

**Annex I**  
**Terms of reference**

**GENERAL INFORMATION**

**Title:** Technical Advisor for Management and Technical Cooperation for AIDS, Tuberculosis, and Malaria (MTC-ATM Project) (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:** 15 working days within 3 months period

**REQUIRED DOCUMENT FROM HIRING UNIT**

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

**REQUIRED DOCUMENTATION FROM CONSULTANT**

X	Completed CV or P11 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 (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:

## 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. The United Nations Development Programme UNDP Indonesia Country Programme 2016-2020 developed in partnership with the Indonesian Government addresses the unfinished business of the Millennium Development Goals and support national efforts to advance the 2030 Sustainable Development Agenda. The programme contributes directly to MoH National Action Plan 2015-2019, objective 1) increasing the health status of society and; 2) increasing the responsiveness and protection to society towards social and financial risks related to health and Outcome 2 of the UNDP country Programme for Indonesia (2016-2020), which are aligned with the Indonesian Government Health Sector's Objectives, commitment to Universal Health Coverage, SDG3 Ensure healthy lives and promote wellbeing for all at all ages (target 3.8 in particular) and other Sustainable Development Goals.

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. The Global Fund itself 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.

The prevention of HIV-AIDS, Tuberculosis, and Malaria in Indonesia has been going on for a long term and many lessons learned come up to these problems. UNDP to support ATM programme to provide technical assistance for new Principal Recipients funded by the Global Fund, one of UNDP portfolio is to support during grant making and institutional strengthening such as organizational improvement, develop/improve the PR's policy and technical guidance comprises of sections on the project management, financial management, human resources management, procurement and supply management, and monitoring and evaluation. The technical guidance also captures how the project manages different activities and steps of grant cycles, describes approved policies as well as approaches to implementing those policies that have been endorsed at the secretariat level. The manual applies to implementer of the programme from PR, Sub-Recipients (SR) at provincial level and Sub-Sub Recipients (SSRs) at district level.

Therefore, UNDP need expert consultant to implement this technical assistance and support the PRs to strengthen their self in implementing the programme.

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

### Scope of Work

The technical advisor will report to the Health Governance Project Manager, with close coordination with Ministry of Health. The technical advisor will be responsible for the following tasks, in supporting the new principle recipient's implementation in Indonesia. Moreover, to review and analysis Project Management Team (PMT) in understanding of the PIM including planning, implementatsion, monitoring, and evaluation aspects.

1. Provide technical assistances for new Principle Recipients.

2. Provide support capacity buildings on development and implementation of technical guidance namely Project Implementation Manual (PIM) to improve capability of the Project including planning, implementation, monitoring and evaluation aspects.
  3. Provide institutional strengthening to the new PRs in managing grant especially from the GFATM in PMT of PR, SRs, SSRs and IUs as requested.
  4. Provide advisory for overall grants management
- Besides supporting new PRs, s/he will be responsible provide advisory and policy recommendation on health governance cluster for AIDS, TB and Malaria Programme respectively.

**Expected deliverables/outputs:**

<b>Deliverables/ Outputs</b>	<b>Estimated Number of Working days</b>	<b>Completion deadline</b>	<b>Review and Approval Required</b>
1. Submission of technical assistance report for new Principle Recipients	7 wds	April 2021	Health Governance Project Manager
2. Submission of institutional strengthening to the new PRs in managing grant especially from the GFATM in PMT of PR, SRs, SSRs and IUs as requested	5wds	May 2021	Health Governance Project Manager
3. Submission of advisory report for MTC ATM Project team,	3 wds	June 2021	Health Governance Project Manager

**III. WORKING ARRANGEMENTS**

**Institutional Arrangement**

- a) The consultant will work closely with Consortium STPI-Penabulu, IAC, and MOHA under the supervision of the Project Manager.
- b) The consultant will support and provide the technical assistance for new PRs.
- c) The consultant will provide report(s) at the completion of each deliverables to the Health Project Manager for approval.

**Duration of the Work**

15 working days (April 2021 to June 2021)

**Duty Station**

Home Based

**Travel Plan**

Below is an indicative travel plan for the duration of the assignment. The Consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

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

#### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

##### I. Academic Qualifications:

- Minimum master's degree in Health, Epidemiology, medical science, public health, health policy, and or related studies.

##### II. Years of experience:

- A minimum of 15 years of working experience with AIDS, TB, and Malaria programme in Indonesia.
- Knowledge of and experience in the development policy formulation, management health programme, and provision of technical assistance in health area
- Knowledge of the Government of Indonesia and GFATM systems and processes is an advantage;
- Experience in providing technical and capacity building to support government institutions, UN agencies or other multilateral / technical organization in health is desirable

##### III. Competencies and special skills requirement:

- Ability to analysis policy docusment and make constructive advisory and policy suggestions
- Strong interpersonal, and communication skills, as well as, ability to work in a team and/or with partners/stakeholders;
- Good writing and reporting skills;
- Good presentation and communication skills;
- Ability to work under pressure and stressful situations, and to meet tight deadlines.
- Fluency in Bahasa Indonesia and English is required;
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#### 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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<b><u>Technical</u></b>	70 %	100
<b>Criteria A: qualification requirements as per TOR:</b>		70

1. Minimum master's degree in Health, Epidemiology, medical science, public health, health policy, and or related studies.		10
2. A minimum of 15 years of working experience with AIDS, TB, and Malaria programme in Indonesia.		15
3. Knowledge of and experience in the development policy formulation, management health programme, and provision of technical assistance in health area		15
4. Knowledge of the Government of Indonesia and GFATM systems and processes is an advantage;		15
5. Experience in providing technical and capacity building to support government institutions, UN agencies or other multilateral / technical organization in health is desirable		15
<b>Criteria B: Brief Description of Approach to Assignment</b>		<b>30</b>
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