

Terms of reference



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GENERAL INFORMATION

Title: IC Senior Finance Coordinator for the Global Fund HSS and TB Care 'Aisyiyah Programme (National Consultant)

Project Name: Health Governance Initiative

Reports to: Project Manager

Duty Station: 2 Global Fund Principal Recipients, Data and Information Center of Ministry of Health and TB Care 'Aisyiyah, Jakarta

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

Duration of Assignment: Maximum 90 working days within 6 months contract

REQUIRED DOCUMENT FROM HIRING UNIT

| | |
|-----|--|
| | TERMS OF REFERENCE |
| (5) | CONFIRMATION OF CATEGORY OF LOCAL 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 |
| 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 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

The Global Fund committed to contribute grant for Indonesia USD 240 Million for Malaria, Tuberculosis (TB), HIV, and Health System Strengthening (HSS) and continue support Indonesia until 2020. For TB Program, Sub-directorate TB responsible to manage the program and Pusdatin manage HSS Program became Principal Recipient (PR) of the funds granted by Global Fund.

Since 2002, as TB in Indonesia grew, it became a global issue thus providing the impetus for the Global Fund to fight AIDS, Tuberculosis and Malaria (GF-ATM) and the Ministry of Health (MoH) to cooperate with development partners, to work on improving coverage and service quality of National Tuberculosis Program (NTP) in Indonesia. Indonesia has the 2nd highest TB burden in the world (over 1 million estimated cases occurring per year) with the 2nd highest number of estimated cases (690,000) not reported to the NTP – the so-called “missing cases”. While around 7,500 of the notified cases die, there are probably over 100,000 deaths every year among those not notified.

UNDP Indonesia provide the Financial Management Technical Assistance shall provide a board range of financial management services to the Aisiyiah in implementing the activities funded by the Global Fund to fight AIDS, TB and Malaria. Principal Recipient TB ‘Aisiyiah focused on community based activities. in new funding Model-NFM (2016-2017), ‘Aisiyiah has been chosen as PR of Global Fund to carry out a “Community TB-HIV Care Program” to represent the Indonesian Civil Society. Hence ‘Aisiyiah is responsible to coordinate community level activities in sub receipient (SRs) as the representative of Civil Society Organizations (CSO’s) that currently covers 16 provinces (50% of Indonesia provinces).

In finance management, the Principal Recipient is required to provide accurate and transparent financial report in timely basis, both to donor and to government of Indonesia. Periodic financial report is an important tool to monitor the program and provide reliable information for decision making. The wide-spread distribution of fund to Sub-Recipients at the province and NGOs becomes a strong reason to upgrade the financial monitoring system, which can acquire and deliver quality financial report. The upgrade needs to be web-based to enable and hasten the accurate and transparent financial report delivery. The program’s finance data can be updated anytime and be presented easily.

As the second semester of 2016, PRs performance rating for showed that MoH TB Care ‘Aisiyiah and HSS were in the lower performance range (B1) and (C). Further, the financial management capacity of the finance function needs improvements in various areas of people, process and systems. Therefore, UNDP was asked to provide finance management technical assistance. Through the Health Governance Initiative Project funded by Australian DFAT and Global Fund, UNDP looking for a LTA Senior Finance Coordinator to support the PR TB Care ‘Aisiyiah and HSS in increasing the financial management capacity.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The consultant will report to the Health Governance Initiative Project Manager, with close coordination with the Ministry of Health. He/she will be responsible for the following tasks, in support of the Data and Information Center of MoH and TB Care ‘Aisiyiah implementation programme in Indonesia:

1. Improved human resources capacity and support system in managing finance management at PRs level

The organizational structure should accommodate the needs of human resource management improvement, better finance management, and ways to achieve program targets, including managing the performance of SR and SSR. Based on PR experiences, particularly in Sub-directorate TB and Sub-Directorate Malaria, the PMU's organizational structure of a financial unit is not staffed adequately to ensure that sufficient controls are in place to manage and rapidly absorb the financial volume. Job descriptions that were not updated for the staff made differences between the post of responsibilities, listing tasks for all types of financial jobs, and competencies/qualifications for each financial job.

Regarding the improvement in human resources capacity building and performance, UNDP will provide technical assistance which includes:

1. Providing the necessary day-to-day support and assistance that is deemed necessary to assist the PRs in meeting Global Fund requirements.
2. Supporting PRs to update and revise the human resources SOP/manual including staff job descriptions, qualifications and competence levels for each function, KPIs, and evaluation process in order to be conducted properly.
3. Further analysis for the current PR's Organizational Structure to provide better controls in managing and rapidly absorb the financial volume of TGF grant.
4. Strengthening PR's capacity to ensure that PR will provide timely and comprehensive response to all Management Letters in line with the grant agreement with clear time lines and supporting documents as evidence.
5. Providing recommendations and implementation for human resources capacity strengthening

2. Strengthened financial management capacity of PRs

The Finance Management Support also has to ensure that reporting to TGF is accurate, timely and in accordance with the Grant Agreement(s) and applicable policies and regulations of TGF including all documents related to the Grant Agreements, Project Updates and Disbursement Request (PU/DR) guidelines, The Global Fund Guidelines for Grant Budgeting and Annual Financial Reporting. The following are expected results of finance management capacity strengthening:

- a. Accurate and timely financial reports from the PR are submitted to the Global Fund;
- b. The financial management and procedures manual is operational and consistently applied at all levels;
- c. The capacity of finance staff at the PR as well as the monitoring and supervision of SRs by the PR is improved.
- d. Robust accounting software is operational and staff are trained;

The finance management support's scope of work consists of budgeting and cash management, accounting procedures, controls and record-keeping, procurement management, inventory and assets management, and audit preparation and follow up. The role of the finance management support is to strengthen PRs to have the capacity to meet all Global Fund financial requirements and to ensure the appropriate use of grant funds.

The installation of the technical assistance aims to:

- a. As required, perform the role of the finance head until the time a full-time finance head is appointed and its transition;
- b. Mitigate the risk of fraud or misuse of grant funds, thereby reducing the ineligible expenditures identified by TGF or its agents;
- c. Ensure the continuity of the program implementation by ensuring that safeguards are in place with respect to Global Fund investments;
- d. Ensure effective controls are in place for the use of Global Fund grants and that all payments made by the PRs are eligible, justified and represent value for money.;

- e. Ensure that financial records for all transactions are maintained accurately, completely and on a timely basis; and
- f. Ensure that reporting to TGF is accurate, timely and in accordance with the Grant Agreement(s) and applicable policies and regulations of TGF including all documents related to the Grant Agreements, PUDR guidelines, The Global Fund Guidelines for Grant Budgeting and Annual Financial Reporting;
- g. Supervise and support the implementation of the accounting software project to ensure that the software is installed and operated in accordance with the approved ToR and the contract

UNDP does not bear responsibility for technical/public health decisions and associated activities, which are the ultimate responsibility of the PRs. The UNDP shall provide technical support 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 financial functions and prepare reports as required by the Global Fund on the direction of the UNDP.

UNDP's role is different from that of the Local Fund Agent (the "LFA"), which remains fully independent from the PRs and UNDP. However, the FMS 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.

3. Improvement of procurement and asset management

This component covers procurement and asset management policies and procedures, purchase orders and requisitions, receipt of goods and services, monitoring of purchases and payments. The PR follows acceptable Global Fund's procurement principles that promote broad participation from potential bidders. PR must have a systematic and consistent policy with a specific code of procurement ethics and a specific anti-fraud, corruption policy, and be free from conflict of interest. The UNDP shall review all the expenditures for fixed costs and variable costs according to the agreed time lines with the PR unless a request for additional time as set forth in the following sentence, is reasonably justified. The review requires all supporting documentation.

The PR's assets and inventory must be adequately covered by insurance policies and it has the necessary procedures and checks in place to ensure the safeguarding of assets held by SRs.

Expected deliverables/outputs:

| Deliverables/ Outputs | Estimated number of working days | Completion deadline | Review and Approvals Required |
|---|---|----------------------------|--|
| 1. Assessment report on the human resources and finance management capacity including recommendations and an implement plan for human resources capacity strengthening. | 15 | 29 March 2018 | Project Manager Health Governance Initiative UNDP |
| 2. Provide reporting to the Global Fund is accurate, timely and in accordance with the Grant Agreement(s) and applicable policies and regulations | 15 | 30 April 2018 | Project Manager Health Governance Initiative UNDP |
| 3. Revised finance management SOP/manual including budgeting and cash management, accounting procedures, controls and record-keeping, procurement management, and audit preparation and follow up | 15 | 31 May 2018 | Project Manager Health Governance Initiative UNDP |
| 4. Improved PRs Financial Reporting and Recording to the Global Fund and timely and accurate audit | 15 | 29 June 2018 | Project Manager Health Governance Initiative UNDP |
| 5. Improved PMUs and selected SRs financial management and internal control systems | 15 | 31 July 2018 | Project Manager Health Governance Initiative UNDP |
| 6. Procurement and asset management system improved | 15 | 31 August 2018 | Project Manager Health Governance Initiative UNDP |

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) The consultant will work closely with Data and Information Center of MoH and TB Care 'Aisiyah and be supervised by Project Manager.
- b) The consultant will facilitate and provide the technical assistance for Data and Information Center of MoH and TB Care 'Aisiyah programme management.
- c) The consultant will provide report(s) at the completion of each deliverables to the Health Governance Project Manager for approval.

Duration of the Work

Duration of the Work: 90 working days within six months contract.

Duty Station

Duty station: Data and Information Center of MoH and TB Care 'Aisiyah, 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 Master Degree in Accounting, Management, or Social Science.

II. Years of experience:

- A minimum of 5 years of combined working experience in financial management of health projects and provision of technical assistance.
- Experience in health development programme implementation.
- Knowledge of and experience in TB and Malaria programme.
- 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 | | |
|---|---------------|----------------------|
| <p>Individual consultants will be evaluated based on the following methodologies:</p> <p><u>Cumulative analysis</u></p> <p>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:</p> <p>a) responsive/compliant/acceptable, and</p> <p>b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.</p> <p>* Technical Criteria weight; 70%</p> <p>* Financial Criteria weight; 30%</p> <p>Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation</p> | | |
| 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 5 years of combined working experience in financial management of health projects and provision of technical assistance. | | 20 |
| 3. Experience in health development programme implementation. | | 20 |
| 4. Experience in working with government (especially with Ministry of Health), development agencies, and/or International NGOs in health is desirable. | | 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 |