

Terms of reference



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GENERAL INFORMATION

Title: Finance Specialist for Developing the Global-Fund Funding Request on HIV and AIDS Intervention Program (**National Consultant/Re-advertise**)

Project Name: Management and Technical Cooperation for AIDS, Tuberculosis, and Malaria (MTC-ATM)

Reports to: MTC-ATM Project Manager

Duty Station: Jakarta, Indonesia

Expected Places of Travel: N/A

Duration of Assignment: 25 working days (April to May 2017)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
(4)	CONFIRMATION OF CATEGORY OF NATIONAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select: (6) Junior Specialist (7) Specialist (8) Senior Specialist
✓	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✓	Completed CV or P11 with three referees
✓	Copy of education certificate
✓	Completed financial proposal
✓	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

✓ partial (Consultant will present the progress report regularly to UNDP in office)

□ intermittent (explain)

□ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No

Equipment (laptop etc.): ☐ Yes ☒ No

Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:

I. BACKGROUND

Indonesia is spread across a chain of some 17,500 islands. Political stability and strong economic growth has led to dramatic gains in poverty reduction in the last decade. However, Indonesia still struggles with uneven access to services and disparity between major cities and more remote areas. These factors contribute to the country's continued risk for HIV, TB and malaria. Indonesia is among the top five high-burden TB countries, and has one of the highest burdens in the world of multidrug-resistant TB. The HIV epidemic is concentrated among key populations, including men who have sex with men, sex workers, prisoners and people who inject drugs. The archipelago's geography poses exceptional logistical and supply chain challenges.

On the 15 December 2016 the GF Board's decision was communicated to the CCM informing country partners that resources for 2016-2019 allocation period would total USD 247,996,005 for HIV, TB, Malaria and building resilient and sustainable systems for health. This equates to an allocation of USD 91,934,562 for HIV for the utilization period January 2018 – December 2020. Indonesia is also eligible for additional catalytic investment funding on HIV programs to remove human rights-related barriers to health services in 5-10 cities up to USD 2,700,000.

The CCM in Indonesia has requested each of the respective Technical Working Groups for HIV, TB and Malaria to take the lead in coordinating the development of a funding request to the GF in order to secure these resources. The CCM has requested that the Malaria TWG prepares and submits their Funding Request by March 2017 and a joint TB-HIV request will be submitted in May 2017. The GF Country Team Informs GAC-1 Decision in July 2017. Once the funding request approved, the CCM/PRs will start Grant Making Process from August to October 2017.

A technical team comprising of in-country and external TB and HIV experts is being identified to assist in the development of the funding request. Additional technical assistance for the HIV Funding Request Steering Group is required to ensure that all elements of the HIV components are consistent and sound.

An indicative list of the TA required has been endorsed by the CCM and is outlined below with TA providers aligned in respective areas;

HIV related TA for Funding Request	Start date	TA supported by
Process Manager (National)	February	UNDP
Community Dialogue Coordinator (National)	January	UNAIDS/TAF
Community intervention facilitators (6 times) and workshop (National)	February	UNAIDS/TAF *workshops to be supported by USAID/CCM
Senior writer (International)	February	UNAIDS/TAF
Performance Framework/ M&E Coordinator (National)	March	UNDP
Finance Specialist (National)	April	UNDP
Senior HIV Peer Reviewer (International)	March/April	USAID* (TBC)

UNDP has agreed to support the HIV Technical Working Group (CCM Secretariat) in three of the above technical assistance area's which are addressed by this application, namely;

- a) Process Manager (National)
- b) Performance Framework/M&E Coordinator (National)
- c) Finance Specialist (National)

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. Support the Process Manager related to finance arrangement of GFATM Funding Request 2018-2020;
2. Review recent financial system the global fund implementation for HIV and TB Intervention program;
3. Provide the details trends in overall health financing, government commitments to co-financing, and key plans for sustainability;
4. Provide the details a prioritized above allocation request;
5. Develop the comprehensive budget plan for funding request proposal;
6. Participate on CCM and TWG HIV and TWG TB meetings in terms of financial proposal development.

Expected Outputs and Deliverables

The consultant will have a major impact on finance and procurement plan quality of the Global Fund-funding request proposal development for joint HIV and TB intervention program in Indonesia and will contribute to the effective and efficient process for proposal development, maintenance of partnerships, and effective mobilization of resources to demonstrate its value add to the government and other major stakeholders.

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
First draft of the Global-Fund Funding Request Proposal, section Financial for HIV and AIDS Intervention Program	10	28 th April 2017	MTC-ATM Project Manager
Final submission of the Global-Fund Funding Request Proposal, section Financial for HIV and AIDS Intervention Program	15	23 rd May 2017	MTC-ATM Project Manager

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant will present the methodology and working arrangement to CCM Indonesia, TWGs HIV, TWG TB, relevant Government, development partners, and CSOs
- b) Consultant will have meeting with CCM Indonesia, TWGs HIV, TWG TB, relevant Government, development partners, CSOs, and relevant stakeholders
- c) CCM Secretariat will facilitate to arrange the serial meetings with related partners
- d) Consultant will present the initial strategy after the meeting with relevant stakeholders to UNDP
- e) Consultant will submit the draft and final document as deliverables

Duration of the Work

25 working days (April to May 2017)

Duty Station

Jakarta, Indonesia

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Min. Bachelor Degree in Accountancy, Economic, or Management.

II. Years of experience:

- A minimum of 6 years of demonstrated experience in finance management;
- Experience in working on health programme preferably on HIV/AIDS or Tuberculosis projects for finance unit;
- Demonstrated skills in the areas of Financial Planning, Implementation, Supervision, and Evaluation;
- Experience in working with Government, Non-Governmental Organizations and development aid;
- Experience in working with international donor and development community in project implementation.

III. Competencies and special skills requirement:

Core Competencies:

- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization
- High degree of integrity, and highly organized and good analytical skills
- Excellent networking, oral and written communication, presentation, and reporting skills in English
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and database familiarity

Functional Competencies:

Level 1.1: Support the preparation of information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating mandate
- Contributes to the elaboration of advocacy strategies by identifying and prioritizing audiences and communication means
- Uses the opportunity to bring forward and disseminate materials for advocacy work

Results-Based Program Development and Management:

Level 1.1: Contributing to results through provision of information

- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across program activities to identify critical points of integration
- Monitors specific stages of projects/program implementation
- Analysis country situation to identify opportunities for project development
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly
- Excellent written communication and analytical skill to synergize project financial delivery and support internal capacity

Building Strategic Partnerships:

Level 1.1: Maintaining information and databases

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analysis and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches:

Level 1.1: Implementing processes and uses products

- Generates new ideas and proposes new, more effective ways of doing things
- Resource Mobilization (Field Duty Stations)

Level 1.1: Providing information for resource mobilization strategies

- Analysis information/databases on potential and actual donors

Job Knowledge/Technical Expertise:

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70 percent*

** Financial Criteria weight; 30 percent*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		100
<ul style="list-style-type: none"> • <i>Criteria A: qualification requirements as per TOR:</i> <ol style="list-style-type: none"> 1. <i>Min. Bachelor Degree in Accountancy, Economic, or Management</i> 2. <i>A minimum of 6 years of demonstrated experience in finance management</i> 3. <i>Experience in working on health programme preferably on HIV/AIDS or Tuberculosis projects for finance unit</i> 4. <i>Demonstrated skills in the areas of Financial Planning, Implementation, Supervision, and Evaluation</i> 5. <i>Experience in working with Government, Non-Governmental Organizations and development aid</i> 6. <i>Experience in working with international donor and development community in project implementation</i> 	70	10 10 20 10 10 10
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment:</i> <ol style="list-style-type: none"> 1. <i>Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner</i> 2. <i>Important aspects of the task addressed clearly and in sufficient detail</i> 3. <i>Logical, realistic planning for efficient project implementation</i> 	30	10 10 10