

Terms of Reference for Consultants to Support SIAP Program Management Unit

Program Implementation Specialist (international, 55 person-months)

A. Objective of the Assignment

1. The objective of the assignment is to provide project administration and financial management support for TA 0040-INO: Sustainable Infrastructure Assistance Program Phase II (SIAP2) in the ADB Indonesia Resident Mission.

B. Scope of Work

2. The assignment requires the Program Implementation Specialist to provide administrative and financial management support to the SIAP Program Management Unit (PMU) in ADB related to the TA activities and subprojects, in accordance with applicable ADB policies and procedures.

C. Detailed Tasks

3. The Program Implementation Specialist shall undertake the following:
 - (i) support activities related to the closing of TA 0013-INO: Sustainable Infrastructure Assistance Program Phase I (SIAP1), including preparation of the completion report for SIAP1;
 - (ii) support the preparation of subproject TA Reports under SIAP2;
 - (iii) prepare implementation-related documentation for approval by ADB for administrative changes to SIAP2;
 - (iv) refine the financial monitoring system based on ADB financial information databases;
 - (v) monitor the progress of TA subprojects, and advise ADB on potential delays and deviations from targets;
 - (vi) prepare and submit TA progress reports, as required, for consultations with the SIAP Steering Committee, and assist in the preparation of semiannual reports, synthesizing key issues for discussion at meetings, reporting of financial commitments and disbursements, and other tasks as may be required;
 - (vii) support preparation of DFAT and ADB review meetings on TA progress and other tasks as required to ensure the smooth implementation of the TA;
 - (viii) support ADB recruitment of consultants and procurement of goods funded under SIAP2; and
 - (ix) perform any other administrative tasks as requested to ensure the smooth implementation of the TA.

4. The consultant should have the following qualifications:
 - (i) a Bachelor's degree in a relevant discipline;
 - (ii) experience working in international organization projects (experience working with ADB and familiarity with its procedures is significantly desirable);
 - (iii) at least 10 years of experience in administration, finance, and project management;
 - (iv) proficiency in English (oral and written);
 - (v) proficiency in using spreadsheets, graphics, database applications, and other required information technology;
 - (vi) able to work independently under minimum supervision; and
 - (vii) good analytical, interpersonal, and teamwork skills.

M&E and Communications Specialist (international, 55 person-months)

A. Objective of the Assignment

1. The objective of the assignment is to the operate monitoring and evaluation (M&E) framework for TA 0040-INO: Sustainable Infrastructure Assistance Program Phase II (SIAP2) and formulate and implement SIAP2's communications strategy in the ADB Indonesia Resident Mission.

B. Scope of Work

2. The M&E and Communications Specialist will collect subproject information from relevant ADB teams to populate the M&E system for SIAP2; generate reports; and manage the external communications on SIAP2 subprojects through reports, workshops, and conferences.

C. Detailed Tasks

3. The M&E and Communications Specialist shall undertake the following activities:
 - (i) support preparation of the completion report in connection with the closing of TA 0013-INO: Sustainable Infrastructure Assistance Program Phase I (SIAP1);
 - (ii) refine and implement the M&E system based on DFAT's Performance Assessment Framework and other relevant considerations;
 - (iii) refine the contract management reporting information system based on ADB databases to track all SIAP contracts from tendering to completion;
 - (iv) prepare and submit TA progress reports as required for consultations with the Steering Committee, and prepare semiannual reports, synthesizing key issues for discussion at meetings and other tasks as may be required;
 - (v) manage the implementation of a knowledge and communication plan to increase access to and awareness of the knowledge products prepared under SIAP2 funding, appropriately recognizing SIAP2 partners; and
 - (vi) edit reports and related SIAP2 documentation, as necessary.
4. The consultant should have the following qualifications:
 - (i) Bachelor's degree in a relevant discipline;
 - (ii) proven experience working with ADB and DFAT;
 - (iii) proven experience in M&E framework development and/or operationalization;
 - (iv) proven experience in the development and execution of a communications strategy;
 - (v) proficiency in English (oral and written);
 - (vi) proficiency in using spreadsheets, graphics, database applications, and other required information technology;
 - (vii) able to work independently, under minimum supervision; and
 - (viii) good analytical, interpersonal, and teamwork skills.

Program Analyst (2 positions, national, each 55 person-months)

A. Objective of the Assignment

1. The objective of the assignment is to provide project administration, financial management and M&E support for TA 0040-INO: Sustainable Infrastructure Assistance Program Phase II (SIAP2) in the ADB Indonesia Resident Mission.

B. Scope of Work

2. The assignment requires the Program Analyst to provide administrative, financial management and M&E support to the SIAP Program Management Unit (PMU) related to the TA activities and subprojects in accordance with applicable ADB policies and procedures.

C. Detailed Tasks

3. The Program Analyst shall undertake the following activities:
- (i) support the secretariat function to the Steering Committee, preparing minutes, reporting on financial commitments and disbursements, and other tasks as may be required;
 - (ii) support the preparation of DFAT and ADB review meetings on TA progress;
 - (iii) support ADB recruitment of consultants and procurement of goods funded under SIAP;
 - (iv) support ADB financial reporting, fiduciary control, and disbursement processing;
 - (v) support maintenance of the M&E system and report generation;
 - (vi) support implementation of the communications plan; and
 - (vii) perform administrative tasks as requested to ensure the smooth implementation of the TA.
4. The program analyst should have the following qualifications:
- (i) At least 4 years experience working in international organization projects (experience working with ADB and familiarity with its procedures is significantly desirable);
 - (ii) at least 4 years of experience in project administration and financial management;
 - (iii) proficiency in using spreadsheets, graphics, database applications, and other required information technology;
 - (iv) able to work independently, under minimum supervision; and
 - (v) good analytical, interpersonal, and teamwork skills.