr> <td data-bbox="562 595 831 707">Lesson Learned #3</td> <td data-bbox="831 595 1924 707"></td> </tr> </table> <p>Any comment:</p>	Lesson Learned #1:		Lesson Learned #2:		Lesson Learned #3															
Lesson Learned #1:																					
Lesson Learned #2:																					
Lesson Learned #3																					
<p>Theory to Practice</p> <p>What was the new knowledge/ skill from the course/ training/ workshop that you will apply in practice?</p>																					
<p>Efficiency</p> <p>How do you rate this course/ training/ workshop?</p>	<table border="1"> <tr> <td data-bbox="562 1061 824 1118">Content:</td> <td data-bbox="824 1061 958 1118"><input type="checkbox"/>Poor</td> <td data-bbox="958 1061 1093 1118"><input type="checkbox"/>Okay</td> <td data-bbox="1093 1061 1227 1118"><input type="checkbox"/>Good</td> <td data-bbox="1227 1061 1541 1118"><input type="checkbox"/>Great</td> </tr> <tr> <td data-bbox="562 1118 824 1176">Approach:</td> <td data-bbox="824 1118 958 1176"><input type="checkbox"/>Poor</td> <td data-bbox="958 1118 1093 1176"><input type="checkbox"/>Okay</td> <td data-bbox="1093 1118 1227 1176"><input type="checkbox"/>Good</td> <td data-bbox="1227 1118 1541 1176"><input type="checkbox"/>Great</td> </tr> <tr> <td data-bbox="562 1176 824 1233">Facilitator:</td> <td data-bbox="824 1176 958 1233"><input type="checkbox"/>Poor</td> <td data-bbox="958 1176 1093 1233"><input type="checkbox"/>Okay</td> <td data-bbox="1093 1176 1227 1233"><input type="checkbox"/>Good</td> <td data-bbox="1227 1176 1541 1233"><input type="checkbox"/>Great</td> </tr> <tr> <td data-bbox="562 1233 824 1291">Venue/logistics:</td> <td data-bbox="824 1233 958 1291"><input type="checkbox"/>Poor</td> <td data-bbox="958 1233 1093 1291"><input type="checkbox"/>Okay</td> <td data-bbox="1093 1233 1227 1291"><input type="checkbox"/>Good</td> <td data-bbox="1227 1233 1541 1291"><input type="checkbox"/>Great</td> </tr> </table> <p>Any comment:</p>	Content:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great	Approach:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great	Facilitator:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great	Venue/logistics:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great
Content:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great																	
Approach:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great																	
Facilitator:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great																	
Venue/logistics:	<input type="checkbox"/> Poor	<input type="checkbox"/> Okay	<input type="checkbox"/> Good	<input type="checkbox"/> Great																	

PROSPERA TRAINING/WORKSHOP EVALUATION FORM	
<p>Improvement</p> <p>How could the course/ training/ workshop be improved?</p>	
<p>Gender Equality & / or Social Inclusion</p> <p>To what extent did the workshop effectively consider Gender Equality and / or Social Inclusion?</p> <p>Please circle the relevant comment and explain.</p>	<ol style="list-style-type: none"> 1. Not relevant for this workshop 2. Effectively considered 3. Could have been better <p>Explain your response:</p>

A2. Back to Office Report Template

Guide: Complete this after a significant sub-national or international visit. Tables, figures, photographs may be used to assist presentation.

PROSPERA BACK TO OFFICE REPORT TEMPLATE		
Report Date:	Venue:	Organising Team:
Travel Purpose and Description – Project/ Activity/ Sub-activity/ Events:		
Travel Result Report: Please describe the outcomes from the completed travel, referring to the approved purpose for travel. Can be presented in bullet points highlighting the following: Objective of the travel: Activities conducted by the travelling members of the team: Participants of the events (study visit/workshop/seminar/other events): Outcomes of the events: Follow-up actions (next steps?):		
Issues/findings/possible risks/updates that need attention of APS Agency/Advisory Team Leader and/or Senior Management:		
Gender equality and social inclusion <i>(Please describe any relevant observations / considerations / learnings made during the travel regarding Gender Equality and / or Social Inclusion)</i>		

A3. Adviser Input Completion Report Template



PROSPERA

Program Kemitraan Indonesia
Australia untuk Perekonomian

SHORT-TERM ADVISER COMPLETION REPORT

Name of Consultant/Firm Here

Your Completion Date Here

Prospera Document Control

VERSION	DATE	SUMMARY OF CHANGES	AUTHOR	REVIEWERS
1.0	18 Sep 2018	First draft.	M&E Adviser	Deputy Director for Policy, Performance, and Partnership M&E Specialist

Prospera is supported by the Australian Government and implemented by Cardno

www.cardno.com/internationaldevelopment

Short-Term Adviser Completion Report

This report should be up to 5 pages in length

Adviser position :

Name of consultant/firm :

Date of commencement :

Date of completion :

Introduction

Guidance: *Objectives, background and brief description of the Consultancy (Refer to ToR). Please list the initial placement objectives and anticipated outcomes at the start of the assignment.*

Overall assessment

Guidance: *This section summarises your assessment of how the consultancy progressed in general, how successful it has been in terms of meeting its objectives and generating good outcomes and whether these are sustainable.*

Achievement against the Terms of Reference

Guidance: *This section summarises outputs you have delivered during the reporting period and includes a brief description of how they were developed.*

Output	Outputs delivered (what, how)
Output 1:	
Output 2:	
Output 3:	
Output 4:	
Output 5:	

Cross-cutting issues

Guidance: *This section includes information on engagement with Indonesian government partners and other stakeholders. It also describes how issues of gender equality and social inclusion (e.g. disability, poverty, etc.) were addressed.*

Cross-cutting issues

Engagement with Indonesian government partners

Engagement with other DFAT programs, other donors, private sector

Contribution to/ consideration of gender and social inclusion

Other

Documents

Guidance: List all reports, briefs, proposals, guidelines, publications, regulations, etc. produced and links to where they can be accessed.

No.	Document Title	Link (acesible/stored at)
1.		
2.		
3.		

Changes and Lessons Learned

Guidance: This section should focus on what was the most significant change observed and what was particularly successful and why; what went wrong and why.

Management Services

Guidance: Please provide feedback in relation to Prospera's operational management. Topics could include recruitment, contracting, mobilisation, work environment, supervision, and performance management, amongst others.

Recommendations

Guidance: Possible follow-up activities and actions to ensure sustainability of the outcomes generated by you. Also, recommendations to improve Prospera support or management.

Date:	Submitted by Consultant/Adviser:	Signature:
Date:	Approved by Lead Adviser:	Signature:
Date:	Received by M&E Team:	Signature:

A4. Long-Term Adviser Annual Progress Report Template



ANNUAL PROGRESS REPORT

Name of Adviser Here

Period of reporting here

Prospera Document Control

VERSION	DATE	SUMMARY OF CHANGES	AUTHOR	REVIEWERS
1.0	21 Sep 2018	First draft.	M&E Adviser	Deputy Director for Policy, Performance, and Partnership M&E Specialist

Prospera is supported by the Australian Government and implemented by Cardno

www.cardno.com/internationaldevelopment

Long-Term Adviser Annual Progress Report

This report must be a minimum of 5 pages and maximum 20 pages

Adviser Position :
Name of Long-Term Adviser :
Date of Commencement :
Date of Completion :

Introduction

Guidance: Objectives, background and brief description of the Consultancy (Refer to ToR). Please list the initial placement objectives and anticipated outcomes at the start of the assignment.

Overall assessment

Guidance: This section summarises your assessment of how the consultancy progressed in general, how successful it has been in terms of meeting its objectives and generating good outcomes and whether these are sustainable.

Achievement against the Prospera Outcomes

Guidance: In this section please summarise progress made during the reporting period and outlines planned follow-up actions. Elaborate on progress/achievement against the Prospera outcomes (a summary of outcomes is included in the Annex and more details are available from the M&E Team). Please focus on areas that have improved or changed as a result of your placement.

Intermediate Outcomes	Progress to date	Follow-up actions
Insert Outcome		
Insert Outcome		
Insert Outcome		
Insert Outcome		
Insert Outcome		

Unexpected outcomes

Guidance: This section summarises your observation as regards any outcomes that have happened unexpectedly, with/without Prospera support. To what degree Prospera contributed to the achievement of these outcomes? Leave blank if there are none.

Notable developments outside the Prospera outcomes

Guidance: *From time to time there may be substantive work done at a partner agency's request to assist in areas outside planned activities. Please list those initiatives. If there are none, then leave blank.*

Cross-cutting issues

Guidance: *This section includes information on engagement with Indonesian government partners and other stakeholders. It also describes how issues of gender equality and social inclusion (e.g. disability, poverty, etc) were addressed.*

Cross-cutting issues

Engagement with Indonesian government partners

Engagement with other DFAT programs, other donors, private sector

Contribution to/ consideration of gender and social inclusion

Other

Documents

Guidance: *List all reports, briefs, proposals, guidelines, publications, regulations, etc. produced and links to where they can be accessed.*

No.	Document Title	Link (accessible/stored at)
1.		
2.		
3.		
4.		
5.		

Changes and Lessons

Guidance: *This section should focus on what was the most significant change observed and what was particularly successful and why; what went wrong and why. Please describe how you plan to learn from any lessons.*

Management Services

Guidance: *Please provide feedback in relation to Prospera's operational management. Matters could include recruitment, contracting, mobilisation, work environment, supervision, and performance management, amongst others.*

Recommendations

Guidance: *Possible follow-up activities and actions to ensure sustainability of the outcomes generated by you. Also, recommendations to improve Prospera support or management.*

Date:	Submitted by Long-Term Adviser:	Signature:
Date:	Approved by Lead Adviser:	Signature:
Date:	Received by Knowledge and Performance Team:	Signature:

A5. Six-month Activity and Work Plan 'health check'

Guidance: *This is a set of guiding questions that will be used by DFAT and the Knowledge & Performance Team when conducting six-month activity monitoring conversations or "health checks". These general guiding questions may be adjusted in practice to be more specific to actual work plans/activities in actual discussions. The Knowledge & Performance Team will take notes and give them back to you for validation. We look forward to speaking with you.*

Six-month Activity and Work Plan 'health check'	
Name of Agency/ Advisory Team	:
Name of team members consulted	:
Health check period	: mmm-yyyy TO mmm-yyyy
Health check form due back to	: Knowledge & Performance Team
Health check form due by	: dd-mmm-yyyy

No	Guiding Question	Response (leave blank if not applicable)
1. Activity progress----heading towards outcomes		
1.1	How are you progressing against your Activity / Work Plan?	
1.2	What are the most significant achievements in this period? Would you describe these achievements as outputs or outcomes? <i>Please provide copies of any relevant evidence.</i>	
1.3	To what extent are the expected outcomes, activities, and assumptions still valid? Any modifications needed or made? What adjustments will you make? What will you do differently?	
1.4	Are the activities in your work area still achievable against the expected timeline? Are you on track? If not, what are your proposed solutions?	
1.5	Consider the intermediate outcomes relevant to your Activity (as defined in the facility logic). Do you think you are contributing to these outcomes yet? What will be your next important steps along the way?	
2 Collaboration and Partnership		
2.1	Which partners been involved in the activities to date? Has the management structure been appropriate to ensure participation of the partner institutions? Individual or institutionally oriented involvement? What would they say about the progress?	

No	Guiding Question	Response (leave blank if not applicable)
2.2	What contribution has been made by your national partners to date (it may be special programs, legal regulations, co-funding, et al.)? Are they enabling effective implementation of your workplans/activities.	
2.3	With whom have you engaged across Prospera to add value to your work, e.g. advisers, Australian agencies, senior specialists, knowledge and performance team	
2.4	Is your agency/team coordinating with other facilities/programs, donors or other key stakeholders? If so, in what ways?	
3 Toward Sustainability		
3.1	What is the current level of ownership over generated outcomes to date by your partners? How do you think it will be after the end of Prospera's assistance?	
3.2	Is Prospera contributing to enhanced institutional and management capabilities of partner institutions? Is the current institutional set-up adequate to continue on the work generated by Prospera?	
4 Activity management and cross cutting issues		
4.1	What progress are you making with implementing the gender equality and social inclusion aspects of your activity or work plan to date?	
4.2	How are you going with monitoring and evaluation for your Activity? Have you been collecting evidence as planned?	
4.3	Knowledge and research –to what extent have you been using knowledge and research in strengthening delivery of your Activity?	
5 Looking forward		
5.1	What's on the horizon? Anything to be concerned about? If so, what action will you take? Any emerging opportunities to be seized?	
5.2	Anything else?	

Thank you for participating in this discussion

A6. Annual Activity Report Template - Advisory



ANNUAL ACTIVITY REPORT

Name of Advisory Team Here

Period of Reporting Here

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Annual Activity Report

To be used by: Advisory Team to report against Activities.

Guidance: Briefly summarise your assessment of progress of activity undertaken during the reporting period. This may include: a summary of key inputs, activities, and outputs achieved during the current reporting period; quick wins, immediate impacts; major preparatory, foundational or enabling activities undertaken to ensure effective implementation of activities.

Annual Activity Report	
Name of Advisory Team	:
Reporting period	: mmm-yyyy TO mmm-yyyy
Report due back to	: Knowledge & Performance Team
Report due by	: dd-mmm-yyyy

1. Activity progress update

No	Outcomes	Briefly describe what changes/ progress towards outcome(s) occurred during this reporting period	Briefly describe what is your team's contribution to the progress towards outcome(s)	Key next steps (prioritised plans for the next 6 months)	Potential challenges and proposed solutions
Activity Number and Title:					
1					
2					
Activity Number and Title:					
1					
2					
Activity Number and Title:					
1					
2					

2. Relevant Documents

Guidance: List all reports, briefs, proposals, guidelines, publications, regulations, etc. produced during the reporting period and links to where they can be accessed.

No.	Document Title	Link (accessible/stored at)
1.		
2.		
3.		

3. Partnership and Collaboration

Guidance: Briefly summarise your assessment as regards partnership and/or collaboration with Indonesian government partners and other stakeholders in relevance with the implementation of your workplans/activities during the reporting period.

Partnership and Collaboration

Engagement with Indonesian government partners

Engagement with other DFAT programs, other donors, private sector

4. Gender and Social Inclusion

Guidance: Describe how issues of gender equality and social inclusion (e.g. disability, poverty, etc) were addressed during the reporting period.

Gender and Social Inclusion

Gender equality

Disability inclusion and other areas

5. Recommendations

Guidance: List your recommendations of: possible follow-up activities and actions to ensure sustainability of the outcomes generated; resolution or mitigation; resulting impacts on outputs/outcomes; proposed modifications to design/reporting/partnership. Also, recommendations to improve Prospera support or management.

Submission Date:	Name of Author:	Signature:
------------------	-----------------	------------

Attachment: Success Story

Guidance: *This section provides a space for a brief success story or case studies completed over the reporting period. Tables, figures, photographs may be used to assist presentation.*

TITLE

Context

Opportunity

Link to Prospera breakthrough

Collaboration opportunity

Contribution

Prospera support included xxxx

Contribution from other DFAT investments, other donors or stakeholders

HIGHLIGHT

What change did Prospera contribute to? How?

What does it mean for the people of Indonesia and Australia?

Success factors

Lessons learned for future activities include:

-
-

A7. Annual / Six Month Report Template – Australian Agencies



PROSPERA
Australia Indonesia Partnership
for Economic Development

ANNUAL / SIX MONTH REPORT

Name of Agency Here

Period of Reporting Here

Guidance:

Six-month report due: 31 January 2019

Annual report due: 31 July 2019 (tbc)

Please submit to: prospera@dfat.gov.au

To be used by: APS Agency to report against Workplans.

Guidance: Briefly summarise your assessment of progress of activity undertaken during the reporting period. This may include: a summary of key inputs, activities, and outputs achieved during the current reporting period; quick wins, immediate impacts; or major foundational activities undertaken to ensure effective implementation of workplans/activities.

Activity/Workplan Report	
Name of Agency	:
Reporting period	: mmm-yyyy TO mmm-yyyy
Report due back to	: prospera@dfat.gov.au
Report due by	: dd-mmm-yyyy

1. Activity progress update

No	Outcomes	Briefly describe what changes/ progress towards outcome(s) occurred during this reporting period	Briefly describe what is your team's contribution to the progress towards outcome(s)	Key next steps (prioritised plans for the next 6 months)	Potential challenges and proposed solutions
Workplan Number and Title:					
1					
2					
Workplan Number and Title:					
1					
2					
Workplan Number and Title:					
1					
2					

2. Relevant Documents

Guidance: List all reports, briefs, proposals, guidelines, publications, regulations, etc. produced during the reporting period.

No.	Document Title
1.	
2.	
3.	

3. Partnership and Collaboration

Guidance: Briefly summarise your assessment as regards partnership and/or collaboration with Indonesian government partners and other stakeholders in relevance with the implementation of your workplans/activities during the reporting period.

Partnership and Collaboration

Engagement with Indonesian government partners

Engagement with other DFAT programs, other development partners, private sector

4. Gender and Social Inclusion

Guidance: Describe how issues of gender equality and social inclusion (e.g. disability, poverty, etc) were addressed during the reporting period.

Gender and Social Inclusion

Gender equality

Disability inclusion and other areas

5. Recommendations

Guidance: List your recommendations of: possible follow-up activities and actions to ensure sustainability of the outcomes generated; resolution or mitigation; resulting impacts on outputs/outcomes; proposed modifications to design/reporting/partnership. Also, recommendations to improve Prospera support or management.

Submission Date:	Name of Author:	Signature:
------------------	-----------------	------------

6. Financial Report Summary

Guidance: List financial allocations, expenditures and balances as indicated.

Allocation	Total Budget		Remaining Balance (Allocated – Expensed)
	Allocated	Expensed	
Allocation to APS agency			
Prospera logistic service provider			
Jakarta Embassy Deployee Support Services (if applicable)			
Total			

Attachment: Success Story

Guidance: This section provides a space for a brief success story or case studies completed over the reporting period. Tables, figures, photographs may be used to assist presentation.

TITLE

Context

Opportunity

Link to Prospera breakthrough

Collaboration opportunity

Contribution

Prospera support included xxxx

Contribution from other DFAT investments, other donors or stakeholders

HIGHLIGHT

What change did Prospera contribute to? How?

What does it mean for the people of Indonesia and Australia?

Success factors

Lessons learned for future activities include:

-
-

B1. Six Month Report (Facility level)

Table of contents	
Section	Content
1	Executive summary (1 page)
2	Highlights (achievements over past six months – infographic)
3	Context (Indonesian political-economy for reform)
4	Management (governance, operations, cross-cutting functions, and risk management)
5	Activity progress updates (by breakthrough outcomes)
6	Performance reports / case studies (if any this period)
7	Budget update
8	Risk matrix update

B3. Annual Report and Workplan (Facility-level)

Table of contents	
Section	Content
1	Executive summary (1 page)
2	Highlights (achievements over past twelve months – infographic)
3	Context (Indonesian political-economy for reform)
4	Special topics (essays on topical issues such as private sector development, revenue-reform, financial stability, trade and investment)
5	Management (governance, operations, cross-cutting functions, and risk management)
6	Annual activity reports for past year (summary level - by breakthrough outcomes)
7	Annual activity plans for year ahead (summary level - by breakthrough outcomes)
Annex	Performance reports / case studies
Annex	Budget - Actual expenditure for past year; budget for year ahead
Annex	Risk matrix update
Annex	Advisory Activity Proposals
Annex	Australian agency Annual Activity Schedules

Annex 7 Abbreviations and acronyms

Abbreviation/Acronym	Description
ABS	Australian Bureau of Statistics
AIECO	Australia Indonesia Economic Cooperation Partnership
AIPEG	Australia Indonesia Partnership for Economic Governance
AMSA	Australian Maritime Safety Authority
ANAO	Australian National Audit Office
APRA	Australian Prudential Regulation Authority
APS	Australian Public Service
APSC	Australian Public Service Commission
ASEAN	Association of Southeast Asian Nations
ASIC	Australian Securities and Investment Commission
ATO	Australian Taxation Office
ATSB	Australian Transport Safety Bureau
AUSTRAC	Australian Transaction Reports and Analysis Centre
BAPPENAS	National Development Planning Agency
BI	Bank of Indonesia
BKF	Fiscal Policy Agency
BPS	Central Bureau of Statistics
CASA	Civil Aviation Safety Authority
DAC	Development Assistance Committee (at the OECD)
DFAT	Department of Foreign Affairs and Trade
FATF	Financial Action Task Force
GDP	Gross Domestic Product
GESI	Gender and Social Inclusion
GPF	Government Partnerships Fund
ICRG	International Country Risk Guide
ICT	Information, Communication, Technology
ITPD	Indonesia Tax Policy Dialogue
ITSAP	Indonesia Transport Safety Assistance Package
KIAT	Indonesia Australia Partnership for Infrastructure Facility
K&P Team	Knowledge and Performance Team
KPLF	Knowledge, Performance, and Learning Framework
KSSK	Financial System Stability Committee
LPS	Indonesia Deposit Insurance Corporation
M&E	Monitoring and Evaluation

Abbreviation/Acronym	Description
MoF	Ministry of Finance
OCO	Office of Commonwealth Ombudsman
OECD	Organisation for Economic Co-operation and Development
OJK	Financial Services Authority
ORI	Ombudsman of Republic of Indonesia
PFM	Public Financial Management
PPATK	Center for Financial Transaction Reporting and Analysis
PROSPERA	Australia Indonesia Partnership for Economic Development
PTAs	Preferential Trade Agreements
RBA	Reserve Bank of Australia
RCEP	Regional Comprehensive Economic Partnership
RPJMN	National Medium-Term Development Plan
SIKIRI	Regional Financial Reporting System
TFA	Trade Facilitation Agreement
ToR	Terms of Reference
UN	United Nations
VAT	Value Added Tax
VfM	Value for Money
WTO	World Trade Organisation



PROSPERA

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