

Terms of reference

GENERAL INFORMATION

Title: LTA Senior Finance Specialist for the Global Fund Financial Management (National Consultant)

Project Name: Health Governance Initiative

Reports to: Project Manager

Duty Station: Ministry of Health, Jakarta

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

Duration of Assignment: Maximum 100 working days within one-year contract

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 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 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:

Arry Lesmana Putra

I. BACKGROUND

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

UNDP is a founding cosponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the Global Fund to Fight AIDS, TB and Malaria (Global Fund), and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development, as described in the HIV, Health and Development Strategy 2016-2021: Connecting the Dots, leverages UNDP's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP delivers three types of support to countries in HIV, health and development. Since 2003, UNDP has been in partnership with the Global Fund supporting countries access and manage resources for action on SDG 3.

Since 2007, UNDP been providing technical assistance support to the MOH implement Global Fund grants, and since 2012 in partnership with the Australian Government Department of Foreign Affairs and Trade, technical support to Indonesia's Country Coordinating Mechanism (CCM) and its technical working group to monitor the grant performance and provide oversight.

Global Fund – Indonesia: The Global Fund has provided grant funds to the Government of Indonesia in the amount of US\$ 823 million to fight HIV, Tuberculosis (TB) and Malaria, as well as strengthening the health system. As of October 2018, there are six active grants in the current GF implementation period (2018-2020) with a total budget of US\$ 264 million. The Ministry of Health (MOH) is the Principal Recipient (PR) for the Global Fund's HIV, TB, and malaria grants, with a total budget of US\$ 208 million (2018-2020). The MOH for each grant has several Sub-recipients (SR) who support the implementation of grants and achievement of programme results.

The Global Fund as a performance-based financing institution has terms and conditions relating to the financial reporting in the Grant Agreement signed with the PRs. These terms and conditions require the submission of quality and timely reports which, reflect the Global Fund's policies and procedures for the use of grant funds. Delays in the submission of timely and quality financial management reports, can impact on the progress of grant implementation and resources available to the country. The PR is also responsible for the reporting of Sub-recipients.

Technical Assistance:

Since 2017, the Global Fund, the MOH with the CCM have identified recurring financial management issues which has impacted on the timely delivery of quality reports as required by the terms and conditions of the MOH's grant agreement with the Global Fund. These issues constitute a risk for the Principal Recipients, having the overall responsibility for the implementation of GF grant funds.

In 2018, the MOH requested support from UNDP to address financial management reporting to the Global Fund and to review the current accounting software to ensure the MOH can provide quality and timely financial reports to the Global Fund.

Note on Long Term Agreement (LTA):

UNDP Indonesia shall enter into an on-exclusive long term agreement (LTA) with the selected consultant and shall specify deliverables and timeframes for each task. Prospective individuals are requested to take note of the following:

Long Term Agreement is a mutual arrangement between UNDP and an individual to provide the required services at prescribed prices or provisions over a period of 12 months, with potential extension of one year. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements.

Under a Long-Term Agreement, UNDP does not warrant that any quantity of services shall be purchased during the term of this agreement. Where a request for services arises, UNDP shall directly contract the consultant based on its need to carry out those activities. A specific Term of Reference (TOR) outlining the outputs for each assignment shall be provided and an Individual Contract (former SSA) would be issued to the consultant, detailing the time frame.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Objective

Under the guidance of the **HGI Project Manager**, with close coordination with the Ministry of Health. The Consultant will support financial services in the Global Fund PMU to ensure effective and transparent utilization of financial resources and integrity of financial services. He/she will be responsible for the following tasks, in support of the AIDS, TB and Malaria implementation programme in Indonesia:

1. Perform the technical assistant to the PR and effective finance management controls are in place on the use of Global Fund grant funds
2. Ensure effective, accurate and appropriate financial management including the financial controls and records
3. Ensure the 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
4. Provide capacity building and technical support to PR for more effective in planning, managing and accountable for their expenditure and ensure records of a high standard are established and maintained by PR to SRs and SSRs. This will include all aspects of accounting, budgeting, financial planning and forecasting as well as ensuring that appropriate financial practices and authority levels are in place

Expected deliverables/outputs:

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
Perform technical assistance supports and improvement of finance management controls are in place on the use of Global Fund grant funds for AIDS, TB, and Malaria Programme	Max. 100 working days (within one-year contract)	As requested	Payment will be made upon approval from Project Manager, based on submission of reports

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) The consultant will work closely with Ministry of Health be supervised by Project Manager.
- b) The consultant will facilitate and provide the technical assistance for ATM Programme
- c) The consultant will provide report(s) at the completion of each deliverables to the Health Governance Project Manager for approval.

Reporting

The Consultant shall report to the Project Manager for any queries and assistance.

Duration of the Work

Duration of the Work: Maximum 100 working days within one-year contract.

Duty Station

Duty station: 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 Bachelor Degree in Accounting, Management, Economics or Social Science.

II. Years of experience:

- A minimum of 6 years of combined working experience for Bachelor Degree in financial management of health projects
- Experience in health development programme implementation.
- 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 methodology:

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 Bachelor Degree in Accounting, Management, Economics or Social Science.		15
2. A minimum of 6 years of combined working experience for Bachelor Degree in financial management of health projects		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