

# Terms of reference



Empowered lives.  
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## GENERAL INFORMATION

**Title:** Finance Specialist for Improving GFATM Principle Recipients Performance

**Project Name :** Joint Management and Technical Support fro GF ATM grants management in Indonesia

**Reports to:** Rita Kusriastuti, Senior Technical Support Coordinator/STSC – GDPRU

**Duty Station:** Jakarta

**Expected Places of Travel (if applicable):** East Java and NTB

**Duration of Assignment:** From August 2014 to: November 2014

## REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input checked="" type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
<input checked="" type="checkbox"/>	(4) Senior Specialist
	(5) Expert/ Advisor
<input checked="" type="checkbox"/>	CATEGORY OF INTERNATIONAL CONSULTANT , please select :
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
<input checked="" type="checkbox"/>	APPROVED e-requisition

## REQUIRED DOCUMENTATION FROM CONSULTANT

<input checked="" type="checkbox"/>	CV
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input type="checkbox"/>	Completed technical proposal ( if applicable )

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

X ☐ partial : discussion of progress and submit the reports

☐ intermittent : for

☐ 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: Dr Rita Kusriastuti, MSc/ STSC :

Signature of the Budget Owner:.....

## I. BACKGROUND

Indonesia has one of the fastest growing HIV/AIDS epidemics in Asia. It is ranked fifth on the list of high burden countries for tuberculosis (TB), and has approximately 2,783,649 malaria sufferers (WHO 2011). Since 2003, the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) has committed US\$ 693,158,140 in funds to support Indonesia to combat AIDS, TB, and malaria, and to engage in Health System Strengthening (HSS). For the period of January 2014-2017, GFATM has allocated USD 302 M for Indonesia. The indicative allocation for Indonesia, which consists of the remaining balance of existing grant as per January 2014 and the additional fund, is set at USD 116.1 M for HIV, USD 107.8 M for TB, and USD 78.4 for Malaria.

For years, UNDP support services have been part of a joint effort by the UN Country Team to support the Government of Indonesia in the successful implementation of its GFATM grants. As of December 2013, the grant performance of 6 out of 10 PRs did not meet expectations. 50% of them had lower performance compared to the previous performance rating (Fig.3). Therefore, support for CCM/TWG in oversight function as well as for PRs in management and programme delivery cannot be overlooked.

PRs with B rating need urgent technical support to respond to GF Management Letter. Meanwhile a more thorough assistance scheme, i.e. direct coaching, needs to be designed to ensure that the provision of technical support will actually change/improve grant performance systematically.

UNDP will assist the CCM/TWG to assess the strategic support need for “PRs with B rating” in response to GFATM Management Letter. Based on the assessment, UNDP will coordinate with the TWG chairs and CCM Secretariat to design management and technical assistance for PRs to improve their performance and if required to assist PR in managing the SRs performance. Upon PR’s agreement, the technical assistance will be delivered with the aim to build the capacity of the PRs to address the problem.

Therefore, UNDP will recruit at least 3 Finance Specialist who is familiar with Global Fund’s financial and procurement system, using long term agreement to assist UNDP in identifying the bottlenecks of the PRs grant management practices, design a management assistance plan for the PR, conduct daily/regular mentoring/coaching for the PRs to ensure proper progress is achieved.

## II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of work:

1. Assess PR and/or SR’s financial capacity and issues in responding to the GFATM Management Letter. Identify technical and management gap in responding to the ML (on financial management issue). Assist the PRs and SRs to carry out an analysis of this situation to look deeply the causative factors to understand more deeply the fundamental issues, challenges and barriers and to take immediate actions to overcome ,solve and anticipate this challenges
2. Design technical and management assistance plan in Finance for the PRs and/or SRs, including timeline with deliverables.
3. Assist PR in translating the LFA findings and the Management Letter into PR’s financial system response.
4. Assist PR in developing the PUDR .
5. Build the capacity of the PRs (and/or SRs) in responding the ML through technical and management assistance.
6. Communicate progress and challenges regularly to CCM/TWG and UNDP

## III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- ☐ Possess substantive understanding of and/or background in AIDS, Tuberculosis, and Malaria issues in Indonesia
- ☐ Possess excellent analytical skill in understanding the complexity of Global Fund Grant

Management in Indonesia. Understand the organisational structure of GFATM management.

- ❑ Able to demonstrate skill in Global Fund specific monitoring and reporting framework; and project implementation procedure
- ❑ Able to communicate and advocate findings to high level officials.
- ❑ Able to work under pressure and communicate effectively the work with the UNDP Indonesia Programme and Project Team
- ❑ Knowledge of the Government of Indonesia and UN systems and processes is an advantage;
- ❑ Experiences in policy formulation and management and or technical solutions for emergency situations faced by PRs/SRs of GFATM grants .

Computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, etc.)

## **SHORTLISTING CRITERIA**

### Academic Qualifications:

Master degree in Public Health or Health related programme and economic background

### II. Years of experience:

- At least ten years of relevant work experience in policy formulation, management of health services/health projects, and provision of management and technical assistance;
- Extensively experience in working with government, development agencies, and/or International NGOs in health (is desirable).
- Preferably experience in Global fund ATM and HSS issues.
- Fluency in English with excellent written communication skills, and strong experience writing reports.
- Proficient in Bahasa Indonesia.

### III. Competencies:

- Experienced in PIM , financial system and procedural at MOH and GF ATM management and assisting clients (PRs SRs) in solving emergency situations/problems
- Capable in analytical skills, communications abilities, willing to work in teamwork

## **IV. EXPECTED RESULTS**

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Report of Technical and Management assessment (scope 1-2) to the PRs or SRs	10 September 2014 (5 working days)	
2. Matrix of follow up action to issues of condition precedent and Special term and all the completed supporting documents	30 September 2014 (5 working days )	
3. Provide advice and solutions to the client to strengthen their	1 - 15 Oct 2014 ( 7 working	

	management and financial systems (PUDR, dashboard) , to guarantee the provision of quality and timely management assistance to the Global Fund Grants implementation.	days)		
	<b>4.</b> GF Grant performance report – mentoring and assist the PMU team	16 Oct – Nov 2014 ( 7 working days)		
	<b>5.</b> Report of MoM monthly meeting PR and SRs and updated Performance Framework	Sept – Nov 2014 ( 6 working days)		