



GENERAL INFORMATION

Title: Project Finance Coordinator for The Global Fund Financial Management for AIDS, Tuberculosis, and Malaria Programme (National Consultant)

Project Name: Health Governance Initiative (HEART)

Reports to: The Project Manager of Health Governance Initiative (HEART)

Duty Station: Ministry of Health, Jakarta - Indonesia

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

Duration of Assignment: 120 working days within 6 months

REQUIRED DOCUMENT FROM HIRING UNIT

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

REQUIRED DOCUMENTATION FROM CONSULTANT

X	Completed P11/CV with at least 3 (three) referees
X	Copy of educational certificate
X	Completed financial proposal
X	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: x Yes 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:

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;
2. Hands on leadership and technical support to the ministry in during the upgrade the Ministry of Health's accounting software to comply with the financial reporting terms and conditions of the Grant Agreement;
3. Design an effective human resources change management processes at the Ministry and developing Key Performance measurement indicators of the finance and programme staff, developing measurable performance evaluation tools, as well as remodelled job descriptions to ensure that The Global Fund standards are achieved.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Objective

Under the guidance of the Team Leader and the Health Governance Initiative Project Manager, the Project Finance Coordinator shall be responsible for effective and transparent utilization of financial resources and integrity of financial services for the programme. The Project Finance Coordinator shall analyse and interpret the financial rules and regulations, and provides solutions to a wide spectrum of complex financial issues.

The Project Finance Coordinator shall be responsible in supervising project support team and work in close collaboration with programme, operations, technical advisors, experts, Government officials, and other relevant stakeholders to successfully implement the UNDP project/programme..

Duties and Responsibilities

- 1- Support the PR by lead the financial management information system (Microsoft Dynamics 365 Business central) implementation and roll out**
 - 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
- 2- Ensures effective operational and financial management strategies and adapts processes and procedures focusing on achievement of the following results:**

- Full compliance with PR rules, regulations, and policies of financial activities, financial recording/reporting system; implementation of effective internal controls, proper functioning of a client-oriented financial resources management system;
- Continuously reviewing the financial situation and supporting the programme in the preparation of cash forecasts and periodical Annual Disbursement Decision Requests to the Global Fund and 2018 annual consolidated financial statements;
- Quarterly review and approve Funding Authorizations and Certificate of Expenditures of SRs;
- Finance business processes mapping and elaboration of the content of internal Standard Operating Procedures in finance under the supervision of the Finance team, including monitoring and tracking payment schedules of the procurement;
- Routinely monitor financial exception reports for unusual activities, transactions and investigates anomalies or unusual transactions. Inform supervisor of the results of the investigation when satisfactory answers are not obtained;
- Ensures coordination with the external auditor to finalize the audit reports (including, reconciliations with the Local Fund Agent reports) to ensure the final audit report complies with the approved Terms of Reference and the Global Fund's audit guidelines and follows up in a timely manner to ensure that audit recommendations (finance) are properly addressed.

3- Ensures the strategic management of programme budgets and supervision of the finance team focusing on achievement of the following results:

- Effective application of financial management systems and strategic oversight of planning, budgeting implementation and monitoring of the programme, tracking use of financial resources in accordance with MoH rules and regulations;
- Effective oversight and finalizations of the financial sections of the Progress Update and Annual Disbursement Decision Requests and preparation of quarterly and bi-annual Cash Flow and annual Cash Flow Forecasts, and statement of sources and uses of funds in compliance with the Global Fund requirements for submission to the Global Fund;
- Timely revision and finalization of Enhanced Financial Report and other ad-hoc financial reports as required by the Global Fund;
- Periodical preparation of fund balances, taking into consideration the data provided by the SRs fund balances to ensure better forecasting of activities as appropriate;
- Timely preparation of programme budget reviews and the provision of justifications for budget reallocation/re-programme requests (if any) for submission to the Global Fund;
- Preparation and monitoring of budgets; regular analysis and reporting on the budget approvals and the delivery situation;
- Ensuring that advance payments and direct payments for MOH and SR's vendors are properly reviewed and made on a timely basis, as well as ensuring that payment information is properly recorded into the system on a timely basis.

4- Ensures proper control of the programme accounts focusing on achievement of the following results:

- Analysis and elaboration of proposals for the internal expenditures' control system ensuring that vouchers processed are matched and completed, transactions are correctly recorded and posted; Monthly Payment Orders (MPOs), travel claims, and other entitlements are duly processed and receipting of goods and services and establishment of accruals are properly done in compliance with IPSAS;
- Control of the Accounts Receivables and maintenance of the General Ledger;
- Ensure gender-based budgeting as part of gender mainstreaming in the project.

5- Ensures proper programme cash management focusing on achievement of the following results:

- Timely review of the SR cash accounts to ensure the availability of sufficient funds for implementation and appropriate disbursements;
- Timely identification and recording of receipts for income application;
- Timely preparation of monthly cash flow forecast for use by the supervisor;

6- To contribute to the implementation of gender equality accountability framework and Gender equality Results Based management at project level

7- Ensures facilitation of knowledge building and knowledge sharing among country programme and guidance to all SRs and concerned CO staff on financial matters focusing on achievement of the following results:

- Regular capacity development and financial trainings to relevant staff of the country partners;
- Conduction of training for the PR staff on financial management;
- Synthesis of lessons learned and best practices in finance.
- Effective contribution to learning and knowledge sharing in gender analysis and gender mainstreaming

8- The incumbent of the position should avoid any kind of discriminatory behavior including gender discrimination and ensure that:

- Human rights and gender equality is prioritized as an ethical principle within all actions;
- Activities are designed and implemented in accordance with "Social and Environmental Standards of UNDP";
- Any kind of diversities based on ethnicity, age, sexual orientation, disability, religion, class, gender are respected within all implementations including data production;
- Differentiated needs of women and men are considered;
- Inclusive approach is reflected within all actions and implementations, in that sense an enabling and accessible setup in various senses such as disability gender language barrier is created;
- Necessary arrangements to provide gender parity within all committees, meetings, trainings etc

Expected deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required
1. Report on the preliminary data including prototype of the chart of accounts, process flow, and all account settings as completed and handed over to the FMIS vendor to ensure successful initial set up	20 wds	August 2020	Health Governance Project Manager
2. Progress update on the FMIS implementation status including completion of the set-up of the chart of account and all settings	20 wds	September 2020	Health Governance Project Manager
3. Coordination Report to ensure submission of Cash report and PUDR FY 2020 PR ATM MOH to The Global Fund	20 wds	October 2020	Health Governance Project Manager
4. Complete supportive supervision and audit FY 2020 as well as reporting on the Human Resources related changes implemented	20 wds	November 2020	Health Governance Project Manager
5. Final report technical assistant arrangement for the implementation ATM programme Phase II	20 wds	December 2020	Health Governance Project Manager
6. Coordination Report to ensure submission of Cash report Q2 FY 2020 PR ATM MOH to The Global Fund	20 wds	January 2021	Health Governance Project Manager

III. WORKING ARRANGEMENTS
<p>Reporting The Consultant shall report to the Health Governance Project Manager for any queries and assistance.</p> <p>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.</p> <p>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.</p>

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:

- Minimum Bachelor Degree or Master Degree in Accounting, Finance Management, Economics or other relevant fields of study

II. Experience

- Minimum 6 years of professional experience (Bachelor degree) or 2 years of professional experience (Master degree), preferably in the field of development
- A professional accounting qualification from recognized institute of accountancy and certified public accountant license is an asset (CPA , ACCA , CA or CIMA)
- Working experience in managing financial system in Global Fund programme or Health sector projects will be an advantage

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.
- 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 60 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	60	
1. Minimum Bachelor Degree or Master Degree in Accounting, Finance Management, Economics or other relevant fields of study		20
2. Minimum 6 years of professional experience (Bachelor degree) or 2 years of professional experience (Master degree), preferably in the field of development		20
3. A professional accounting qualification from recognized institute of accountancy and certified public accountant license is an asset (CPA , ACCA , CA or CIMA)		10
4. Working experience in managing Financial management information system/ ERP accounting software set up such as Microsoft Dynamics or comparable system in the public, development or NGO sector		10
Criteria B: Brief Description of Approach to Assignment	40	
1. Understand the task and applies a methodology appropriate for the task as well as strategy in a coherent manner focusing on Financial management and IT/Technology transformation approaches that will be applied to ensure successful task delivery		20
2. Important aspects of the task addressed clearly and in sufficient detail		10
3. Logical, realistic planning for efficient project implementation		10