

GENERAL INFORMATION

Title: Programme Manager (National Consultant)
Project Name: Health Governance Initiative
Reports to: Health Governance Project Manager
Duty Station: Home-based
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 80 working days *within 5 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 or CV with at least 3 (three) referees
X	Copy of education 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

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

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

Indonesia has a generally well performing immunization program but there remain important discrepancies within and between regions and according to UNICEF there is a persisting immunization gap of 1.9 M children under immunized¹. Access to immunization and adequate coverage is a key element of the Universal Health Coverage which Indonesia is committed to attain by 2019. Central to the immunization program is the vaccine supply chain. Assessments of the vaccine Supply Chain Management in Indonesia reveal (among other issues):

- Poor visibility and unreliable stock monitoring (no real time stock monitoring) leading to poor planning, unequal distribution and delivery (e.g. demand-supply mismatch) and reactive management;
- Suboptimal cold chain monitoring leading to wastage;
- Substandard reporting, data flow and quality assurance on data;
- Immunization workforce capacity (distribution, skills set, workload, etc.)

These issues, in turn, cause delayed progress, limited impact (by constrained coverage and prolonged stock out), stalled new vaccine introduction and suboptimal immunization at population level.

Contextual factors negatively impacting the vaccine SCM in Indonesia (and immunization overall) include the decentralization of a complex health system, extreme geography imposing physical and logistical challenges for vaccine supplies and information flow and 'people factors'. The latter can be loosely described as including human resources landscape in the immunization program (supply side) and a range of social determinants comprising varying degrees of community awareness and acceptance of immunization (based on level of education, belief systems, agency and socioeconomics).

Although it is playing a critical role, vaccine Supply Chain has received comparatively little investment. Pressed to meet its commitment to Universal Health Coverage by 2019, Indonesia is in urgent need of innovation to improve vaccine supply chain management.

A pilot project was initiated -with the support from UNDP- in two districts, Bogor and South Tangerang in West Java and Banten Provinces, respectively. The pilot project uses the Electronic Vaccine Intelligence Network technology (eVIN) which transformed the vaccine supply chain in India and therefore looks supplies and storage temperature across the vaccine cold chain points. SMILE (eVIN) also helps track storage temperature of vaccines through SIM-enabled temperature loggers attached to the cold chain equipment. At the core of the project is a human resources development component supported by a defined supervision plan and a rigorous training regimen. The system provides an integrated solution to address widespread inequities in vaccine coverage by supporting state governments in overcoming constraints of infrastructure, monitoring and management information systems and human resources.

As of July 2018, the system has been set up in 54 Puskesmas (Community Health Care Centre) in the two Provinces. The project engages with stakeholders at all levels: Ministry of Health (MoH), Provincial Health Office (PHO) and District Health Office (DHO). Series of trainer training for cold chain handlers and immunization staff have been completed. Trainees equipped with handsets implement SMILE (eVIN) on a daily basis and the system is live since mid-July 2018. Specialized staff recruited by UNDP are constantly monitoring the implementation of the pilot. Cold chain data and vaccine stock (utilization) data is simultaneously updated in the SMILE (eVIN) application and uploaded on a cloud server which can then be viewed by program managers at district, province, and national level through online dashboards.

UNDP is scaling up the SMILE solution across 600 Community Health Centres in Indonesia in 2020 to improve the vaccine cold chain logistics system, as part of the GAVI Post Transition Engagement grants for the Government of Indonesia. As part of initial coverage, SMILE has already been piloted in 58 cold chain points in two Cities in two Provinces, West Java and Banten. Moving forward, UNDP has now been asked by the Govt. of Indonesia to expand SMILE implementation to further include

600 cold chain points in 9 additional provinces. The final intent is to expand the SMILE implementation to all cold chain in Indonesia in a phase wise rollout during 2020-2024. As a programme manager, you will be focused in providing support to the Technical Advisor of SMILE team and coordinate with other members to achieve objectives assigned by the advisor. x

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

1. Support the project team to ensure effective implementation and achievement of results focusing on achievement of the following results:
 - Independently provides full range of project management and implementation assistance at all phases of the project cycle for, typically, a large and highly complex component of the project initiatives, seeking guidance only in exceptional circumstances.
 - Coordination of administrative aspect of project planning and preparation work for, typically, a large and highly complex component of the project initiatives; monitors status of project proposals and receipt of relevant documentation for review and approval.
 - Provide high quality analysis and draft presentation of information/data on specific project and related topics; highlight noteworthy issues/trends for consideration by appropriate parties.
 - Effective implementation of project standard operating procedures, effective monitoring of project performance and timely production of results oriented draft progress reports in line with the government and UNDP's regulations.
2. Provide effective support to the planning, budgeting, and implementation of the project;
 - Preparation and analysis of project budget proposals; funding source, prepares monitoring checklists, provides interpretation of budget guidelines; reviews and coordinates submissions of work proposal and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; propose adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized.
 - Provision of guidance to the executing agencies on routine implementation of projects, tracking use of financial resources
 - Effective monitoring of budgetary commitments, including verification of charges and obligation documents for all financial transactions; lead periodic budget revisions and ensures appropriate resource allocations; finalize reconciliation of accounts with amended budget; evaluates trends of financial implementation and makes necessary recommendations to line manager.
 - Timely preparation of quarterly project reports, in line with the standard template and presents it to the project assurance team on a timely manner;
 - Analysis of the situation a large size - complex project, identification of operational and financial problems, development of solutions.
 - Timely preparation for audit of project, implementation of audit recommendations.
3. Provides administrative support to the Project Management Unit focusing on achievement of the following results:
 - Provision of guidance to implementing partner and serves as focal point for coordination, monitoring and expedition of project implementation activities, involving extensive liaison with a diverse organisational units to initiate requests,

prepare standard terms of reference against project objectives, obtain necessary clearances, process and follow-up on administrative actions and resolve issues related to project implementation, e.g. recruitment and appointment of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, security compliance, etc.

- Serves as focal point for coordination, monitoring and expedition of implementation activities and participates in project evaluation; monitor implementation at all stages to ensure work is proceeding according to established plans, including analysing implementation difficulties and initiating remedial action; liaises with diverse organizational units to initiate requests; prepares standard terms of reference against project objectives, obtains necessary clearances, processes and follows-up on administrative actions and resolves issues related to project implementation, e.g. recruitment and appointment of personnel, travel arrangements, organization of and participation in training, authorization of payments, disbursement of funds, procurement of equipment and services, security, etc.
 - Provision of secretariat services to working groups, ad hoc task forces, etc.; drafts and circulates agenda notes to members/participants; compiles background documentation; drafts minutes of the meeting; monitors follow-up actions, etc.
 - Effective collaboration with project manager on various planning instruments such as the medium-term plan and internal work plans; provides assistance on reporting requirements, guidelines, rules and procedures and ensures completeness and accuracy of data submitted.
 - Lead project team in preparation of formal closures of projects, final budget revision, transfer of equipment, clearance, publication and distribution of final report.
 - Supervision of office support staff, including distribution and review of work assignments, training, and inputs to performance evaluation.
4. Support strategic partnerships and support to the implementation of resource mobilization
- Establishment and monitoring of updated internal databases relevant to the scope of project activities.
 - Preparation of design of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate audit and other reviews.
 - Finalization and publication of report in multiple languages as a tool to communicate results, deepen stakeholder knowledge and buy-in to the project, and resource mobilization for the project,
 - In coordination with UNDP's Communication unit and other relevant counterpart communications department drafts project summaries, coordinates with editor, translation services, etc.
 - Preparation of correspondence and communications related to all aspects of project administration, including work plan and budgets, revisions and other related issues, as well as prepares unit contributions for a variety of periodic reports
 - Updated progress of implementation on resource mobilization and timely reporting on mobilized resources
5. Supports knowledge building and knowledge sharing focusing on achievement of the following results:

- Organization of trainings for the operations/ projects staff.
- Synthesis of lessons learned and best practices in project support management
- Contributions to knowledge networks and communities of practice.

Expected deliverables/outputs:

Expected deliverables	Estimated number of working days	Completion deadline	Review and Approvals Required
1. Creating SMILE Projection Planning and Roadmap	20 working days	December 2020	Project Manager for HGI
2. Report on Strategic Planning with Partners and Key Stakeholders within Regional and National Scale	20 working days	January 2021	Project Manager for HGI
3. Report on Sharing Knowledge on Project Budgeting Efficiency	20 working days	February 2021	Project Manager for HGI
4. Report on SMILE Project Implementation with the following descriptions: <ul style="list-style-type: none"> - Budget Plan and Projection - Strategic Plan and Projection - Communication and Partnership 	20 working days	March 2021	Project Manager for HGI

III. WORKING ARRANGEMENTS

Reporting

The Consultant shall report to the SMILE National Coordinator and Health Governance Project Manager, for any queries and assistance on deliverable based.

Duration of Assignment

The duration of the assignment is 80 working days within 5 months, renewable subject to availability of funds and daily performance.

Payment

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

Travel

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed by UNDP upon submission of evidence.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

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

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor’s degree in public health, social sciences, statistics or other relevant studies. Advance degree in relevant studies is a plus.

II. Experience:

- Minimum 8 years for bachelor’s degree with experiences in health project management with government or working in similar position in an NGO and/or International Organization/National Corporation would be desirable
- Have experience in management at the national level would be advantage
- Experience in handling of web-based management systems would be highly desirable

III. Language:

- Strong written and spoken in English.

IV. Others

- Preferably have extensive knowledge in collaboration, learning, and adapting concepts for health projects.
- Creative problem solving and ability to work in a team with positive attitude.
- Ability and willingness to travel to the field.

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

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	70	70
1. Bachelor's degree in public health, social sciences, statistics or other relevant studies. Advance degree in relevant studies is a plus.		20
2. Minimum 8 years for bachelor's degree with experiences in health project management with government or working in similar position in an NGO and/or International Organization/National Corporation would be desirable		20
3. Have experience in management at the national level would be advantage		15
4. Experience in handling of web-based management systems would be highly desirable		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