

TERMS OF REFERENCE – National Consultant

Job Title	:	Finance & Administrative Officer
Duty Station	:	KIAT Guru National Office, Jakarta; with field travel
Type of Contract	:	Individual Consultant
Expected Duration of Assignment	:	6 months until December 2018

General Background and Organizational Context

The Government of Indonesia (Gol) is committed to accelerating the pace of poverty reduction and the President of Indonesia has declared that poverty reduction is among the highest development priorities of his administration. This commitment is reflected in Indonesia's national medium-term development plan (*Rencana Pembangunan Jangka Menengah Nasional*, RPJMN, 2015-2019), as poverty rate is set to decrease from 11.25% in 2014 to 7-8% by 2019.

Indonesia's achievement to reduce poverty has been significant, as poverty rate since 1998 to date steadily decreases. However, more than 28.3 million Indonesians continue to live below the poverty line, while 30% of the population within 12.5% of the poverty line remain vulnerable to falling back into poverty.

In a bid to intensify the poverty reduction effort, Gol has elevated the overall oversight and coordination of poverty and social protection programs to be under the Vice-President's Office. Through Presidential Regulation No. 15/2010, the National Team for the Acceleration of Poverty Reduction (*Tim Nasional Percepatan Penanggulangan Kemiskinan*, TNP2K) was founded and given the mandate to carry out those oversight and coordination roles. TNP2K plays a key role in defining policies for poverty reduction and social protection by:

- Improving program targeting using a common method and household list for all social protection programs;
- Improving the performance of poverty reduction programs through reforms in program design;
- Undertaking monitoring and impact evaluation of the social assistance programs; and
- Support line ministries in maintaining quality implementation.

TNP2K - KIAT Guru Program

To improve frontline service delivery in education sector, starting in 2014, the National Team for Acceleration of Poverty Reduction (TNP2K), under the Secretariat of the Vice President of the Republic of Indonesia has been implementing a pilot program to improve teacher performance and accountability of teachers (KIAT Guru: Kinerja dan Akuntabilitas Guru). The primary objective of KIAT Guru is to empower communities to make investments that contribute to improvements in the quality of primary education service delivery, measured in terms of reduced levels of teacher absenteeism, improved quality of service, and improved levels of student learning outcomes. KIAT Guru utilizes two main mechanisms: (1) Community Empowerment – e.g. empowering the communities to participate in improving availability and quality of education services; and (2) Pay for Performance – e.g. tying payment of teacher allowances with teacher presence and quality of service. The secondary objective of KIAT Guru is to influence policies related to: (a) adaptations of Civil Servant Law for the education sector to tie teacher allowance payment with concrete performance measures, including availability and quality of service; and (b) operational mechanisms to implement the Village Law at the village, district, and national levels to:

- Ensure community monitoring and input into evaluation of teacher service performance;
- Strengthen community linkage to village, sub-district, and district government structures and mechanisms; and
- Strengthen village governance to improve education service delivery, including technical

assistance to effectively utilize the village fund.

KIAT Guru Pilot Project has been implemented since June 2016 until June 2018. The cooperation agreement between TNP2K, Ministry of Education, and district governments of KIAT Guru Pilot Project is valid until December 2018. Based on the request from the district governments and Ministry of Education, TNP2K has been requested to continue providing technical support from July until December 2018. Therefore the technical support for this Project, will be extended until December 2018 in order to support Ministry of Education and district governments in developing national and regional policy recommendations. This is also to ensure the payment mechanism of teacher allowances implemented by district governments in targeted areas. The payment mechanism should be based on the evaluation from community.

Based on findings and lessons learned from KIAT Guru Pilot Project, Ministry of Education and TNP2K have requested the World Bank to provide technical assistance to improve teacher performance and accountability in urban areas (KIAT Guru Urban). The implementation will be done by BaKTI Foundation.

BaKTI Foundation

The KIAT Guru Program is supported by the Government of Australia - Department of Foreign Affairs and Trade (DFAT), and its financing is provided through the Local Solutions to Poverty (LSP) multi-donor trust fund managed by the World Bank. The Social Development Unit at the World Bank is responsible for the program governance in support to TNP2K, and therefore has appointed *Bursa Pengetahuan Kawasan Timur Indonesia (BaKTI)* Foundation as the Grant Recipient to provide management, financial, and procurement capacities for technical assistance and activities implementation at national and sub-national levels. The post is a part of KIAT Guru Program Office at TNP2K, which responsible for managing program activities implementation and operations support.

Scope of Work

Purpose of Job

The role of the Finance & Administrative Officer is to support Financial Management of the Project in budget planning and execution, and managing day-to-day financial transactions related to program activities and to provide support to program operations in the areas of administration and procurement, including asset management.

S/he will also provide technical assistance to field implementation teams at pilot districts.

Responsibilities

The Finance & Administrative Officer will be responsible to deliver following services:

1. Support the KIAT Guru Project to develop and refine Project Implementation Manual related with finance and administration in KIAT Guru
2. Support the preparation of Monthly, Quarterly and Annual Budget estimation, with given several inputs from the result of analyzing of the budget needed and other data as needed.
3. Perform and ensure administrative and financial accountability systems are implemented according to Project Implementation Manual at the national and local levels, including: preparing advances, settlement and all disbursement of the activities and operational in national and local level.
4. Support the preparations of Financial Reports at district and Jakarta offices.
5. Support the preparation and handling training related with finance & administration.
6. Contribute ideas, thoughts, and technical inputs in developing Final Progress Report of program implementation, including its related documents, in relevance to the performed role and tasks; and support the preparation of final expenditures report of program implementation at districts and national level as part of final financial statement to be furnished by BaKTI Foundation.
7. Support the administrative aspects of the program, including but not limited to (i) Events & meetings; (ii) Travel & accommodation; (iii) Logistics; (iv) Filing/Record System and (v) Office

supplies.

8. Conduct procurement processes for goods and services at national level, and support processes at district level, in accordance to the Project Implementation Manual.
9. Support in the program asset management and office inventory including but not limited to (i) establish asset register; (ii) physical checks; and (iii) asset transfer.
10. Provide direct support to District Implementation teams in administration and procurement area
11. Draft all necessary administration and financial management correspondence and be responsible for follow-up
12. Support HR Yayasan BaKTI for collecting personnel management documents from the staff/ consultants, including: (i) timesheet; (ii) fee claim; (iii) other document as needed
13. Ensure transparency and accountability in administrative processes and practices.
14. Contribute ideas, thoughts, and technical inputs in developing Final Progress Report of program implementation, including its related documents, in relevance to the performed role and tasks.

Coordination

The Finance & Administrative Officer will work under technical supervision of Operation Manager of BaKTI Foundation.

Key Deliverables

The Finance & Administrative Officer will be responsible for providing the following deliverables:

1. Financial & Administration Management based on Project Implementation Manual and additional procedure are supported for providing and implementing.
2. Monthly, Quarterly and Annual Budget Plan have been supported with several inputs from the update of real transaction and condition.
3. All financial transactions in KIAT Guru are proper and accountable. All process and supported documents i.e. payment voucher, expense report, cash book, taxation report, advance list, bank reconcile, petty cash report, replenishment, budget vs actual report, etc are valid, accountable and in well managed, according to standard operational procedures.
4. Financial reports are supported for providing properly and in timely manner.
5. Cleared cash transactions and reports, closed cash balances and bank accounts at districts and Jakarta offices.
6. Relevant section(s) in KIAT Guru Pilot Program Implementation Final Progress Report; and final cash expenditures report.
7. Effective procurement processes in compliance with the Project Implementation Manual.
8. Effective administrative support, including proper arrangement of program documentation filing and archiving;
9. Program assets and office inventory arrangement are well-updated and maintained;
10. Effective administrative, logistics and procurement support to implementation of KIAT Guru National and District team activities.

Competencies and Requirements

Education:

1. Minimum Bachelors' Degree in Finance, Management, Administration, Social Sciences or others relevant field.

Work Experience:

1. A minimum of 3 years of experience in Finance and Accounting, with a minimum of 2 years of experience working with International and National Government/NGO; District Governments and/or Community Development;
2. Proven experience in managing Budget Project especially in community development in national level i.e. forecasting, preparing and managing budget and financial report for program

activities and operational aspect;

3. Proven experience in managing state budget will be advantage.

Functional:

1. Demonstrate sound analytical, planning, monitoring, and troubleshooting skills, and capacity to put concepts into workable actions and/or activities; ability to perform process monitoring, and identify issues and risks.
2. Familiar with accounting principal;
3. Familiar with procurement process;
4. Good proficiency Bahasa Indonesia, in verbal and writing.

Managerial:

1. Demonstrate ability to determine priorities and manage multiple tasks efficiently and effectively, able to cope with changing priorities and work program, and able to manage multiple tasks under pressure;
2. Demonstrate ability to work in sensitive situations and challenging policy environments, and in providing prompt and quality response to stakeholders' requests;
3. Demonstrate able to work independently with minimum supervision, while consultative with others.

Behavioral:

1. Demonstrate strong willingness to nurture and maintain positive working relationships with others, both externally and internally, to achieve common goals of the organization and relevant stakeholders,
2. Demonstrate strong interpersonal skills and potentials as a strong team player, able to communicate effectively, and able to work in a team-oriented approach in a diverse group of people,
3. Demonstrate motivation and potentials as a quick learner and self-starter.