



GENERAL INFORMATION

Title: Finance Specialist for HSS Programme Management (National Consultant)

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

Reports to: MTC-ATM Project Manager

Duty Station: Home Based

Expected Places of Travel (if applicable): N/A

Duration of Assignment: 10 working days (1 to 31 August 2017)

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

X	Completed CV or P11 with at least 3 (three) referees
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical propos

Need for presence of IC consultant in office:

☒ partial (coordination for program/activity planning, implementation and monitoring)

☐ intermittent

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

Provision of Support Services:

Office space: ☐ Yes **X No**

Equipment (laptop etc): ☐ Yes **X No**

Secretarial Services ☐ Yes **X No**

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

I. BACKGROUND

The project implementation manual describes how the project manages all activities in each step of grant cycle from project starting through to project closure. The PIM is designed to provide directions and references for implementation management of HSS GF ATM funded Program 2016 – 2018. The PIM is aimed to guide every parties who are involved in the implementation of the HSS Program Funded under GF ATM at all levels. The manual comprises of sections on project management, financial management, human resources management, procurement and supply management, and monitoring and evaluation.

The manual captures how the project manages different activities and steps of grant cycle, describes approved policies as well as approaches to implementing those policies that have been endorsed at the secretariat level. The manual outlines the roles and responsibilities of different project actors (PR, PMT, PMU, MoH, PHO, DHO), as well as the consultants. It indicates when technical input from subject experts is required and recommended and defines delegated authorities for different grant management situations.

The manual applies to implementer of the program from Principal Recipient (PR), Secretary General of Ministry of Health Republic of Indonesia, to the level of the Sub-Recipients (SR) at province level and Sub-Sub Recipients (SSRs) at district level. Other government and/or health facilities can be selected as the Implementing Units (IUs).

Currently, the final HSS PIM had been produced by PMT through series of consultation to relevant parties at MoH and had to be endorsed in the CCM Plenary. Since the manual will be applied and guided by central, provincial, and district level, the content of manual must be understood by all project staffs. To achieve these objective, two consultants are needed to facilitate the training and give the technical assistances for HSS programme management. One consultant as advisor for the whole programme management aspects and one consultant for financial management aspect.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Finance Specialist will report to the MTC-ATM Project Manager, with close coordination with the Ministry of Health. The Finance Specialist will be responsible for the following tasks, in support of the HSS implementation in Indonesia:

1. Facilitate the training of Project Management Team (PMT) in understanding the Project Implementation Manual (PIM) on financial aspect.
2. Provide technical assistances for HSS financial programme management in 10 districts as requested by MoH.

Expected deliverables/outputs:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1. Facilitate the training of Project Management Team (PMT) in understanding the Project Implementation	5 working days	15 August 2017	MTC ATM Project Manager

Manual (PIM) on financial aspect.			
2. Provide technical assistance for HSS project staffs on financial aspect in 10 districts as requested by MoH.	5 working days	31 August 2017	MTC ATM Project Manager

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will work closely with Ministry of Health and be supervised by the MTC-ATM Project Manager.
- The consultant will facilitate and provide the technical assistance for HSS programme management.
- The consultant will provide report(s) at the completion of each deliverables to the MTC-ATM Project Manager for approval.

Duration of the Work

10 working days (1 to 31 August 2017)

Duty Station

Home Based

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

No	Destination	Frequency	Duration/days
1	N/A	N/A	N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Minimum Master Degree in Accounting, Management, or Social Science.

II. Years of experience:

- A minimum of 10 years of combined working experience for Master Degree or a minimum of 6 years for PhD in financial management of health projects and provision of technical assistance.
- Experience in Health System Strengthening development program implementation.
- Knowledge of and experience in ATM programmes.
- Experience in working with government (especially with Ministry of Health), development agencies, and/or International NGOs in health is desirable.

III. Competencies and special skills requirement:

- Ability to analyses policy documents and make constructive policy suggestions;
- Strong interpersonal, communication and diplomatic skills, ability to work in a team;
- Good writing and reporting skills;
- Good presentation and communication skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.
- Knowledge of the Government of Indonesia and UN systems and processes is an advantage;
- Fluency in Bahasa Indonesia is required;
- Excellent command in English is desirable.

I. 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%*

** Financial Criteria weight; 30%*

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

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	70	70
1. Minimum Master Degree in Accounting, Management, or Social Science.		15
2. A minimum of 10 years of combined working experience for Master Degree or a minimum of 6 years for PhD in financial management of health projects and provision of technical assistance.		15
3. Experience in Health System Strengthening development program implementation.		15
4. Experience in working with government (especially with Ministry of Health), development agencies, and/or International NGOs in health is desirable.		10
5. Knowledge of and experience in ATM programmes.		

Criteria B: Brief Description of Approach to Assignment	30	30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10
2. Important aspects of the task addressed clearly and in sufficient detail		10
3. Logical, realistic planning for efficient project implementation		10