

## Terms of reference



Empowered lives.  
Resilient nations.

### GENERAL INFORMATION

**Title:** LTA – Health Policy Advisors (6 positions)

**Project Name :** Joint Technical and Management Support for GFATM

**Reports to:** Program Manager Poverty Reduction and SDGs – DGPRU

**Duty Station:** Home Based

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

**Duration of Assignment:** 120 working days (May 2016 to 31 December 2016)

### REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
(5)	<b>CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT , please select :</b>
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	<b>CATEGORY OF INTERNATIONAL CONSULTANT , please select :</b>
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
	APPROVED e-requisition

### REQUIRED DOCUMENTATION FROM CONSULTANT

X	CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal ( if applicable )

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

☐ partial (explain)

☒ intermittent (explain)

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

#### **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:

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Lany Harijanti (PM PR&MDG)

## I. BACKGROUND

Indonesia is one of the nine countries in Asia and the Pacific where the number of HIV infections continues to rise (approximately 67,000 new infections per year<sup>1</sup>). In 2013, it was estimated that 640,000 people were living with HIV in Indonesia (representing 1.8% of the global HIV burden). The WHO classifies Indonesia as a high burden country in terms of tuberculosis (TB), TB/HIV coinfection and high multi-drug resistant TB (MDR-TB). According to a 2013-2014 TB prevalence survey, Indonesia has one of the world's highest TB burdens with a prevalence of 1.6 million cases (representing 15% of the global burden)<sup>2</sup>. Indonesia's five eastern most provinces have only 4% of the country's population but 70% of its malaria cases. Out of the 8,600 estimated malaria deaths, 1.3 million probable and confirmed Malaria cases were reported.<sup>3</sup>

For New Funding Model (NFM) period 2015-2018 the Global Fund committed to contribute grant for Indonesia USD 56.8 Million for Malaria, TB, HIV, and Health System Strengthening (HSS). During the period of June 2014 to March 2016, with the support from the JTMS GFATM project, Indonesia has received approval for Joint TB-HIV and Health Systems Strengthening (HSS) and all PRs now in preparing to implement the NFM program until the end of 2017.

Taking the opportunity with the new CCM leadership, the Joint Technical and Management Support (JTMS) for Global Fund will provide more technical level professional to support the work of the Technical Working Groups (TWGs) and PRs for HIV/AIDS, TB, malaria, and Health Systems Strengthening (ATM and HSS) for Long Term Agreement (LTA) Consultants for Health Policy Advisors with specialities on:

### 1. Program Experts

Experts in program/project development, experiences in health program/project management in government and non-government, understand GFATM project development framework, and able to provide program technical assistance for AIDS/TB/Malaria/HSS program.

### 2. Finance Experts

Experts in financial management, have a long experiences in financial management, understand of GFATM, government and non-government financial system, able to provide financial technical assistance for AIDS/TB/Malaria/HSS program either in national and sub national level.

### 3. Procurement and Supply Management (PSM) Experts

Experiences in international/GFATM and government procurement system, and also supply management for AIDS/TB/ Malaria drugs/pharmaceutical/ health equipment in Indonesia, experts in managing PSM and have a good networking with related ministries and stakeholders.

### 4. Policy Experts

Experience in health advocacy and health policy development In national and sub-national level, understand about key populations rights, gender issue, able to provide policy analysis related AIDS/TB/Malaria/HSS program and provision a technical assistance for removing legal barriers for AIDS/TB/Malaria/HSS implementation.

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<sup>1</sup> HIV in Asia and the Pacific, UNAIDS Report, 2013

<sup>2</sup> Ministry of Health presentation on the National 2013-2014 TB Prevalence Survey (3 October 2014); WHO Global Report 2014

<sup>3</sup> Malaria Concept Note (15 May 2014), WHO World Malaria Report 201

## **5. M&E Experts**

Experience in data online and information system strategy, understand in M&E framework in national and sub-national, familiar with SIHA/SITT/ SISMAL or any other related online information system, able to provide technical assistance for M&E development and implementation, and provision to support PR,SR, and SSR dashboard analysis and assist for CCM and TWGs oversight.

## **6. Governance Experts**

Expert in good governance, able to provide technical and consultancy support to Good Governance Initiative in Country Coordination Mechanism (CCM) Indonesia. Have a good networking with related sectors, NGOs, and stakeholders.

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.

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

### **Scope of Work**

1. Assess the bottleneck faced by the Ministry of Health and other PR as it relates to the effective delivery and improved quality of health services in Indonesia, including, but not limited to, the successful implementation of GFATM programs.
2. Identify needs, potential solution, and develop policy related health and proposals as necessary.
3. Provide technical assistance for Government on domestic resource mobilization scheme in the transition from GFATM to domestic sources.
4. Communicate progress and challenges to relevant stakeholders.
5. Develop comprehensive assessments, reports, and or proposals as necessary.

**Expected Outputs and deliverables**

<b>Deliverables/ Outputs</b>	<b>Estimated number of working days</b>	<b>Completion deadline</b>	<b>Review and Approvals Required</b>  (Indicate designation of person who will review output and confirm acceptance)
1. Assessment report or proposal as requested.	5 (Max. 45 days)	As Requested	Payment will be made upon approval from the Program Manager for each report.
2. Progress and final reports on the requested assignment.	10 (Max. 75 days)	As Requested	Payment will be made upon approval from the Program Manager for each report.

**III. WORKING ARRANGEMENTS****Institutional Arrangement**

- a) The consultant will work closely with and be supervised by the Program Manager for Poverty Reduction and SDGs, UNDP.
- b) The consultant will be requested, temporarily, by the Program Manager to conduct specific assignments with related deliverables as noted above.
- c) The consultant will provide report(s) at the completion of each assignment to the Program Manager for approval.

**Duration of the Work**

Duration of the Work : 120 days (May 2016 – 31 December 2016)

**Duty Station**

Duty Station : Home Based

**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:

- Preferable Master degree in Public Health with additional education in economics/management. Or a degree in business management, financial management, public administration, or other related field.

##### II. Years of experience:

- Minimum of 8 years of work experience in health, including policy formulation, management of health services/health projects, and provision of technical assistance;
- Knowledge of and experience in Global Fund AIDS, TB, and Malaria programmes is a plus;
- Knowledge on Health System Strengthening is an advantage;
- Possess excellent analytical skill in understanding the complexity of health development mostly of GF Grant management in Indonesia as it relates to other related health projects;
- Able to demonstrate skill in project monitoring and reporting framework; and project implementation procedure;
- Able to work under pressure and communicate effectively the work with the UNDP Indonesia Programme and Project Team;
- Ability to develop succinct and comprehensive high quality reports and/or proposals;
- Knowledge of the Government of Indonesia and UN systems and processes is an advantage;
- Experience in working with government, development agencies, and/or International NGOs in health is desirable.

##### III. Competencies and special skills requirement:

- Proficient in English, able to write reports, proposals, and develop presentations
- Computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, etc.);
- Able to communicate effectively and facilitate open discussions;
- Network with related national & international agencies.

#### I. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

##### 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>	70	70%
<i>Criteria A: qualification requirements as per TOR:</i>	70%	70
1. Preferable Master degree in Public Health with additional education in economics/management. Or degree in business management, financial management, public administration, or other related field.		15
2. minimum of 8 years of work experience in health, including policy formulation, management of health services/health projects, and provision of technical assistance;		10
3. Knowledge of and experience in Global Fund AIDS, TB, and Malaria programmes is a plus		5
4. Knowledge on Health System Strengthening is an advantage		5
5. Possess excellent analytical skill in understanding the complexity of health development mostly of GF Grant management in Indonesia as it relates to other related health projects;		5
6. Able to demonstrate skill in project monitoring and reporting framework; and project implementation procedure;		5
7. Able to work under pressure and communicate effectively the work with the UNDP Indonesia Programme and Project Team		5
8. Ability to develop succinct and comprehensive high quality reports and/or proposals		5
9. Knowledge of the Government of Indonesia and UN systems and processes is an advantage		2.5
10. Experience in working with government, development agencies, and/or International NGOs in health is desirable		2.5

11. Proficient in English, able to write reports, proposals, and develop presentations.		2.5
12. Computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, etc.).		2.5
13. Able to communicate effectively and facilitate open discussions.		2.5
14. Able to communicate effectively and facilitate open discussions.		2.5
• <i>Criteria B: Brief Description of Approach to Assignment</i>	30	
• <i>Criteria C: Further Assessment by Interview (if any)</i>	N/A	
<u>Financial</u>		30%