

Terms of reference



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GENERAL INFORMATION

Title: Process Manager for Developing the Global-Fund Funding Request on HIV and AIDS Intervention Program (National Consultant)

Project Name: Management and Technical Cooperation for AIDS, Tuberculosis, and Malaria (MTC-ATM)

Reports to: MTC-ATM Project Officer

Duty Station: Jakarta, Indonesia

Expected Places of Travel: N/A

Duration of Assignment: 40 working days (February to May 2017)

REQUIRED DOCUMENT FROM HIRING UNIT

	TERMS OF REFERENCE
(5)	CONFIRMATION OF CATEGORY OF NATIONAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor 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"/>	Completed CV or P11 with three referees
<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 (IC Consultant would present the progress report regularly with UNDP in office)

☐ intermittent (explain)

☐ 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:

Mr. Arry Lesmana Putra

I. BACKGROUND

Indonesia is spread across a chain of some 17,500 islands. Political stability and strong economic growth has led to dramatic gains in poverty reduction in the last decade. However, Indonesia still struggles with uneven access to services and disparity between major cities and more remote areas. These factors contribute to the country's continued risk for HIV, TB and malaria. Indonesia is among the top five high-burden TB countries, and has one of the highest burdens in the world of multidrug-resistant TB. The HIV epidemic is concentrated among key populations, including men who have sex with men, sex workers, prisoners and people who inject drugs. The archipelago's geography poses exceptional logistical and supply chain challenges.

On the 15 December 2016 the GF Board's decision was communicated to the CCM informing country partners that resources for 2016-2019 allocation period would total USD 247,996,005 for HIV, TB, Malaria and building resilient and sustainable systems for health. This equates to an allocation of USD 91,934,562 for HIV for the utilization period January 2018 – December 2020. Indonesia is also eligible for additional catalytic investment funding on HIV programs to remove human rights-related barriers to health services in 5-10 cities up to USD 2,700,000.

The CCM in Indonesia has requested each of the respective Technical Working Groups for HIV, TB and Malaria to take the lead in coordinating the development of a funding request to the GF in order to secure these resources. The CCM has requested that the Malaria TWG prepares and submits their Funding Request by March 2017 and a joint TB-HIV request will be submitted in May 2017. The GF Country Team Informs GAC-1 Decision in July 2017. Once the funding request approved, the CCM/PRs will start Grant Making Process from August to October 2017.

A technical team comprising of in-country and external TB and HIV experts is being identified to assist in the development of the funding request. Additional technical assistance for the HIV Funding Request Steering Group is required to ensure that all elements of the HIV components are consistent and sound.

An indicative list of the TA required has been endorsed by the CCM and is outlined below with TA providers aligned in respective areas;

HIV related TA for Funding Request	Start date	TA supported by
Process Manager (National)	February	UNDP
Community Dialogue Coordinator (National)	January	UNAIDS/TAF
Community intervention facilitators (6 times) and workshop (National)	February	UNAIDS/TAF *workshops to be supported by USAID/CCM
Senior writer (International)	February	UNAIDS/TAF
Performance Framework/ M&E Coordinator (National)	March	UNDP
Finance Coordinator (National)	March	UNDP
Senior HIV Peer Reviewer (International)	March/April	USAID* (TBC)

UNDP has agreed to support the HIV Technical Working Group (CCM Secretariat) in three of the above technical assistance area's which are addressed by this application, namely;

- a) Process Manager (National)
- b) Performance Framework/M&E Coordinator (National)
- c) Finance Coordinator (National)

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. Manage the funding request development team for HIV Intervention program
 - a) Coordinate the funding request team, and manage the team to achieve their deliverables in finalizing funding request proposal
 - b) Provide technical and non-technical related to the funding request proposal writing to support the development of content for Technical, Management and Past Performance volumes
 - c) Facilitate information sharing and dialogue within government and communities
 - d) Facilitate meeting with counterpart partners relate to funding request development and grant making process
2. Support TWG HIV and TB in creating strategic partnerships with Ministry of Health, National AIDS Commission, Development Partners, and CSOs in developing proposal
 - a) Provide policy advice and technical support to the proposal design of the Global Fund grants in the portfolio through consultation with the Global Fund, Government, development partners, and CSOs
 - b) Support the formulation exercise by facilitating engagement with stakeholders, inputs from relevant advisors and consultants, and proper preparation of the Global Fund documents in line with the Global Fund's procedures
 - c) Conduct a problem analysis and validation workshop with partners and other relevant stakeholders
3. Ensure a clear logical framework and quality of proposal for joint HIV and TB Intervention program particularly for collaboration and coordination tasks among HIV and TB program implementer's parties, program targets, budgeting, and sustainability plan
 - a) Develop comprehensive logical framework for joint HIV and TB Intervention program
 - b) Ensure the quality of proposal
 - c) Able to interpret collaboration and coordination tasks among HIV and TB program implementer's parties, program targets, budgeting, and sustainability plan which can be understood and reasonable into the proposal
4. Support the TWG HIV and TB for timely submission of proposals to the Global Fund as agreed - timeline
 - a) Result oriented and assertive in collaboration work with Government, development partners, and CSOs
 - b) Discipline to the timeline to ensure
 - c) Able to optimize supporting team and partnerships with Ministry of Health, National AIDS Commission, Development Partners, and CSOs in developing proposal

Expected Outputs and Deliverables

The consultant will have a major impact on the quality of the Global Fund-funding request proposal development for HIV intervention program in Indonesia and will contribute to the effective and efficient process for proposal development, maintenance of partnerships, and effective mobilization of resources to demonstrate its value add to the government and other major stakeholders.

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
First draft of the Global-Fund Funding Request Proposal for HIV and AIDS Intervention Program	20	27 th March 2017	MTC-ATM Project Officer
Final submission of the Global-Fund Funding Request Proposal for HIV and AIDS Intervention Program	20	16 th May 2017	MTC-ATM Project Officer

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant will present the methodology and working arrangement to CCM Indonesia, TWGs HIV, TWG TB, relevant Government, development partners, and CSOs
- b) Consultant will have meeting with CCM Indonesia, TWGs HIV, TWG TB, relevant Government, development partners, CSOs, and relevant stakeholders
- c) CCM Secretariat will facilitate to arrange the serial meetings with related partners
- d) Consultant will present the initial strategy after the meeting with relevant stakeholders to UNDP
- e) Consultant will submit the draft and final document as deliverables

Duration of the Work

40 working days (February to May 2017)

Duty Station

Jakarta, Indonesia

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Min. Master Degree in Medical, Public Health, Epidemiology, Social, Science or Management.

II. Years of experience:

A minimum of 8 years of demonstrated experience in successfully managing technical supports in health and preferably in HIV and AIDS or Tuberculosis; detailed knowledge of program support by The Global Fund requirements are desirable.

III. Competencies and special skills requirement:

Core Competencies:

- Demonstrated skills in the areas of Strategic Planning, Implementation, Monitoring and Evaluation
- Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization
- Experience in working with Government, Non-Governmental Organizations and development aid
- Sound knowledge and proven record working experience with international donor & development community in project implementation
- High degree of integrity, and highly organized and good analytical skills
- Excellent networking, oral and written communication, presentation, and reporting skills in English
- Fluency in written and spoken English is an absolute necessity
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and database familiarity

Functional Competencies:

Level 1.1: Support the preparation of information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating mandate
- Contributes to the elaboration of advocacy strategies by identifying and prioritizing audiences and communication means
- Uses the opportunity to bring forward and disseminate materials for advocacy work

Results-Based Program Development and Management:

Level 1.1: Contributing to results through provision of information

- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across program activities to identify critical points of integration
- Monitors specific stages of projects/program implementation
- Analysis country situation to identify opportunities for project development
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches and drafts proposals accordingly
- Excellent written communication and analytical skill to synergize project financial delivery and support internal capacity

Building Strategic Partnerships:**Level 1.1: Maintaining information and databases**

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analysis and selects materials for strengthening strategic alliances with partners and stakeholders

Innovation and Marketing New Approaches:**Level 1.1: Implementing processes and uses products**

- Generates new ideas and proposes new, more effective ways of doing things
- Resource Mobilization (Field Duty Stations)

Level 1.1: Providing information for resource mobilization strategies

- Analysis information/databases on potential and actual donors

Job Knowledge/Technical Expertise:**Level 1.1: Fundamental knowledge of processes, methods and procedures**

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

V. 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 percent*

** Financial Criteria weight; 30 percent*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		100
<ul style="list-style-type: none">• Criteria A: qualification requirements as per TOR:<ol style="list-style-type: none">1. Min. Master Degree in Medical, Public Health, Epidemiology, Social, Science or Management2. A minimum of 8 years of demonstrated experience in successfully managing technical supports in health programs and preferably in HIV-AIDS or Tuberculosis; High degree of integrity, and highly organized and good analytical skills3. Demonstrated skills in the areas of Strategic Planning, Implementation, Monitoring and Evaluation4. Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships, both within and outside the organization; Sound knowledge and proven record working experience with international donor & development community in project implementation5. Excellent networking, oral and written communication, presentation, and reporting skills in English; Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and database familiarity	70	10 15 20 15 10

<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment:</i> <ol style="list-style-type: none"> 1. <i>Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner</i> 2. <i>Important aspects of the task addressed clearly and in sufficient detail</i> 3. <i>Logical, realistic planning for efficient project implementation</i> 	30	10
		10
		10