

Terms of reference



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GENERAL INFORMATION

Title: Global Fund Policy and Management Advisor for Improving PRs GF ATM Performance (LTA)

Project Name : Joint Technical and Management Support for GFATM grants management project in Indonesia

Reports to: Rita Kusriastuti, Senior Technical Support Coordinator- JSGFATM, Democratic Governance & Poverty Reduction Unit, UNDP

Duty Station: Jakarta

Expected Places of Travel (if applicable): depend on request from CCM Secretariat to UNDP, reimbursement will be based on actual cost but it should not exceed HACT price list

Duration of Assignment: 1 (one) Year

REQUIRED DOCUMENT FROM HIRING UNIT

☒ TERMS OF REFERENCE

CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :

- | | | |
|-------------------------------------|-----|--------------------|
| <input type="checkbox"/> | (1) | Junior Consultant |
| <input type="checkbox"/> | (2) | Support Consultant |
| <input type="checkbox"/> | (3) | Support Specialist |
| <input type="checkbox"/> | (4) | Senior Specialist |
| <input checked="" type="checkbox"/> | (5) | Expert/ Advisor |

CATEGORY OF INTERNATIONAL CONSULTANT , please select :

- | | | |
|--------------------------|-----|-------------------|
| <input type="checkbox"/> | (1) | Junior Specialist |
| <input type="checkbox"/> | (2) | Specialist |
| <input type="checkbox"/> | (3) | Senior Specialist |

☒ 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 checked="" type="checkbox"/> | Completed technical proposal (if applicable) |

Need for presence of IC consultant in office:

- ☐ partial (explain)
- ☒ intermittent (explain): to coordinate progress report regularly with the STSC and CCM Secretary.
- ☐ 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: Rita Senaka

Signature of the Budget Owner:..... (Rita Kusriastuti, Senior Technical Support Coordinator- JSGFATM of the GDPRU, UNDP)

1. 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. UNDP and GFATM have reached an agreement on their working relationship since 2003. 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 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 Advisors using long term agreement.

Note on Long Term Agreement (LTA):

UNDP Indonesia shall enter into an on-exclusive long term agreement (LTA) with the selected consultant(s) and shall provide specific deliverables and time frames for each task, as and when required. 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 12-24 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.

2. OBJECTIVE

UNDP is seeking a policy & management expert who is familiar with national framework of management and technical assistance provision for health projects/programs implementation, and in particular Global Fund Grants implementation. Ability to ensure effective management, provide advice and solutions to the client to strengthen their policy and management systems, in particular to guarantee the provision of quality and timely management and technical assistance to the Global Fund Grants and other health projects/programs implementation.

3. SCOPE OF WORK

Scope of work:

1. Assess PR and/or SR capacity and issues in responding to the GFATM Management Letter, especially the compliance of the M&E framework. Identify technical and management gap/ bottlenecks in grant management practices and why the PR is slow in responding to the GF's Management Letter.
2. Liaise with high level official within the PRs to ensure adequate senior management engagement and leadership.
3. Design technical and management assistance plan for the PRs and/or SRs, including timeline with deliverables. And when requested, assist PR in developing close out plan.
4. Build the capacity of the PRs (and/or SRs) in responding the ML through technical and management assistance, if necessary through daily or regular mentoring/coaching to the PRs to ensure proper progress is achieved as agreed timeline
5. To support PR to develop a strong coordination among PRs and SRs, and with accurate information for decision and directions and action to improve grant implementation, through continues, regular and timely information.
6. Communicate progress and challenges regularly to CCM/TWG and UNDP

Expected Results/Final Deliverables :

1. Assessment Report, include Technical and Management Assistance Plan (scope 1-3). Estimated 5 working days for each PR or SRs. Or "Close Out Plan" (when requested)
2. Prepare brief presentation for the high level officials of the PRs (the internal oversight bodies of the of the PR organisation) to ensure adequate senior management engagement and leadership.
3. Bi-Weekly Progress Report and Final Report (scope 3-5). The length of works will be determined based on agreed "technical and management assistance plan"

1. TIMELINE FOR EXPECTED RESULTS

Table of Deliverables/Outputs :

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
<ol style="list-style-type: none">1. Assessment Report, include Technical and Management Assistance Plan. (10 working days)2. Final signed HSS PIM (Project Implementation Manual) (8 working days)3. Close out plan. (include all supporting documents of programmatic, finance and logistics /assets) (8 working days)4. Final Report (scope 1-6). (4 working days)	<p>Number of working days will be determined in separate TOR, which will be generated based on specific management and technical support request from CCM Secretariat.</p> <p>The length of assistance works will be determined based on agreed "technical and management assistance plan" and/or "close out plan"</p>	<p>Payment will be made upon STSC approval of each report.</p>

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- ☐ Possess substantive understanding of and/or background in AIDS, Tuberculosis, and Malaria and Health System Strengthening 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 & to strengthen the oversight function of CCM/TWGs;
- ☐ Computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, etc.)

Education:	Master degree in Public Health or Health related programme.
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Experience:	<ul style="list-style-type: none">• At least eight 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).
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Language Requirements:	<ul style="list-style-type: none">• Proficient in English, able to write reports, make presentation, etc.• Proficient in Bahasa Indonesia.
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3. OTHER SELECTION CRITERIA

Specialized Knowledge:	Experienced in advocacy to higher level of MOH management and assisting clients in solving emergency situations/problems.
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Other Selection Criteria:	Wide network with related national & international agencies.
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