



**MINISTRY OF FINANCE OF THE REPUBLIC OF INDONESIA
PUBLIC FINANCE MANAGEMENT – MULTI DONOR TRUST FUND**

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**REPUBLIK INDONESIA
KEMENTERIAN KEUANGAN**

PUBLIC FINANCIAL MANAGEMENT – MULTI DONOR TRUST FUND – PHASE III

**PENGADAAN KONSULTAN UNTUK PROGRAM MANAGEMENT ADVISOR
BAGI PSSU PFM-MDTF**

Kementerian Keuangan telah menerima bantuan hibah dari Bank Dunia melalui program PUBLIC FINANCIAL MANAGEMENT – MULTI DONOR TRUST FUND – PHASE III melalui Grant Agreement No, TF-B5420, untuk melaksanakan bantuan proyek Pengadaan Jasa Konsultan untuk Program Management Advisor bagi PSSU PFM-MDTF.

Bantuan teknis Pengadaan Jasa Konsultan untuk Program Management Advisor bagi PSSU PFM-MDTF akan meliputi :

1. Uraian Kegiatan

Konsultan akan melaksanakan beberapa tugas dan tanggung jawab pekerjaan selama masa kontrak meliputi:

- a. Mendampingi/Asistensi kepada PSSU dan PIU program PFM-MDTF Tahap III dalam hal tata kelola PFM-MDTF, mekanisme pendanaan hibah, serta hubungan/keterkaitan antara seluruh program kegiatan PFM baik yang didanai melalui RETF, BETF, APBN maupun mitra pendanaan pembangunan lainnya;
- b. Bekerja sama dengan *Person in Charge* baik dari PSSU maupun PIU program PFM-MDTF Tahap III dalam hal persiapan, implementasi, pemantauan dan evaluasi serta pelaporan kegiatan;
- c. Mendampingi/Asistensi PSSU dalam pengelolaan Cost Tables alokasi pembiayaan melalui hibah RETF PFM-MDTF, dan hibah lainnya, termasuk monitoring pencairan aktual (actual disbursement) berdasarkan komponen yang ada;
- d. Memberikan review dan rekomendasi secara berkala berupa langkah-langkah strategis dalam rangka meningkatkan mekanisme pemantauan dan evaluasi terhadap pelaporan periodik, indikator dan feedback kepada pihak manajemen/pengambil keputusan untuk memastikan efektivitas dari implementasi program;
- e. Monitoring dan assessment terhadap arus pertukaran data dan informasi terkait setiap komponen program PFM-MDTF III, baik antara lembaga pelaksana (implementing agencies), lembaga penerima manfaat (beneficiary agencies), Bank Dunia, serta masyarakat pada umumnya, serta membuat rekomendasi dalam rangka efektivitas arus pertukaran dan penyebaran data dan informasi sesuai dengan tujuan program;
- f. Meningkatkan efektivitas mekanisme monitoring dan evaluasi termasuk penyusunan dan pengelolaan format pelaporan guna kemudahan pelaksanaan supervisi dari para stakeholders dari komite pengawas, para pimpinan tinggi, dan Bank Dunia, untuk mereviu dan mengevaluasi keberhasilan pelaksanaan indikator dan tujuan program;
- g. Melakukan evaluasi terhadap efektivitas kegiatan yang dilaksanakan oleh berbagai sub-komponen serta memberikan assessment terhadap dampak dan outcome dari implementasi program yang telah terlaksana;
- h. Membantu PIU dalam menginternalisasikan prosedur Pemantauan & Evaluasi, dan prosedur persyaratan pelaporan yang telah ditetapkan dalam perjanjian hibah PFM MDTF Tahap III;
- i. Membantu PSSU dalam memberikan advice/rekomendasi kepada para PIU mengenai ketersediaan dana untuk setiap program komponen, serta prosedur pengelolaan dana hibah melalui DIPA, termasuk pengajuan revisi DIPA apabila diperlukan;
- j. Membantu PSSU dalam penyusunan *procurement plans* atas proyek yang didanai melalui RETF PFM-MDTF, apabila tidak terdapat procurement advisor/spesialis;
- k. Membantu PSSU dalam penyusunan kebijakan, manual proyek, dan guidelines yang berkaitan dengan program, termasuk Manual Pengelolaan Proyek dan instruksi kerja yang digunakan dalam mempersiapkan program kerja;
- l. Membantu PSSU dalam mereviu laporan berkala kepada Bank Dunia, termasuk laporan-laporan wajib berdasarkan ketentuan Perjanjian Hibah;
- m. Memberikan rekomendasi kepada PSSU dan PIU dalam pengelolaan operasional program serta penyelesaian permasalahan termasuk permasalahan administrasi seperti permasalahan kontrak,

- pembayaran, persyaratan pengurusan work permit dan visa, ataupun pajak bagi konsultan lain yang di-hire dalam rangka pelaksanaan program PFM-MDTF;
- n. Menyiapkan draft konsep/makalah akademis, memo/bahan pertemuan, serta bahan rekomendasi mengenai berbagai isu strategis yang perlu ditangani oleh PSSU dan/atau Sekretaris Jenderal sebagai Executing Agency dari program PFM MDTF, serta Ketua Anggota Dewan PFM MDTF Partnership Council;
 - o. Mereviu dokumen-dokumen pelaporan yang akan disampaikan Bank Dunia kepada Pemerintah, seperti Aide Memoire, draft Laporan Tahunan, dll;
 - p. Membantu dan memberikan konsultasi dalam penyusunan Term of Reference (ToR) kepada PSSU/PIU, dibawah pengawasan PSSU;
 - q. Mereviu dan memberi rekomendasi terhadap perubahan proposal atau ToR yang telah disiapkan oleh Lembaga lain untuk kegiatan yang didanai oleh PSSU melalui RETF;
 - r. Membantu dalam mempersiapkan draft tanggapan tertulis dalam rangka komunikasi antara PIU, Bank Dunia dan lembaga lainnya;
 - s. Membantu dalam persiapan penyelenggaraan rapat/diskusi/koordinasi antar komponen program/PIU;
 - t. Bekerja sama dengan Bank Dunia dan GOI counterparts dalam menyiapkan Project Paper dan Result Framework, menyiapkan dan mereviu bahan materi dari pertemuan GOI-MCR, Management Committee, dan pertemuan Partnership Councils;
 - u. Membantu PSSU dan PIU, dalam memberikan bimbingan dan konsultasi serta komunikasi antar konsultan, antara konsultan dan pemerintah, untuk memastikan kelancaran interaksi dan pertukaran ide antara berbagai pihak;
 - v. Membantu menjalin komunikasi yang baik antara Kementerian Keuangan dengan Bank Dunia dan lembaga pemberi donor dalam hal keterkaitannya dengan PFM-MDTF dan hibah terkait; dan
 - w. Melaksanakan tugas lainnya berdasarkan penugasan klien apabila diperlukan.
2. Periode Pelaksanaan Kontrak
Jenis kontrak yang digunakan adalah kontrak waktu penugasan (time-based) dan didanai melalui hibah PFM-MDTF Phase III – RETF, dengan periode kontrak selama 12 (dua belas) bulan, dimulai dari waktu penandatanganan kontrak. Kontrak dapat diperpanjang, tergantung dengan kebutuhan, kinerja dan ketersediaan sumber daya.
3. Persyaratan Calon Konsultan
- a. Memiliki gelar Master's Degree atau setara di bidang Bisnis/Manajemen Finansial atau bidang sejenis;
 - b. Memiliki pengalaman profesional yang relevan dalam mengerjakan proyek-proyek pemerintah paling kurang 10 tahun, khususnya dalam hal pengembangan dan implementasi aplikasi pengguna, diutamakan di area financial management;
 - c. Memiliki pengalaman dalam manajemen keuangan publik setidaknya 8 – 10 tahun, termasuk di dalamnya sebagai pimpinan/manajer/direktur/advisor proyek atau posisi setara lainnya untuk proyek dengan sifat dan skala yang sejenis dengan penugasan ini;
 - d. Pernah berkecimpung/familiar dengan prosedur manajemen project, management keuangan, dan pengadaan Bank Dunia;
 - e. Pernah berkecimpung/familiar dengan prosedur penganggaran, akuntansi, dan pelaporan keuangan pemerintah;
 - f. Memahami dan memiliki kemampuan dalam hal implementasi aplikasi di pemerintahan, terutama di bidang manajemen keuangan dan/atau monitoring dan evaluasi;
 - g. Memiliki keterampilan komunikasi dan cultural sensitivity yang excellent – terbiasa bekerja di lingkungan budaya yang beragam;
 - h. Memiliki kemampuan berbicara dalam bahasa Inggris dan Indonesia baik dalam bentuk lisan maupun tulisan.

Kementerian Keuangan mengundang perusahaan konsultan terpilih untuk menyampaikan surat pernyataan berminat (*expression of interest*), dengan melampirkan proposal, *Curriculum Vitae* (CV), dan bukti pengalaman pekerjaan dan persyaratan sebagaimana dipersyaratkan pada poin 3 melalui email pssu.gfnrap@kemenkeu.go.id.

Pengadaan konsultan dilakukan dengan metode seleksi konsultan individual (*limited selection*), dengan mengacu kepada Aturan Pengadaan Bank Dunia (*The World Bank Procurement Regulations for IPF Borrowers*) sebagaimana revisi terakhir bulan November 2020).

Penyampaian surat pernyataan berminat dan dokumen pendukung lainnya dapat disampaikan dengan perpanjangan waktu sejak tanggal undangan sampai dengan hari Jumat, tanggal 29 Juli 2022 pukul 17:00 WIB dan ditujukan kepada :

**Ketua Panitia Pengadaan Barang dan Jasa
PUBLIC FINANCIAL MANAGEMENT – MULTI DONOR TRUST FUND
KEMENTERIAN KEUANGAN**

Gedung Djuanda 2 Lantai 18, Kompleks Kementerian Keuangan

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Surat pernyataan berminat dan dokumen pendukung lainnya harus diterima melalui email di atas paling lambat pada hari Jumat, tanggal 29 Juli 2022 pukul 17:00 WIB.

Demikian disampaikan. Atas perhatian dan perkenannya, kami ucapkan terima kasih.



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**Government of Indonesia
MINISTRY OF FINANCE**

**PUBLIC FINANCIAL MANAGEMENT – MULTI DONOR TRUST FUND –
PHASE III**

(RETF – Supporting Component)

**REQUEST FOR EXPRESSIONS OF INTEREST
For Consultancy Services for Program Management Advisor
PSSU PFM-MDTF**

(CONSULTING SERVICES –INDIVIDUAL CONSULTAN SELECTION)

Loan No./Credit No./ Grant No.: TF-B5420

Reference No. (as per Procurement Plan): ID-SETJEN KEMENKEU-289220-CS-INDV

The Ministry of Finance has received financing from the World Bank toward the cost of the PUBLIC FINANCIAL MANAGEMENT – MULTI DONOR TRUST FUND – PHASE III and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include:

1. Scope of Work

The Consultant will be expected to perform the following tasks:

- a. Assist the PSSU and PIUs in understanding better the PFM governance arrangements, the funding mechanism, and the relationships/linkages between related PFM activities funded by RETF, BETF, Other Development Partner and State Budget.
- b. Work Closely with the PIC from PSSU and PIUs for the preparation, implementation, monitoring and evaluation as well as reporting the activities in PFM.
- c. Assist the PSSU in maintaining and updating the Cost Tables for the allocation of the PFM-MDTF RETF grants, and other grants to program components, including tracking actual disbursements by component;
- d. Review, and recommend measures to improve the existing monitoring and evaluation mechanism including periodicity of reporting, indicators, and feedback to management/decision-makers in order to ensure effective monitoring and evaluation of program implementation;
- e. Review and assess the information flow and information exchange between related program components, between the implementing agencies and the beneficiary agencies, between the program components and the World Bank, and between the program and the public in general, and make recommendations to improve such information flow to ensure adequate dissemination of information;
- f. Continue to improve the Monitoring & Evaluation mechanism, including the reporting formats adopted by the program to enable the supervising committees, implementing

- agency officials, and the World Bank to review and evaluate the execution of the program and the achievement of objectives and result indicators;
- g. Evaluate the effectiveness of activities implemented by the different sub-components and assess the impact as well as the outcome of activities implemented in previous periods;
 - h. Assist the PIUs in internalizing the Monitoring & Evaluation procedures, and in complying with the reporting requirements stipulated in the PFM MDTF Phase III grant agreements;
 - i. Assist the PSSU in advising the PIUs on the funds available for each program component, and the procedure for incorporating grant funding in the DIPA, including applying for DIPA revision when required;
 - j. Assist the PSSU in updating the procurement plans for PFM-MDTF RETFs, in the absence of a procurement advisor/specialist;
 - k. Assist the PSSU in preparing and/or updating program-related decree, manuals, and guidelines including the Project Operations Manual (POM) and instructions for preparing the work program;
 - l. Assist the PSSU in reviewing periodic report/submissions to the World Bank, including those required under the terms of the Grant Agreements;
 - m. Provide advice to the PSSU and the PIUs in the conduct of their day-to-day operations and resolution of issues, including work permit and visa requirements for new consultants, tax obligations of new consultants, issues related to Consultant's billings, and extension of contracts;
 - n. Prepare draft concept/analytical papers, memos, materials for meetings, recommendations on various issues that need to be addressed by the PSSU and/or by the Secretary-General as head of the PFM MDTF Executing Agency, and as Chair of the PFM MDTF Partnership Council Members;
 - o. Review documents such as Aide Memoire, draft semi-annual/Annual Reports pertaining to the PFM-MDTF and other documents which are submitted by the World Bank to the Government for review;
 - p. Assist in preparing and/or revising Terms of Reference (ToR) for consultancies under the jurisdiction of the PSSU;
 - q. Review and recommend changes to proposals or ToRs prepared by other agencies for activities funded by PSSU managed RETFs;
 - r. Assist in preparing draft responses to written communications from PIUs, the World Bank, and other agencies;
 - s. Assist the PSSU in organizing and conducting coordination meetings/discussions with the different program components/PIUs;
 - t. Work closely with the World Bank and GoI counterparts in the preparation of the update to the Project Paper and the Results Framework, preparing and reviewing materials for the GoI-MCR meetings, Management Committee meetings, and the Partnership Council meetings;
 - u. Assist the PSSU and PIUs, in providing guidance and assistance to other consultants, and facilitating communication between consultants, as well as between consultants and the government officials and staff, to ensure smooth interaction and exchange of ideas between different parties;
 - v. Assist in maintaining good communications between the MoF and the WB and other donors on matters related to PFM MDTF and related grants; and
 - w. Perform such other duties as may be required from time to time.

2. Period of Assignment

Program Management Advisor will be hired under this ToR. The initial contract will be for period of 12 months starting from contract signing and will be financed from the PFM-MDTF Phase III Grant by

RETF. The contract may be extended, subject to necessity, performance and availability of resources.

3. Requirements

The Consultant is expected to have the following qualifications:

- a. Master's Degree or equivalent in Business/Financial Management or related field;
- b. At least 10 years of relevant professional experience of working on government projects involved with the development and implementation of user applications, preferably in the area of financial management;
- c. At least 8-10 years relevant experienced in public financial management including 5 years in monitoring and evaluation a team leader/project manager/project director/project management advisor or other equivalent lead position in an of projects of similar nature and scale to this assignment;
- d. Familiarity with the World Bank procedures in the area of project management, financial management, and procurement;
- e. Familiarity with government budget, accounting, and financial reporting procedures;
- f. Must have the demonstrable capability of working with users in a Government department for the implementation of user applications, preferably in financial management and also understand about monitoring and evaluation.
- g. Must demonstrate excellent communication skills and cultural sensitivity — should have worked in diverse cultural environments;
- h. Has the ability to write and communicate verbally in English and the Indonesian language.

The detailed Terms of Reference (TOR) for the assignment *can be obtained at the address given below.*

The Ministry of Finance now invites the selected individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: as mention in poin 3. Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section VII paragraph 7.34 - 7.39 dari the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (last revision: November, 2020).

A Consultant will be selected in accordance with the Individual Consultant Selection (limited competitive selection) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours starts from the invitation letter’s date. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) **maximum by Friday, July 29th 2022 at 17.00 pm (Indonesian Time) as we rescheduled.**

PROCUREMENT COMMITTEE of PUBLIC FINANCIAL MANAGEMENT – MULTI DONOR TRUST FUND, MINISTRY OF FINANCE

Attn:

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