



### GENERAL INFORMATION

**Title:** Senior Technical Officer for Secretariat in Directorate General Prevention and Communicable Diseases Control (National Consultant)

**Project Name:** Health Governance Initiative

**Reports to:** Secretary of DG of Prevention and Communicable Diseases Control and Health Governance Project Manager

**Duty Station:** Ministry of Health, Jakarta

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

**Duration of Assignment:** 72 working days (March to June 2019) (possibility to extend)

### 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/CV with at least 3 (three) referees
X	Copy of educational 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)

The consultants will be based in Ministry of Health Office (Jakarta) and its high complexity of deliverables will require close coordination with PRs MoH.

### 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:

Arry Lesmana Putra

## **I. BACKGROUND**

The Global Fund Grants collaboration with Ministry of Health (MoH) in fighting against AIDS, TB and Malaria in Indonesia started since 2003. With the investment from the Global Fund, Indonesia have eliminated malaria in more than 50% of its districts and now supports AIDS program to provide 77,000 people with antiretroviral therapy and assist TB program to cover almost 2 million of TB cases. During current Grant period of 2018-2020, the Global Fund launch new investment portfolio in Indonesia amounted to US\$248 million to be implemented by Indonesian Government and civil society partners with the aim to help Indonesian Government end AIDS, TB and Malaria epidemics.

The Global Fund Grants in MoH is managing in Directorate General of Prevention and Communicable Diseases Control through separate Management Units in three Sub-Directorates which are responsible for the programs of AIDS, TB, Malaria and coordinate to the Secretary of DG Prevention and Communicable Diseases Control as Management Coordinator. Other than The Global Fund, international grants and national budget are used to support the implementation ATM Programmes. In order to improve coordination and oversight function on implementation of the grants and national budget among sub-directorates and achieve efficient operations of these three separate units and to provide strategic inputs for quick actions by the principal Recipients, therefore a Secretariat in the Secretariat General of need to established.

This Secretariat is established to provide update information regarding to progress of international grants and national budget implementation and strategic inputs for quick actions to the Director General (DG). As well as to ensure fast and transparent communications and coordination among the three Management Units.

The Secretariat responsibilities:

- Facilitate the DG through Secretary of DG in communication (verbal, electronic, and or written) internally within Ministry of Health and externally with donors and CCM.
- Support the DG through Secretary of DG in providing progress update and strategic inputs to improve performance of grants and national budget implementation.
- Preparing comprehensive response of all management letter and/or issues from donors for AIDS, TB, and Malaria components.
- Support the DG through Secretary of DG to maintain and manage cross cutting collaboration among components in implementing The Grants for AIDS, Tuberculosis, and Malaria.

This Secretariat consists one Senior Technical Officer and Supporting Staff and in its daily operations reports to Secretary of DG of Prevention and Communicable Diseases Control.

## **II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES**

### **Objective**

The Consultant will work to ensure the communication and coordination internally between Directorate General (DG) and Directors who managing Sub-Directorate of AIDS, Tuberculosis, and Malaria in implementing Grants in efficiently and effectively to contribute national plan objectives. This position is based in Jakarta and reports directly to the Management Coordinator (Secretary of DG CDC) and Health Governance Initiative Project Manager.

### **Duties and Responsibilities**

- Support the DG through Secretary of DG in providing inputs for efficient implementation of The Global Fund, other International Grants and or national budget for implementing program
- Liaise between Directors, as the Authorized Signatures of the Global Fund and Secretary of DG as Management Coordinator regarding to the Global Fund Grants and national budget.
- Provide monthly progress and analysis on implementation of both grants and national budget
- Support the Secretary Directorate General in partnership between stakeholders involved in Global Fund grant implementation
- Produce and disseminate the lessons learned and information across the grant portfolio to the Director General CDC and ensuring efficient and effective cross portfolio knowledge fertilization
- Assist in Secretary DG CDC in Global Fund grant implementation by providing updates report on PR's Grant implementation in regular basis (bi-weekly) to Director General CDC
- Supervise the Supporting Staff and liaise with related stakeholders on the grant implementation

<b>Expected deliverables</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>
1. Updates report including strategic inputs on PR's Grant implementation in regular basis to Director General CDC	18 working days	March 2019	Secretary of DG of Prevention and Communicable Diseases Control and Health Governance Project Manager
2. Report of coordination support activities CCM, TWGs, and PRs	18 working days	April 2019	Secretary of DG of Prevention and Communicable Diseases Control and Health Governance Project Manager
3. Comprehensive response Report of all issues from The Global Fund, International Grants and National Budget for AIDS, TB, and Malaria component	18 working days	May 2019	Secretary of DG of Prevention and Communicable Diseases Control and Health Governance Project Manager
4. Lessons learned and information Report across the grant portfolio to the Director General CDC	18 working days	June 2019	Secretary of DG of Prevention and Communicable Diseases Control and Health Governance Project Manager

### III. WORKING ARRANGEMENTS

#### **Reporting**

The Consultant shall report to the Secretary of DG of Prevention and Communicable Diseases Control and Health Governance Project Manager for any queries and assistance.

#### **Duration of Assignment**

The duration of the assignment is 72 working days in 4 months period, renewable subject to availability of funds and good performance.

**Payment** The Consultant will be paid on a daily rate (based on the number of days worked) and on the approved timesheet and Certificate of Payment.

#### **Travel**

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

#### **Academic Qualifications:**

- Master degree preferably in Public Health, Medical or any related social science field.

#### **Experience**

- A minimum of 10 years of demonstrated experience in successfully managing managerial support for Health sectors.
- Experience in managing Global fund grants, international grants and national budget is desirable
- Involvement/direct experience with Ministry of Health is an advantage.

#### **Language**

- Fluency in written and spoken English is an absolute necessity.
- Fluency in written and spoken Bahasa Indonesia is required.

#### **Competencies and special skills requirement:**

- Sound knowledge and proven record working experience with government, international organization, and NGOs in project implementation
- Excellence understanding on Government Policies regarding Grants Implementation
- Excellence understanding on government of Indonesia's hierarchy and bureaucracy
- High degree of integrity, and highly organized and good analytical skills.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Excellent oral and written communications, presentation, and reporting skills in English.

- Demonstrated ability to work on multi-cultural environment and establish harmonious and effective working relationship, both within and outside the organization

## **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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		100
<b>Criteria A: qualification requirements as per TOR:</b>	70%	70
1. Master degree preferably in Public Health, Medical or any related social science field.		20
2. A minimum of 10 years of demonstrated experience in successfully managing managerial support for Health sectors.		20
3. Experience in managing Global fund grants, international grants and national budget is desirable.		15
4. Involvement/direct experience with Ministry of Health is an advantage.		15
<b>Criteria B: Brief Description of Approach to Assignment</b>	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