

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Procurement Specialist for GF HSS Programme (National Consultant)

Project Name: Management and Technical Cooperation for ATM

Reports to: Project Manager / MTC ATM

Duty Station: Jakarta, Indonesia

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

Duration of Assignment: 30 working days (January to February 2018)

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)	(4) Senior Specialist
	(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 Form with at least 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 (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

The Global Fund HSS grant is a two-year program which started in July 2016 and is scheduled to end in June 2018. The Grant focus is the introduction of several important HSS policies, concepts and tools that have already been piloted but need broader introduction and testing. The Grant utilizing a bottom-up “learning-by-doing” approach with the two HSS areas being the key Supply Chain Management (SCM) and Health Information Systems (HIS). It is planned that through this grant several, these already piloted national policies, tools and standards will be scaled up in the 10 selected HSS districts, which are located in five strategic provinces (East Java, North Sumatra, West Nusa Tenggara, South Sulawesi and Ambon), and works in 10 community health centers in each district, for a total of 100 community health centres.

For this GF HSS grant, the Indonesia CCM allocated a total of 7.962.130 USD from the over all Indonesian GF allocation for a two-year period. The HSS Grant goal is to build conclusive and convincing evidence regarding the importance of these key HSS policies, tools, and standards and institutionalize these national policies concerning HIS and SCM, within the MOH as well as persuade district leaders to invest in these policies, tools and standards.

The HSS Project Management Team (PMT) managing the program such as project management, financial management, human resources management, procurement and supply management, and monitoring and evaluation. Based on PRs report, the procurement is one of challenges for PR because its process were time consuming, a lot of paper works, through many of bureaucracy desks, and involving multi related departments.

The HSS PMT required Procurement Specialist to support them in providing technical support for procurement process to support HSS program. In this regard, UNDP in partnership with the HSS PMT to seek qualified procurement specialist as consultant.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. Review PIM, especially for procurement section
2. Support the operations team for planning, order, liaise with MoH ULP, and follow up tender result.
3. Provide inputs to the PMT for better improvement on procurement process.
4. Capacity building to the operations team for procurement and logistics management

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Activity reports on procurement PIM review and technical support for procurement	15 working days	30 January 2018	Project Manager MTC ATM, UNDP
Recommendation report for improvement and capacity building to the operations team for procurement and logistics management	15 working days	28 February 2017	Project Manager MTC ATM, UNDP

III. WORKING ARRANGEMENTS

Institutional Arrangement:

- a) Consultant will present the methodology and working arrangement to UNDP and PMT HSS
- b) Consultant will have meeting with the PMT HSS, MoH Pusdatin, and MoH Pharmaceutical and Medical Devices and relevant stakeholders
- c) Project will facilitate to meet 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:

30 working days (January to February 2018)

Duty Station

Jakarta, Indonesia

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Master's degree in Public Health, Social Science or the equivalent in terms of relevant work experience.

II. Years of experience:

- Minimum of 5 years of professional experience in procurement system, which includes experience in capacity development, technical assistance or other relevant experience.
- Solid experience in the management of people and systems in high-pressure environments
- Experience of the relevant government procurement policies and procedures highly desirable

III. Competencies and special skills requirement:

Corporate Competencies:

- Demonstrates integrity by modelling the UN values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- Strong analytical skills and strategic thinking, including a sound understanding of the support structures for the implementation of GFATM grants
- Focuses on impact and results for the client and responds positively to feedback
- Demonstrates resourcefulness, initiative and ability to meet tight deadlines
- Builds strong relationships with internal and external clients, including the Global Fund and the UN family of agencies
- Uses knowledge and reasoning to identify the strength and weaknesses of alternate solutions, conclusions and approaches to problems
- Actively works towards continuing personal learning and development

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%*

** 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
<i>Criteria A: qualification requirements as per TOR:</i> 1. Master's degree in Public Health, Social Science or the equivalent in terms of relevant work experience 2. Minimum of 5 years of professional experience in procurement system, which includes experience in capacity development, technical assistance or other relevant experience. 3. Solid experience in the management of people and systems in high-pressure environments 4. Experience of the relevant government procurement policies and procedures highly desirable	70	10 25 20 15
<i>Criteria B: Brief Description of Approach to Assignment</i> • Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner • Important aspects of the task addressed clearly and in sufficient detail • Logical, realistic planning for efficient project implementation	30	10 10 10