

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

**Title:** Finance Specialist Audit Consultant– Support to the Justice Sector Reform in Indonesia (national position)

**Project Name :** Support for the Justice Sector Reform (SUSTAIN)

**Reports to:** Finance officer / Operation Manager

**Duty Station:** Jakarta

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

**Duration of Assignment:** 67 working days within 4 months

## REQUIRED DOCUMENT FROM HIRING UNIT

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

## 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

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

- ☐ partial (explain)  
☐ intermittent (explain)  
☐ full time/office based

(the IC will be helping Finance Unit for the preparation of verification mission, all vouchers to be reviews is solely remain at finance office and is not allowed to be remove from the finance office premises)

### **Provision of Support Services:**

Office space: ☒ Yes ☐ No  
Equipment (laptop etc): ☐ Yes ☐ No  
Secretarial Services ☐ Yes ☐ No

## I. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia. We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.

UNDP has been working on democratic governance issues in Indonesia for many years, and has contributed significantly to consolidating democracy through provision of policy advice and technical assistance, and by promoting and brokering dialogue and engaging in knowledge networking. In the justice sector, UNDP has been involved in providing support to ensuring access to justice and is currently implementing a Strengthening Access to Justice in Indonesia (SAJI) project which was developed based on experiences and lessons learned from two previous projects: Aceh Justice Programme (AJP) and the Legal Empowerment and Assistance for the Disadvantaged (LEAD) Project.

With funding support from the European Union, and in partnership with the Government of Indonesia, UNDP is initiating a project aimed at supporting the Supreme Court to strengthen the rule of law and enhance public trust in the judicial system by increasing the transparency, integrity and accountability of the judiciary and the quality of justice services provided to the people. **EU – UNDP Support to the Justice Sector Reform** project will support the Supreme Court in the implementation of its Blueprint for Judicial Reform 2010-2035 through the achievement of four results: (1) enhanced internal and external oversight mechanisms of the judiciary; (2) enhanced knowledge and skills of judges & court staff and strengthened capacity of the Supreme Court Training Centre; (3) enhanced Human Resource and Organisation Management via integrated Human Resources and performance management databases, an effective implementation of advanced Human Resources policies, and a strengthened Judicial Reform Team Office; and (4) enhanced Case Management System and procedures of the judiciary to improve transparency, quality of case data and decisions and timeliness of case handling.

### Context of this TOR

Under the Verification Clause annexed to the [FAFA](#) the European Commission, its representatives and other competent bodies of the EU (such as the European Court of Auditors) may carry out checks related to operations financed by the EU.

The **main purpose of the verification** is to look at the UNDP's system of accountability (i.e. accounting systems and procedures, control and procurement procedures, reporting, oversight/audit mechanisms) & compliance with financial/administrative provisions set in the specific EU-UNDP contribution agreement.

As regards the **sampling of transactions**, the verification mission shall follow the guidance and limitations established in the ToRs. In this regard kindly note that ***“the verification mission may sample up to a maximum of 5 transactions per key process (procurement, recruitment including payroll, disbursements, budget management, logistics and reporting) per project as relevant to the project funded by the EC. Within these, the key relevant processes will be identified by mutual***

*agreement between the UNDP and the verification team. The EC verification team will bring any transaction identified with a problem to the attention of the UNDP. Should the problem be substantiated by the UNDP and the EC verification team, then an additional 5 transactions in the same process will be sampled. If one or more of these extra 5 transactions reveals any further problem, the verification team will not pursue sampling but will refer to the UNDP Controller (or equivalent). Any disagreement on the substantiation of the problem(s) at any stage of the sampling between the UNDP and the EC verification team will be referred to the UNDP Controller (or equivalent)."*

Sometimes the EC also wishes to use a "verification questionnaire" which we have seen taking various forms but there has so far been no agreement on a one specific format. In any case, the questionnaire should be completed by the verifiers themselves (for what concerns general information about UNDP); UNDP may be requested to provide information relating to the very project that the EC wishes to verify.

The consultant will work closely with FRMU and SUSTAIN team to review all financial document and advises if any SUSTAIN document require additional information and/or compliance requirement.

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

### Scope of Work

- Review all SUSTAIN financial vouchers document and ensure following compliance are met:
  - Original invoice are available and valid
  - Receipt of service and/or goods are available
  - 3 ways matched process are valid
  - Calculation are correct
  - All signature are available
  - Supporting document
- Reconciling list of vouchers and actual voucher, advises incomplete vouchers if any.
- Follow up to respective parties to complete the document
- Ensure corrective action and follow up is taken by the respective parties
- Monitor and update the FRMU/Finance officer/Operations Manager if corrective action has not been taken by respective parties.
- Provide support to finance officer on request from verification mission.

### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required	
Report on result of reviewing SUSTAIN project document for period July 2014 – March 2015: <ul style="list-style-type: none"> <li>• Reconciling list of voucher and actual voucher</li> <li>• Follow up to respective parties</li> <li>• Monitor and update the FRMU/Finance officer/Operations Manager if corrective action has not been taken by respective parties.</li> <li>• Provide support to finance officer on request from verification mission.</li> </ul>	15	22 Aug 2016		

<p>Report on result of reviewing SUSTAIN project document for period April 2015 – August 2015:</p> <ul style="list-style-type: none"> <li>• Reconciling list of voucher and actual voucher</li> <li>• Follow up to respective parties</li> <li>• Monitor and update the FRMU/Finance officer/Operations Manager if corrective action has not been taken by respective parties.</li> <li>• Provide support to finance officer on request from verification mission.</li> </ul>	21	23 Sep 2016		
<p>Report on result of reviewing SUSTAIN project document for period Sept 2015 – Mar 2016:</p> <ul style="list-style-type: none"> <li>• Reconciling list of voucher and actual voucher</li> <li>• Follow up to respective parties</li> <li>• Monitor and update the FRMU/Finance officer/Operations Manager if corrective action has not been taken by respective parties.</li> <li>• Provide support to finance officer on request from verification mission.</li> </ul>	21	24 Oct 2016		
<p>Report on result of reviewing SUSTAIN project document for period Sept Apr 2016 - Jun 2016:</p> <ul style="list-style-type: none"> <li>• Reconciling list of voucher and actual voucher</li> <li>• Follow up to respective parties</li> <li>• Monitor and update the FRMU/Finance officer/Operations Manager if corrective action has not been taken by respective parties.</li> <li>• Provide support to finance officer on request from verification mission</li> </ul>	10	7 Nov 2016		

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The position is under supervision of the Head of Finance/ operation Manager/ Finance officer. The Consultant should create a monthly report approved by operation Manager/ Finance officer

#### **Duration of the Work**

The Consultant is expected to accomplish the task in 67 days work days starting August – Nov 2016

#### **Duty Station**

UNDP Country Office, Jakarta

#### **Travel Plan**

No travel plan during this assignment.

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

Secondary Education, with specialized certification in Accounting and Finance. University Degree in Finance, Business or Public Administration desirable, but it is not a requirement. Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.

#### Years of experience:

7 years of progressively responsible finance and accounting experience is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials.

#### Competencies and special skills requirement:

##### Specific Skills:

- Familiarity with Microsoft office (Excel, Word, Power Point, Pivot Table, etc)

##### Communications and Networking:

- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.
- Proven networking, team-building, organizational and communication skills and ability to build strong relationships with government and other external actors.
- Has excellent oral communication skills and conflict resolution competency to mediate inter-group dynamics and mediate conflict of interests
- Has excellent written communication skill, with analytic capacity and ability to provide policy advice, recommendations and strategy.

##### Knowledge Management and Learning:

- Shares knowledge and experience.
- Ability to provide a strong analysis, policy advice, recommendations and strategy.

##### Management and Leadership:

- Demonstrates ability to work in a team.
- Demonstrates ability to accept critics and constructive inputs/opinions.
- Demonstrates strong analytical skills.

- Good time management to meet deadlines with quality outputs.
- Highly creative attitude and self-starter mind-set.
- Consistently approaches work with energy and positive/constructive attitude.

## V. EVALUATION METHOD AND CRITERIA

### 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

Criteria	Weight	Maximum Point
<u>Technical</u>	<b>80%</b>	<b>80</b>
<i>Criteria A: qualification requirements as per TOR:</i>		
Secondary Education, with specialized certification in Accounting and Finance <i>or</i> University Degree in Finance, Business or Public Administration desirable, but it is not a requirement. Part-qualified accountants from an internationally recognized institute of accountancy will have a distinct advantage.		10
7 years of progressively responsible finance and accounting experience is required		20
Familiarity with Microsoft office (Excel, Word, Power Point, Pivot Table, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems and ERP financials.		20
Experience in prepare payment voucher and/or compliance of document for development project.		20
Excellent written skills in English (provided sample of report)		10
• <i>Criteria B: Brief Description of Approach to Assignment</i>	<b>20%</b>	<b>20</b>