

Terms of reference



GENERAL INFORMATION

Title: Consultant Finance Associate for the Global Fund Financial Management for AIDS, Tuberculosis, and Malaria Programme in Ministry of Health

Project Name: Health Governance Initiative

Reports to: Finance Project Coordinator and Health Governance Project Manager

Duty Station: Ministry of Health, Jakarta

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

Duration of Assignment: 120 working days within 6 months

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
<input type="checkbox"/>	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select :
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
(4)	(5) Expert/ Advisor
<input 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"/>	Completed P11/CV with at least 3 (three) referees
<input checked="" type="checkbox"/>	Copy of educational certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

partial (coordination for program/activity planning, implementation and monitoring)

intermittent

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

The consultants will be based in Ministry of Health Office (Jakarta) and its high complexity of deliverables will require close coordination with PRs MoH.

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:
Arry Lesmana Putra*

I. BACKGROUND

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

UNDP is a partner of the Global Fund to Fight AIDS, TB and Malaria (Global Fund), and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development, as described in the HIV, Health and Development Strategy 2016-2021: Connecting the Dots, leverages UNDP's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP delivers three types of support to countries in HIV, health and development. Since 2003, UNDP has been in partnership with the Global Fund supporting countries access and manage resources for action on SDG 3.

Since 2007, UNDP been providing technical assistance support to the MOH implement Global Fund grants, and since 2012 in partnership with the Australian Government Department of Foreign Affairs and Trade, technical support to Indonesia's Country Coordinating Mechanism (CCM) and its technical working group to monitor the grant performance and provide oversight.

Global Fund – Indonesia: The Global Fund has provided grant funds to the Government of Indonesia in the amount of US\$ 823 million to fight HIV, Tuberculosis (TB) and Malaria, as well as strengthening the health system. As of October 2018, there are six active grants in the current GF implementation period (2018-2020) with a total budget of US\$ 264 million. The Ministry of Health (MOH) is the Principal Recipient (PR) for the Global Fund's HIV, TB, and malaria grants, with a total budget of US\$ 208 million (2018-2020). The MOH for each grant has several Sub-recipients (SR) who support the implementation of grants and achievement of programme results.

The Global Fund as a performance-based financing institution has terms and conditions relating to the financial reporting in the Grant Agreement signed with the PRs. These terms and conditions require the submission of quality and timely reports which, reflect the Global Fund's policies and procedures for the use of grant funds. Delays in the submission of timely and quality financial management reports, can impact on the progress of grant implementation and resources available to the country. The PR is also responsible for the reporting of Sub-recipients.

Technical Assistance:

Since 2017, the Global Fund, the MOH with the CCM have identified recurring financial management issues which has impacted on the timely delivery of quality reports as required by the terms and conditions of the MOH's grant agreement with the Global Fund. These issues constitute a risk for the Principal Recipients, having the overall responsibility for the implementation of GF grant funds. In 2018, the MOH requested support from UNDP to address financial management reporting to the Global Fund and to review the current accounting software to ensure the MOH can provide quality and timely financial reports to the Global Fund. The support finance management assistance as approval by the Global Fund project will be continue to end of 2020. .

This short-term assignment with the overall objectives of:

1. Establish an accounting and financial reporting process for the PR, to ensure, complete, accurate and timely reporting to the Global Fund in compliance with the terms and conditions of the Grant Agreement; and
2. Review and where applicable upgrade the Ministry of Health's accounting software to comply with the financial reporting terms and conditions of the Grant Agreement.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Objective

Under the guidance of the **Team Leader and the Finance Coordinator** as may be appropriate, the Consultant will execute financial services in the Global Fund PMU to ensure effective and transparent utilization of financial resources and integrity of financial services.

Duties and Responsibilities

- 1- Ensures administration of the Global Fund Grant budget focusing on achievement of the following results:**
 - Full compliance with GF rules, regulations, and policies of financial activities, financial recording/reporting system and follow-up on audit recommendations; and implementation of effective internal controls;
 - Preparation follow-up and modifications of grant budget and SR budgets;
 - Implementation of the control mechanism for the program budgets through monitoring budgets preparation and modifications, expenditures versus budgeted amounts and, maintenance of the General Ledger.

- 2- Provides accounting and administrative support to the PMU operations division focusing on achievement of the following results:**
 - Proper control of the supporting documents for payments, review of financial reports for the project;
 - Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted; payrolls are duly prepared; travel claims, MPOs and other entitlements are duly processed.
 - Coordination and review of accounts closure;
 - Timely VAT recording; and
 - Proper receipting of goods and services and establishment of accruals.

- 3- Ensures proper project cash management focusing on achievement of the following results:**
 - Timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements;
 - Timely identification and recording of receipts for income application;
 - Timely and accurate preparation of bank reconciliations;
 - Timely preparation of monthly cash flow forecast for use by Finance Coordinator.

- 4- Support the PRs in the implementation of the new FMIS implementation**
 - Work with the PR to ensure that the new FMIS is successfully implemented, by taking leadership in understanding the operational environment of the system and providing

implementation support around the designing of the chart of account, full set up and ensuring that all Global Fund and Government of Indonesia reports are well factored and designed

- Coordinate the trainings and ensure that the PR and SR are effectively trained and equipped to better use the software
- Support the designing of new process flows including infrastructure assessment to ensure that the PR and SRs are fully equipped to seamlessly operate the system
- Be a super user of the system and seek to develop advanced knowledge of the new system being implemented to provide technical back end support to PR and SRs as a super user.
- Document all issues being faced around the system and ensure that they are brought to the attention of the team leader on a timely manner for resolution

Expected deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required
1. Report on corrective actions and recommendation for financial recording and reporting system that fully compliance with GF rules, regulation and policies of financial activities	20 working days	July 2020	Project Finance Coordinator and Health Governance Project Manager
2. PU FY 2020 Q2 of PR MOH to The Global Fund	20 working days	August 2020	Project Finance Coordinator and Health Governance Project Manager
3. Report on accounting software training and implementation	20 working days	Sept 2020	Project Finance Coordinator and Health Governance Project Manager
4. Report on the support to MOH in the development of Q3-2020 Cash Report with complete supporting documents and strong justification for final forecasting of Q4-2020	20 working days	October 2020	Project Finance Coordinator and Health Governance Project Manager
5. Report on SRs advances management for TGF implementation	20 working days	November 2020	Project Finance Coordinator and Health Governance Project Manager

6. Final report on overall implementation Surge II of the technical assistance programme FY 2020	20 working days	December 2020	Project Finance Coordinator and Health Governance Project Manager
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III. WORKING ARRANGEMENTS

Reporting

The Consultant shall report to the Finance Coordinator for any queries and assistance.

Duration of Assignment

The duration of the assignment is 120 working days in 6 months period, renewable subject to availability of funds and good performance.

Payment

The Consultant will be paid on a daily rate (based on the number of days worked) and on the approved timesheet and Certificate of Payment.

Duty Station

The IC will be stationed in Ministry of Health office at Jakarta

Travel

Travel costs for the duration of the assignment will be arranged by the UNDP or can be reimbursed upon advance approval of the UNDP.

No	Destination	Frequency	Duration/days
1	N/A	N/A	N/A

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor's degree in accounting, Finance, Economics, would be desirable or other relevant fields of study

II. Experience

- Minimum 6 years of professional experience, preferably in the field of development for candidates with Bachelor Degree
- 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, preferably People Soft Knowledge IPSAS and/or IFRS required.
- Working experience in Global Fund or Health sector projects will be an advantage but not mandatory.

III. Language

- Fluency in written and spoken English is an absolute necessity.
- Fluency in written and spoken Bahasa Indonesia is required.

IV. Competencies and special skills requirement:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional:

- Systematic, organizational, analytical skills, thorough and attention to details.
- Highly proficient in the use of IT.

Project and Resource Management:

- Ability to work independently, produce high quality outputs. Demonstrated strong knowledge of UNDP development projects in Indonesia.
- Solid experience in leading team to support project administration.
- Strong knowledge and solid experience in project management support are essential as well as ability to draft correspondence on budget-related issues, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc
- Good inter-personal and team building skills.
- Full time availability for project management support duties is essential.
- Solid knowledge on with Government and UN/UNDP procedures
- Advance computer skills required, knowledge of spreadsheet and database packages
- Experience in handling of web based management systems would be highly desirable.

I. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

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>		100
Criteria A: qualification requirements as per TOR:	70	70
1. Bachelor degree in Accounting, Finance, Economics, or other relevant fields of study would be desirable, but it is not a requirement		20
2. Minimum 6 years of professional experience, preferably in the field of development for candidates with Bachelor Degree		20

3. Working experience in Global Fund or Health sector projects will be an advantage but not mandatory.		15
4. 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, preferably People Soft Knowledge IPSAS and/or IFRS required.		15
Criteria B: Brief Description of Approach to Assignment	30	30
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner		10
2. Important aspects of the task addressed clearly and in sufficient detail		10
3. Logical, realistic planning for efficient project implementation		10