



GENERAL INFORMATION

Title: Finance Management Technical Assistance Consultant for the Global Fund Principal Recipient MoH HSS Program (National Consultant)

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

Reports to: MTC-ATM Project Manager

Duty Station: Ministry of Health, Jakarta

Expected Places of Travel (if applicable):

Duration of Assignment: 120 working days (December – May 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
(4)	(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 P11 with at least 3 (three) referees
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

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

Indonesia is one of the nine countries in Asia and the Pacific with rising number of HIV infections at approximately 67,000 new infections per year. In 2013, it was estimated that 640,000 people were living with HIV in Indonesia (representing 1.8% of the global HIV burden). The WHO classifies Indonesia as a high burden country in terms of tuberculosis (TB), TB/HIV coinfection and high multi-drug resistant TB (MDR-TB). According to a 2013-2014 TB prevalence survey, Indonesia has one of the world's highest TB burdens with a prevalence of 1.6 million cases (representing 15% of the global burden).

Through the New Funding Model (NFM) period 2015-2018, the Global Fund committed to contribute grant for Indonesia USD 240 Million for Malaria, TB, HIV, and Health System Strengthening (HSS) and planned to continue support Indonesia until 2020. The Global Fund HSS grant, managed by Data Centre and Information-Ministry of Health (Pusdatin) as Principal Recipient (PR), is a two-year program which started in July 2016 and is scheduled to end in June 2018. Through the GF HSS grant, CCM Indonesia allocated a total of 7.962.130 USD (Rp. 160 Billion). The HSS grant covers a two-year period from 1 July 2016 to 30 June 2018.

The HSS Grant goal is to build conclusive and convincing evidence regarding the importance of the policies, tools, and standards that will further institutionalize national policies on HIS and SCM within the MOH as well as persuade district leaders to invest in these policies, tools and standards. Therefore, the HSS grant focuses on district activities because the government's decentralization policy diffuses power including the health systems strengthening towards the district level. Under decentralization, districts control most of the public sector resources allocated to the health sector. The two HSS areas for this grant are Supply Chain Management (SCM) and Health Information Systems (HIS). It is planned that through this grant several, with piloted national policies, these tools and standards are subjected to be scale up in 10 districts in five provinces¹, and working in 10 community health centres in each district for a total of 100 community health centres.

However, even with a strong government decentralization policy, district leaders still need to be persuaded to invest more in health systems strengthening generally, including HIS and SCM in particular. Regarding performance issues of the HSS grant, we note that during the period within scope of this progress update, grant activities have been severely delayed, and none of the four milestones were achieved by the end of 2016. Programmatic delays were initially caused by delays in the recruitment of PR, SR, and SSR staff and we note that progress against these milestones in the form of socialization workshops and draft action plans for both HIS and SCM have taken place in the first months of 2017.

The HSS Grant's absorption rate for this period is 6.2% with total expenditure at US\$ 157,059.61 against the total budget of US\$ 2,547,677.02. Major variance at PR level is contributed by a two month delay in the commencement of grant activities and delays in recruitment, and further delays in implementing planned activities. There was 5.4% and .6% absorption taking place during the period at the Provincial and District levels, respectively

Therefore, the PR requires external technical assistance, facilitated by UNDP, already experienced with the in the setting-up of the GF HSS Program, in form of a consultant to improve PR's finance management capacity.

¹ North Sumatra (Labuhan Batu District and Deli Serdang District); East Java (Tulungagung District and Malang District); West Nusa Tenggara (Lombok Barat District and Lombok Timur District); South Sulawesi (Pare-pare City and Makassar City); Maluku (Ambon City and Seram Bagian Barat District)

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Objectives of the Services of the Consultant

The role of the consultant is to build the capacity of the PR finance staff, strengthen finance structure, and provide supervisory support to the PR in meeting all Global Fund financial requirements and to ensure the appropriate use of grant funds. The consultant do not substitute for, or perform the work of, the staff of the PR, including its finance staff. The PR remains ultimately responsible for complying with all terms of the grant agreement with the Global Fund, including all financial management requirements.

The installation of the FMS aims to:

- a. Conduct the capacity assessment result of the finance function from DFAT funded project which includes people, process and systems, its current organization structure, identify weaknesses, develop action plan for capacity building plan (i.e reorganization and staffing) with clear KPI and timelines. Once the action plan is agreed with the GF the consultant will be held responsible for the successful execution to achieve the KPIs;
- b. As required, perform the role of the finance head until the time a full time finance head is appointed and its transition ;
- c. As required, advising on and / or providing recruitment services to enable the PR to recruit a suitably qualified finance head.
- d. mitigate the risk of fraud or misuse of grant funds, thereby reducing the ineligible expenditures identified by the Global Fund or its agents;
- e. ensure the continuity of the program implementation by ensuring that safeguards are in place with respect to Global Fund investments;
- f. ensure effective controls are in place on the use of Global Fund grant funds and that all payments made by the PRs or Sub-recipients are eligible, justified and represent value for money. For purposes of this agreement, the term "Sub-recipient" shall have the meaning set forth in the Grant Agreement, and shall also refer to any other governmental entities receiving grant funds from the PRs;
- g. ensure that financial records for all transactions are maintained accurately, completely and on a timely basis; and
- h. ensure that reporting to the Global Fund is accurate, timely and in accordance with the Grant Agreement(s) and applicable policies and regulations of the Global Fund including all documents related to the Grant Agreements, PUDR guidelines, The Global Fund Guidelines for Grant Budgeting and Annual Financial Reporting;
- i. Supervise and support for maintenance the accounting software project to ensure that the software is installed and goes live in accordance with the approved ToR and the contract, assess the suitability of the software and recommend and improvements, if required

The Consultant does not bear responsibility for technical/public health decisions and associated activities, which are the ultimate responsibility of the PRs. The Consultant shall provide technical support for finance management and supervise the finance staff of the PR to perform their duties. The finance staff of the PR shall have the primary responsibility to perform finance function and prepare reports as required by the Global Fund on the direction of the UNDP;

The FMS's role is different from that of the Local Fund Agent (the "LFA"), which remains fully independent from the PRs and UNDP. However, the UNDP and the LFA shall meet during preparation of the Verification of Information and other review processes to discuss and share information with respect to areas of risks and progress of work and share the minutes of those meetings with the Global Fund.

II. General Tasks and Responsibilities of the FMS

- a. The consultant shall work with the PR to ensure that all requests to commit funds and/or to make payments as part of the grant implementation: (i) are complete and accurate in terms of supporting documentation; (ii) are justified based on the approved budget and work-plans, as well as the Procurement and Supply Management ("PSM") Plan (for health products), the procurement plan for non-health products "Non-Health Product Procurement Plan") and the Monitoring & Evaluation Plan; (iii) have been appropriately authorized; (iv) pertain to an eligible expense; and (v) are directed to the correct recipient.
- b. The consultant shall support the PR in verifying and provide notes of recommendation for approving payment instructions to PPK and AS, subject to the terms of Section III.3.
- c. As more fully described in Section III.3, the consultant shall (i) provide its no-objection to transactions by providing notes of recommendation for signing a payment voucher (the "PV") by PPK and AS on the basis of supporting documentation reviewed by the consultant and satisfactory to it, and (ii) perform reconciliations between the signed PVs and bank statements following the issuance of a means of payment by the Principal Recipient.
- d. Prior to provide notes of recommendation for signing by PPK and AS for the PV pursuant to the procedure set forth in Section III.3., after verifying that the supporting documents are complete, the FMS shall compare the proposed transaction to the approved budget and work-plan as well as the PSM Plan, Non-Health Procurement Plan and the Monitoring & Evaluation Plan, in order to ensure that the transaction is eligible. The consultant shall ensure that the proposed transaction is in accordance with the approved activity under the approved budget and the above-described plans and that the cost is in line with the budget. For any transaction not approved or aligned with the approved budget or plans prior approval from the Global Fund is required.
- e. The consultant, with support from the LFA (where the Global Fund determines that such support is necessary and approves it in advance), shall carry out the necessary due diligence checks in order to ensure that the documentation relating to all Sub-recipient costs is authentic and the activity is consistent with the approved budget and work- plan.
- f. The consultant shall perform regular controls to verify that financial transactions are correctly recorded in the accounting system and in the right account code, financial reporting is accurate, timely and in the format required and that all supporting documents are correctly filed and stored in accordance with Government legislation and the Grant Agreement(s). The consultant shall continuously ensure that the PRs maintain and properly manage the archived records.

- g. The consultant shall verify that the PR is maintaining an appropriate system to monitor and record all tax liabilities.
- h. In the case of payments relating to the procurement of goods and services (with the exception of payments made directly by the Global Fund to third parties on behalf of the PR (e.g., procurement agents), the consultant shall work with the PR to ensure the PR's compliance with procurement-related guidelines and regulations of the PRs and the Global Fund, as applicable;
- i. The consultant shall monitor long outstanding advances and ensure compliance with the advance settlement policy of the PR's procedural manual;
- j. The consultant shall support the strengthening of financial control mechanisms as needed, with a view to ensuring their sustainability beyond the consultant's assignment end date.
- k. The consultant shall undertake other tasks and responsibilities at the direction of The Global Fund and PR if required
- l. Provide assistance to finalize the budget for the 2018 – 2020 grant in compliance with the Global Fund's budgeting guidelines and ensure compliance with the requirements of the GF guidance on the transition between the allocation utilization periods;
- m. The consultant shall ensure that the PR takes timely remedial actions on the observations noted by the LFA and communicated by the Global Fund through its Performance Letters. The FMS shall also ensure that the recommendations from the audit Management Letters and any recommendations from the Global Fund's Office of the Inspector General (OIG) are addressed.

III. Specific Tasks and Responsibilities

1. Financial assurance

- a. The consultant will be the principal provider of financial assurance for the Global Fund funded program conducted by the PR.
- b. The consultant engaged on day to day operational matters engaged in supervising the overall mandate and exercising quality control (i.e. reconciliations at period end, accuracy of financial reporting, managing the follow up actions to address weaknesses in structure etc.) and preparation of the NFM budget, Progress Update and Disbursement Request (PU and PUDR), Financial Statements, Periodic cash requirement forecasts, Quarterly cash report and other periodic reports.
- c. The consultant shall understand and document the flow of funds at the PR and highlight where cash based and or high risk transactions are taking place. The consultant shall design their work to ensure that their work is risk based.
- d. The consultant will support The UNDP Project Manager that will act as the focal point for the Global Fund on all operational matters. The UNDP Project Manager will be responsible for issuing the regular technical assistance update reports to the Global Fund via UNDP, preferably on monthly basis.

2. Cash Management and Verification of Transactions

- a. The consultant shall verify transactions made by the PR, by performing the following tasks with respect to each transaction:
 - i. Following the PR's delivery to the consultant of a payment voucher (the "PV") signed by an authorized signatory of the PR, together with all original supporting documentation relating to the PV (together, the "PV Documents"), in accordance with the Grant Agreement(s), the FMS shall review such PV Documents and, as appropriate (as more fully described in paragraph (d) below), give its note of recommendation on no-objection to the related payment, or hold the transaction and the reason for holding the payment shall be formally documented;
 - ii. To the extent (i) the PV was recommendation notes by the consultant, (ii) the PR issues the means of payment reflecting the transaction pre-validated by the FMS in the PV and (iii) an authorized signatory of the PR signs such means of payment, the FMS shall, upon delivery by the PR of an original bank statement in accordance with the terms of the Grant Agreement(s), reconcile the PV with such bank statement; and
 - iii. To the extent the bank statement provided to the consultant by the PR reflects any debit for which the FA does not have a PV to which the FMS has given its no objection and notes in accordance with clause (i) above (other than any bank charges and commissions), the FMS shall immediately report such debit payment to the Global Fund.

For the purpose of ii) above, UNDP shall notify to the Global Fund the names of the consultant at FMS authorized to recommendation notes the PV.
- b. The consultant shall verify and report that Grant funds are not comingled with funds from other sources (other than to the extent such Grant funds are used in accordance with the approved budget); and
- c. The consultant shall review and support the PR in ensuring accurate financial information in the disbursement request and the cash requirement forecasts.
- d. The consultant shall ensure that all financial transactions, at both PRs and Sub-recipient levels, to which the consultant gives its note of recommendation for no objection in accordance with paragraph (a)(i) above, meet the following minimum standards:
 - i. The financial transaction is in line with the Grant Agreement(s) and any other applicable rules and guidelines of the Global Fund, including any management letters issued by the Global Fund;
 - ii. The financial transaction is in accordance with the approved disbursement period budget and the activity is in line with the approved disbursement period work-plan and any other reprogramming approved by the Global Fund;
 - iii. The financial management systems and controls employed by the PRs and sub-recipients for the transaction are in compliance with the approved Procedures Manual;
 - iv. The transaction is duly supported by original documentation; and

v. With respect to any requisition for procurements:

- a. Such requisition is prepared and signed by the person who will carry out the action or purchase or will supervise the work of others or provision of a service;
 - b. Such requisition is in line with the specific activity under the approved budget and work-plan;
 - c. The specifications are attached to such requisition, setting out the criteria for payments to be made and any measures of quality or completion that are relevant;
 - d. The procurement method of identifying suppliers includes the selection criteria and methods for inviting quotations is in accordance with applicable procurement laws in Indonesia and to the extent possible with the Procedures Manual and the policies of the Global Fund as set out in the grant agreement; and
 - e. All documentation is attached (including the preferred quotation and at least two alternatives to the extent possible) and a description of the merits of the preferred over the alternates is demonstrated.
- e. In the event the consultant determines that additional verifications are required, it shall make a recommendation to the Global Fund to instruct the LFA to carry out field checks on the relevant doubtful documents, suppliers or transactions. The consultant will coordinate with PR before sent recommendations to the Global Fund.
- f. The consultant shall review all the expenditures for fixed costs within 2 working days from receipt of a PV and the expenditures for variable costs within 3 working days from receipt of a PV with all supporting documentation¹, unless the request for additional time, as set forth in the following sentence, is reasonably justified. The consultant shall promptly notify to PR before to the Global Fund if it cannot comply with the timelines set forth in this Section and request the Global Fund's written approval for an extension. Such approval shall not be unreasonably withheld by the Global Fund.

3. Financial Management at the Sub-Recipient Level

- a. The consultant shall supervise, review and approve all disbursements made by the PRs to the Sub-recipients on a quarterly basis. The FMS shall ensure that the payments made by the Sub-recipients shall be subject to detailed verification and reviews by the finance staff on a quarterly basis. Prior to the disbursement to the Sub-recipients, the FMS shall verify and review the supporting documents for the expenditures in the previous quarter and propose any adjustment required to the disbursement amount for the next period. For disbursements relating to next quarters activities the consultant shall ensure that the disbursement amount is consistent with the approved budget and the work plan for the relevant period. The consultant is expected to support PR developing simple tools for management of advance to SRs including ensure correct entry process into accounting software.
- b. For advance payments to the Sub-recipients and recorded as an advance in the accounting records of the PRs (in accordance with the budget approved with the signed agreement with the Sub-Recipients), the consultant shall review and verify the supporting documentation provided at a later date justifying expenditures. Once the justification has been received supporting the use of the advance and that it is spent in accordance with

the approved work plan and budget with the Sub-Recipient, the consultant shall ensure that the advance is correctly liquidated with justified amounts transferred to expense. The consultant shall ensure that no subsequent advances are made to any Sub-recipients without the full liquidation of the previous advance. The consultant shall also ensure that the PR reconcile the differences of the SR's outstanding advances between the PR's advance list and SRs record on a regular basis (i.e. monthly). Any amount spent by the SRs which is not consistent with the approved work plan and budget shall be not be recorded as expenditure (being ineligible expense) unless specifically approved by the Global Fund.

¹ Technical Assistance Provider to provide the PRs with a detailed checklist of the supporting documents required for PV approval.

- c. Upon request of the Global Fund, the consultant shall evaluate the financial capacity of selected Sub-recipients and make recommendations to PR prior to the Global Fund on whether the above arrangements are appropriate for the risks attendant to those Sub-recipients or whether the arrangements should be modified.

5. Books and Records

- a. The consultant shall ensure that books of account are kept and reporting is conducted according to the Grant Agreements and the generally accepted accounting principles in Indonesia. The consultant shall ensure that all transactions are appropriately coded and timely recorded (in the correct account) so that the PR is able to automatically generate Annual Financial Report ("AFR") and the Progress Update and Disbursement Request (the "PU/DR") and other reports in the required format with minimal manual intervention.
- b. The consultant shall ensure bank reconciliations on a monthly basis and perform monthly reviews of the accounting entries to ensure that all transactions have been accurately and appropriately recorded in the PRs' accounting system.
- c. The consultant shall ensure that the PRs perform month-end (or other periodic) close out procedures in the accounting system, and shall support the PRs in conducting fixed asset verifications on an annual basis. The consultant shall ensure that the PR does not perform any back dated journal.
- e. The consultant shall ensure that the PRs operate a proper and secure system to monitor and control (security and access) the filing and archiving of all supporting documentation for all transactions. The consultant shall regularly review to ensure compliance.

6. Reporting

- a. The consultant shall support the PR to ensure the accurate and timely preparation and submission of all financial information and reports by the PR to the Global Fund.
- b. Financial reports to the Global Fund from the PR will include the quarterly cash balances (QCR) and commitments at PR as well as outstanding advances from PR to SRs where applicable, taxes paid, AFR, PU/DR and period end program financial statements (including consolidated financial reports) in accordance with applicable national accounting standards in Indonesia and in accordance with Global Fund policies and guidelines.

- c. For the PU/DR and QCR: At the time of development of the disbursement request by the PR included in the PU/DR and QCR, the TPA shall ensure the accuracy of all historical financial information that is reported including the following:

- i. All reported expenditures are eligible under the grant agreement;
- ii. Reconciliation and reporting on the cash movements in the progress update period;
- iii. The total cash balances at PR and SR levels, and outstanding commitments yet to be paid, at the end of the progress update period; and,
- iv. Variance analysis between budget versus actual expenditures and explanations.

Following each disbursement from the Global Fund to the PR, the FMS support to ensure that finance team of PR shall take into account the adjustments made by the Global Fund to the detailed financial forecast originally submitted by the PR as part of the PU/DR. All payments thereafter co- signed by the FMS shall be in line with the final adjusted forecast approved by the Global Fund.

The consultant may also make recommendations to improve the PR's performance in the implementation of the Grant, which analysis may form the basis for the subsequent contractual and payment requests received from the PRs.

- d. The consultant shall support the PR in preparing all AFR reports to the Global Fund and performing a budget versus actual variance analysis. The variance analysis shall explain the root cause of any significant variances.
- e. The consultant shall support the PR as required to develop and use a budget tracking tool that monitors the approved budget and associated quantities and unit costs planned for given activities.
- f. The LFA and the external auditors will continue to carry out their reviews and audits as required by the Global Fund under relevant agreements. The FMS shall support the work of the LFA and external auditors, along with the PRs, by providing the necessary information for external audits and LFA reviews purposes.
- g. The consultant is responsible for financial assurance as well as ensuring the accuracy and financial integrity of all financial reporting by the PRs to the Global Fund.

7. Finance Capacity building

- a. Using professional judgment, the consultant shall provide the PRs with all of the necessary day to day support and assistance that is deemed necessary to assist the PRs in meeting Global Fund requirements.
- b. No later than one month after the start of this work order, based on experience and lessons learnt from working alongside the PR, the consultant shall provide the Global Fund through UNDP with a capacity assessment report that identifies the strengths and weaknesses in the PRs financial systems (financial systems (accounting/reporting), internal control procedures & processes and quality of staff) and will make recommendations for capacity improvements and reorganization. The consultant after agreement with the Global Fund through UNDP will implement capacity strengthening (including reorganization) and mentoring plan that will include key milestones for building the PRs capacity and implement reorganization plan.

- c. The consultant shall make recommendations to PR prior to the Global Fund should immediate and urgent capacity building actions be required that are not covered under this work order.

8. Taxes

- a. The consultant shall monitor and report on measures taken by the PR to ensure that the Grant funds under the Grant Agreements are free from taxes, and duties imposed under the laws of Indonesia, as provided for in the Grant Agreements.
- b. The consultant shall support the PRs to ensure that a system to track tax exemptions and reimbursements is in place and shall ensure that the PRs take all necessary steps to obtain reimbursement for taxes where direct exemption is not available.

9. External Audits of the PRs

- a. Upon request of the Global Fund, the consultant will review and make recommendations to the PRs and the Global Fund for improvements to external audit plans for annual audits of the PRs and SRs to ensure that the terms of reference are in accordance with the Grant Agreements and the scope of work is risk based.
- b. The consultant shall support the PRs in maintaining all relevant financial accounts (physical and electronic), bank statements, and associated reports to be provided as part of the audit exercise.
- c. The PRs remain ultimately responsible for maintaining all relevant financial accounts (physical and electronic), bank statements, and associated reports to be provided as part of the audit exercise.

10. Lead and supervise of Accounting software use and its implementation

The consultant will take lead role on the project, in testing the software is completed and well running, staff is trained, all the user manuals are provided by the vendor, and maintenance process is provided by the vendor . The consultant will keep the PR and the Global Fund up to date about the issues and progress.

10. Expected results and performance assessment

The following are some of the results expected from the work of the consultant:

- i. Funds will be managed transparently, efficiently and effectively without irregularities;
- ii. Accurate and timely financial reports from the PR are submitted to the Global Fund;
- iii. The financial management and procedures manual is operational and consistently applied at all levels;
- iv. The capacity of finance staff at the PR as well as the monitoring and supervision of SRs by the PR is improved.
- v. robust accounting software is operational and staff trained;

vi. Finance Manager with strong managerial level accounting and finance background is appointed and transition of the function is smoothly completed

The Global Fund's assessment of the consultant will seek to evaluate, without limitation, areas such as:

- i. Timeliness and quality of reporting by the PRs to the Global Fund;
- ii. Timeliness and quality of reporting by the FMS to the Global Fund;
- iii. Quality of support provided to the PRs by the Tconsultant;
- iv. The consultant interactions and co-operation with the PRs;
- v. Level of responsiveness to the Global Fund and the LFA;
- vi. Reduction in the issues reported from the LFA, OIG and external auditors.
- vii. Timeliness and quality of the financial data;
- viii. good functioning finance department at the PR

Through UNDP, the Global Fund will evaluate the work of the consultant on a regular basis through bi-weekly conference calls, regular in-country missions and by conducting a formal performance assessment.

11. Performance Reporting:

- a. The consultant shall provide quarterly reports to the Global Fund. Quarterly reports shall include, without limitation, a status update on the general challenges faced in performing the functions of the consultant, any observed deviations from the approved procedures manual and a description of the irregularities identified, payment requests approved and rejected and reasons for the rejection.
- b. The first report shall, among other things, provide the consultant's assessment of the procedures manual and the recommendations for improvement, if any. The Contractor shall thereafter provide an on-going progress update regarding the compliance to procedures manual of the Principal Recipient.
- c. Notwithstanding Section 11. a. above, any non-cooperation by the Principal Recipient or any sub-recipients or any irregularities shall immediately be reported to the Global Fund.
- d. The Global Fund may request other special reports, and the consultant shall comply with all such requests to the extent commercially feasible, and inform the Global Fund to the extent any request is not commercially feasible.

Expected deliverables/outputs:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1. Capacity assessment and action plan report	Within 20 days of signing the contract	31 December 2017	MTC ATM Project Manager and PMT Team Leader
2. the supervision support activities report	20 working days	31 January 2018	MTC ATM Project Manager and PMT Team Leader
3. report of finance management controls activities on the use of Global Fund grant funds	20 working days	28 February 2018	MTC ATM Project Manager and PMT Team Leader
4. analysis report on improving the financial records for all transactions are maintained accurately, completely and on a timely basis; and	20 working days	30 March 2018	MTC ATM Project Manager and PMT Team Leader
5. analysis, recommendations, and strengthening the accounting software project use and goes live in accordance with the approved ToR and the contract	20 working days	30 April 2018	MTC ATM Project Manager and PMT Team Leader
6. Report of capacity building, coordination support activities among of finance unit in national, province, and districts level	20 working days	31 May 2018	MTC ATM Project Manager and PMT Team Leader

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) The consultant will work closely with the GF HSS PR and be supervised by the MTC-ATM Project Manager.
- b) The consultant will facilitate and provide the technical assistance for finance management for GF HSS PR.
- c) The consultant will provide report(s) at the completion of each deliverables to the Project Manager of MTC ATM and Team Leader of GF HSS PR.

Duration of the Work

120 working days (December 2017 – May 2018)

Duty Station

GF HSS PMT office, Ministry of Health, Jakarta

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 of a Bachelor Degree in Accounting, Finance or related field. A professional accounting qualification such as CA/ACCA/CPA/CIMA is desirable.

II. Years of experience:

- A minimum of 8 years of professional experience in accounting or finance, 5 years of which should be at a managerial or supervisory level preferably worked with Government, GFATM or international donor agency
- Experience in developing finance management analysis tools and experience in developing or outstanding skills for web-based software use, particularly accountancy software
- Sound knowledge of government financial reporting procedure including for grant report

III. Competencies and special skills requirement:

- Good communication and analytical thinking and leadership skills;
- Able to work with a team, adaptable and output-oriented;
- Excellent skills in oral and written English;
- Excellent in Microsoft Word and Excel use;
- High level of attention to detail and accuracy;
- Able to plan and organize multiple simultaneous tasks efficiently;
- Ability to rapidly understand and learning programmatic context within every financial transaction;

- 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;
- Ease in communicating with colleagues and third parties via email, conference call, and other electronic communication platform;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.
- Native of Fluency in Bahasa Indonesia is required;
- Excellent command in English is desirable.
- Knowledge of the Government of Indonesia and UN systems and processes is an advantage;

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 of a Bachelor Degree in Accounting, Finance or related field. A professional accounting qualification such as CA/ACCA/CPA/CIMA is desirable		20
2. A minimum of 8 years of professional experience in accounting or finance, 5 years of which should be at a managerial or supervisory level preferably worked with Government, GFATM or international donor agency		20
3. Experience in developing finance management analysis tools and developing or outstanding skills for web-based software use, particularly accountancy software		15
4. Sound knowledge of government financial reporting procedure including for grant report		15

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