

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Consultant for Finance Unit

Project Name: N/A

Reports to: Linda Hartono

Duty Station: Jakarta

Expected Places of Travel (if applicable): -

Duration of Assignment: 2 January – 11 February 2019

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
3	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
	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

V	CV
V	Copy of education certificate
	Completed financial proposal
	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

☐ partial (explain)

☐ 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: < Enter name >

I. BACKGROUND

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in two key areas of development. Governance Reform, Regional Development and Poverty Reduction, and Environment Management, with the overarching aim of improving human development in Indonesia. Besides the two priority areas, UNDP Indonesia is also engaged in a variety of cross cutting initiatives focused on SDG, climate change, gender equality and technology for development.

Under the overall guidance of Finance Analyst (Manager), the Consultant will temporarily assist the Financial Resource Management Units in completing the tasks related to year end closing. The Consultant will provide services in several finance services ensuring the effective and transparent utilization of financial resources and integrity of financial services. The Consultant promotes a client oriented approach consistent with UNDP rules and regulations.

The Consultant works in close collaboration with the Management Support and Business Development, Programme and Operations teams in the CO and UNDP HQ for resolving complex programme and operations – related issues. The Consultant may supervise and lead support staff as assigned by the Finance Manager, Deputy Country Director (Programme) and/or Country Director.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

- Provide services which are related to Finance and Accounting.
- Follow up and review the payment vouchers and its supporting document and ensure the full compliance with UN/UNDP rules, regulations and policies of financial activities, financial recording/reporting system.
- Follow up CoA on deposit and timely recording in Atlas.
- Clean up balance sheets accounts.
- Year-end certifications and balance sheet reconciliations.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
1.Review Payment Vouchers and its supporting documents to ensure compliance with POPP.	10 WDS	Jan 2019	Head of FRMU
2. Prepare balance sheet account ledger.	5 WDS	Jan 2019	Head of FRMU
3. Prepare Year-end certification.	13 WDS	Feb 2019	Head of FRMU

• **WORKING ARRANGEMENTS**

Institutional Arrangement

- a) The consultant will under supervise, reporting and seek approval to Head of FRMU
- b) The report will submit by the consultant at the end of the contract on 11 February 2019

Duration of the Work

The duration of work is 28 working days for period 2 January – 11 February 2019

Duty Station

The duty station is at Finance Unit, Menara Thamrin Building, 8th Floor, Jalan M.H. Thamrin Jakarta.

Travel Plan

No	Destination	Frequency	Duration/days
	N/A		

• **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Academic Qualifications:

- 3 years Diploma Degree in finance, accounting, or any other related area.

Years of experience:

- 5 to 7 years of relevant experience at national or international level in providing financial management services and/or managing staff and operational systems.
- Experience in handling dynamic environment in administration and/or programme area.
- Experience in handling web based accounting system.

Competencies and special skills requirement:

- Familiar with the usage of computers and office software packages (MS Words, Excel, etc) and advance knowledge of spreadsheet and database packages.
- Familiarity in ATLAS, IPSAS and UNDP policy and procedure would be an advantage.
- Fluency in English with excellent written communication skills.

• **EVELUATION METHOD AND CRITERIA**

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%	100
<ul style="list-style-type: none">• <i>Criteria A: qualification requirements as per TOR:</i><ol style="list-style-type: none">1. <i>Relevance of Education/ Degree</i>2. <i>Years of Relevant Experience</i>3. <i>Regional Experience</i>4. <i>Adequacy of Competencies for the Assignment</i>5. <i>Others / Special Skills, Language, etc.</i>	40%	5 10 7 10 8
<ul style="list-style-type: none">• <i>Criteria B: Brief Description of Approach to Assignment</i>	30%	30
<ul style="list-style-type: none">• <i>Criteria C: Further Assessment by Interview (if any)</i>	30%	30