



## Terms of Reference

### GENERAL INFORMATION

**Title:** Finance Associate for the Global Fund Financial Management for TB Programme (National Consultant)

**Project Name:** Health Governance Initiative

**Reports to:** Project Manager for HGI and TGF Team Leader

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

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

**Duration of Assignment:** 102 working days within 6 months

### REQUIRED DOCUMENT FROM HIRING UNIT

✓	TERMS OF REFERENCE
4	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:</b> <ol style="list-style-type: none"><li>1. Junior Consultant</li><li>2. Support Consultant</li><li>3. Support Specialist</li><li><b>4. Senior Specialist</b></li><li>5. Expert/ Advisor</li></ol> <b>CATEGORY OF INTERNATIONAL CONSULTANT, please select:</b> <ol style="list-style-type: none"><li>6. Junior Specialist</li><li>7. Specialist</li><li>8. Senior Specialist</li></ol>
✓	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

?	P11 / CV
?	Copy of education certificate
?	Completed financial proposal
?	Completed technical proposal

### Need for presence of IC consultant in office:

- ☐ Partial (explain)
- ☐ intermittent (explain)

*V full time/office based (needs justification from the Requesting Unit)*

*The consultant will be based in Ministry of Health within 6 months' period of contract, the consultant will work in line with Global Fund Team and Government Officers activities*

### 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.

This short-term assignment with the overall objectives of:

1. Establish an accounting and financial reporting process for the PR, to ensure, complete, accurate and timely reporting to the Global Fund in compliance with the terms and conditions of the Grant Agreement; and
2. Hands on leadership and technical support to the ministry in during the upgrade the Ministry of Health's accounting software to comply with the financial reporting terms and conditions of the Grant Agreement;
3. Design effective human resources change management processes at the ministry by supporting the ministry towards the development Key Performance measurement Indicators of the finance and programme staff, developing measurable performance evaluation tools, as well as remodelled job descriptions to ensure that The Global Fund standards are achieved.

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

### **Objective**

Under the supervision of the Programme Manager for HGI and TGF Team Leader, the Project Finance Associate shall be responsible for effective and transparent utilization of financial resources and integrity of financial services for the programme. The Project Finance Associate shall analyse and interpret the financial rules and regulations and provides solutions to a wide spectrum of complex financial issues.

The Project Finance Associate supervise project support team and work in close collaboration with programme, operations, technical advisors, experts, Government officials, and other relevant stakeholders to successfully implement the UNDP project/programme.

### **Duties and Responsibilities**

#### **1- Ensures administration of the Global Fund Grant budget focusing on achievement of the following results:**

- Full compliance with PR rules, regulations, and policies of financial activities, financial recording/reporting system; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system;
- Continuously reviewing the financial situation and supporting the programme in the preparation of cash forecasts and periodical Annual Disbursement Decision Requests to the Global Fund and 2018 annual consolidated financial statements;
- Quarterly review and approve Funding Authorizations and Certificate of Expenditures of SRs;
- Finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in finance under the supervision of the Finance team, including monitoring and tracking payment schedules of the procurement;
- Routinely monitor financial exception reports for unusual activities, transactions and investigates anomalies or unusual transactions. Inform supervisor of the results of the investigation when satisfactory answers are not obtained;

- Ensures coordination with the external auditor to finalize the audit reports (including, reconciliations with the Local Fund Agent reports) to ensure the final audit report complies with the approved Terms of Reference and the Global Fund's audit guidelines and follows up in a timely manner to ensure that audit recommendations (finance) are properly addressed

**2- Provides accounting and administrative support to the PMU operations division focusing on achievement of the following results:**

- Effective application of financial management systems and strategic oversight of planning, budgeting implementation and monitoring of the programme, tracking use of financial resources in accordance with MoH rules and regulations;
- Effective oversight and finalizations of the financial sections of the Progress Update and Annual Disbursement Decision Requests and preparation of quarterly and bi-annual Cash Flow and annual Cash Flow Forecasts, and statement of sources and uses of funds in compliance with the Global Fund requirements for submission to the Global Fund;
- Timely revision and finalization of Enhanced Financial Report and other adhoc financial reports as required by the Global Fund;
- Periodical preparation of fund balances, taking into consideration the data provided by the SRs fund balances to ensure better forecasting of activities as appropriate;
- Timely preparation of programme budget reviews and the provision of justifications for budget reallocation/reprogramme requests (if any) for submission to the Global Fund;
- Preparation and monitoring of budgets; regular analysis and reporting on the budget approvals and the delivery situation;
- Ensuring that advance payments and direct payments for MOH and SR's vendors are properly reviewed and made on a timely basis, as well as ensuring that payment information is properly recorded into the system on a timely basis.

**3- Ensures proper project cash management focusing on achievement of the following results:**

- Analysis and elaboration of proposals for the internal expenditures' control system ensuring that vouchers processed are matched and completed, transactions are correctly recorded and posted; Monthly Payment Orders (MPOs), travel claims, and other entitlements are duly processed and receipting of goods and services and establishment of accruals are properly done in compliance with IPSAS;
- Control of the Accounts Receivables and maintenance of the General Ledger.
- Ensure gender-based budgeting as part of gender mainstreaming into project.

**4- Ensures proper program cash management focusing on achievement of the following results:**

- Timely review of the SR cash accounts to ensure the availability of sufficient funds for implementation and appropriate disbursements;
- Timely identification and recording of receipts for income application;
- Timely preparation of monthly cash flow forecast for use by the supervisor;

Expected deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required
1. Report on successful achievement on preparation of quality and timely financial reporting to The Global Fund that are due in the period;	20 working days	August 2019	Project Manager for HGI and TGF Team Leader
2. Report on successful achievement on timely and accurate monthly management reporting and meetings taking place	20 working days	September 2019	Project Manager for HGI and TGF Team Leader
3. Report on accurate and successful assistance towards successful implementation of a new accounting software implementation	20 working days	October 2019	Project Manager for HGI and TGF Team Leader
4. Report on audit/LFA review support	20 working days	November 2019	Project Manager for HGI and TGF Team Leader
5. Final report on overall implementation of the technical assistance programme.	22 working days	December 2019	Project Manager for HGI and TGF Team Leader

III. WORKING ARRANGEMENTS
<p><b>Reporting</b> The Consultant shall report to the Project Manager for HGI and TGF Team Leader for any queries and assistance.</p> <p><b>Duration of Assignment</b> The duration of the assignment is 102 working days in 6 months period, renewable subject to availability of funds and good performance.</p> <p><b>Payment</b> 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.</p>

**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****I. Academic Qualifications:**

- University Degree in Finance/Accounting, Business or Public Administration would be required
- A professional accounting qualification CA.

**II. Experience**

- Minimum 6 years of professional experience in providing financial advisory services for system development and/or capacity building, preferably in the field of development for candidates with Bachelor Degree
- Advance knowledge of spreadsheet and database packages, experience in leading new WEB based accounting software/ ERP implementation as a super user and trainer of trainers;
- Robust technical rigour in accounting standards and application of IFRS and IPSASs
- Thorough practical hands on experience in The Global Fund reporting particularly in relation to the preparation of the PUDR, Cash forecast and budget realignment related reports and processes

**III. Language**

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

**IV. Competencies and special skills requirement:**

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional:

- Systematic, organizational, analytical skills, thorough and attention to details.
- Highly proficient in the use of IT.

Project and Resource Management:

- Ability to work independently, produce high quality outputs. Demonstrated strong knowledge of UNDP development projects in Indonesia.
- Solid experience in leading team to support project administration.

- Strong knowledge and solid experience in project management support are essential as well  
as ability to draft correspondence on budget-related issues, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc
- Good inter-personal and team building skills.
- Full time availability for project management support duties is essential.
- Solid knowledge on with Government and UN/UNDP procedures
- Advance computer skills required, knowledge of spreadsheet and database packages
- Experience in handling of web based management systems would be highly 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; 80%*

*\* Financial Criteria weight; 20%*

*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>	80	80
1. Bachelor degree in Accounting, Finance, Business, Public Administration, Economics, Political Sciences, Social Sciences or other relevant fields of study		15
2. Minimum 6 years of professional experience in providing financial advisory services for system development and/or capacity building, preferably in the field of development		15
3. A professional accounting qualification from a local or internationally recognized institute of accountancy (CA is acceptable).		10
4. Working experience in Global Fund funded projects with practical hands on experience in The Global Fund reporting- PUDR and cash forecasts preparation etc.		10
5. Advance knowledge of spreadsheet and database packages, experience in leading new WEB based accounting software/ ERP implementation as a super user and trainer of trainers;		10

6. Robust technical rigor in accounting standards and application of IFRS and IPSAS.		10
7. Experience in leading change in Human Resources systems including KPI, job evaluation and performance reviews		10
<b>Criteria B: Brief Description of Approach to Assignment</b>	20	20
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner including superior communication in English and technical writing		10
2. Important aspects of the task addressed clearly and in sufficient detail with superior communication		5
3. Logical, realistic planning for efficient project implementation		5