



INFORMASI PELAKSANAAN SELEKSI KONSULTAN INDIVIDU
Research and Innovation in Science and Technology Project (RISET-Pro)
Nomor: B/008/POKJA/PL.01.02/2020

Project Management Office (PMO) of Research and Innovation in Science and Technology (RISET) Project yang selanjutnya disebut pengguna jasa bermaksud mengundang penyedia jasa konsultan individual:

1. Financial Manager Specialist;
2. Piloting The Development of Selected Technologies;
3. Assistant for Financial Management.

Untuk mengikuti seleksi pekerjaan pengadaan Konsultan Individual yang dibiayai oleh Loan IBRD Number 8245-ID.

Penyedia Jasa Konsultan Individual yang berminat dapat mengirimkan dokumen sebagai berikut :

1. Surat Pernyataan Minat pada paket pekerjaan yang dipilih;
2. Curriculum Vitae;
3. Ijazah pendidikan terakhir asli atau salinan yang telah dilegalisasi;
4. Tanggapan terhadap *Term of Reference* (terlampir)

Dokumen tersebut dapat dikirim dalam format .pdf ke email: ulp@ristekbrin.go.id paling lambat tanggal 22 Juni 2020 pukul 23.59 WIB, diutamakan yang sudah memiliki pengalaman melaksanakan proyek yang dibiayai oleh World Bank.

Seleksi akan dilakukan sesuai dengan prosedur yang ditetapkan dalam *Guidelines on Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011*.

Konsultan yang berminat dapat memperoleh informasi lebih lanjut terkait Kerangka Acuan Kerja (*Term of Reference*) terlampir dalam surat ini. Informasi lebih lanjut dapat menghubungi narahubung Sdr. Paulus (081381448552).

Kelompok Kerja Pengadaan Barang dan Jasa
Kementerian Riset dan Teknologi/ Badan Riset
Inovasi dan Nasional



Terms of Reference for Individual Consultant Financial Management Specialist

1. Background

Innovation is rapidly becoming a priority in the country. The president of the Republic of Indonesia made innovation a priority for his second term of presidency, highlighting its importance for the country for its long-term growth. To support this vision, the “Science and Technology” chapter of the Government’s medium-term national development strategy (RPJMN) 2010-2014 highlights the importance of strengthening “the quality and utilization of science and technology to support the overall goal of improving the country’s competitiveness and a move towards a more knowledge-based economy”. This vision is further articulated through three strategic pillars for government action: improving institutions, resources (for technology generation), and networks (for technology dissemination). A “National Innovation Commission” (Komite Inovasi Nasional, KIN), an advisory body reporting directly to the president and composed of members from the Ministry of Research and Technology (Kementerian Riset dan Teknologi, RISTEK), non-ministerial research institutes (Lembaga Pemerintah Non Kementerian, LPNK), academia, and private sector representatives has been established to synergize the efforts of the various actors in the national system and convene them on a regular basis, as well as develop concrete policy implementation plans and mechanisms that cut across sectors.

In order to improve Indonesia’s competitiveness in the knowledge economy, the Ministry of Research and Technology and now the Ministry of Research and Technology / National Research and Innovation Agency (Ristek/BRIN) with support from the World Bank has initiated a project named “Research and Innovation in Science and Technology Project (RISET-Pro). In the context of implementing the RISET project, the Project Management Office (PMO) Riset Pro, through the ULP Work Unit Ristek/BRIN, intends to recruit one individual consultant for assisting PMO Riset Pro in implementing its tasks and responsibilities in the preparatory phase of the project

2. Scope of Work

2.1. Objective of the Assignment

The general objective is recruiting one individual consultant that can provide consultancy services to PMO Riset Pro in relation to efforts for enhancing clarity of various aspects finance related to the project preparation, and for supporting provisions that are contained in the POM and other provisions.

2.2. General Scope of work

The general scope objective of the individual consultant is for assisting the PMO in enhancing capacity in the preparation of the project in relation to its responsibility, as stated in the management performance. Also for assisting ongoing PMO activities so as to ensure that the implementation is in accordance with the scheduled time. It is proposed to complete the scope of works of one individual consultant as follows:

The Financial Management Specialist/FMS is responsible for assisting the PMO in:

- i). Managing the financial accounting and reporting functions for expenditures incurred during project implementation. The financial accounting arrangements should meet generally acceptable accounting standards and be adequate to facilitate generation of financial statements of the project, as required by the Bank's financial management policies and guidelines, covering all project resources and activities;
- ii). Maintaining and socializing use of PMM during project implementation;
- iii). Ensuring absolute integrity, high quality, and efficiency in executing financial transactions. The FMC will help the authorities solve any financial management problems that may arise, and facilitate smooth and speedy implementation of the program;
- iv). The preparation and discussion on the project annual government budget (DIPA);
- v). Maintaining internal controls in the execution of the activities under the Project, including assurance that the following procedures to validate contracts and outputs:
verification of completeness of the documentation supporting all SPP (including ticket and boarding pass for travel, attendance list for meeting & trainings, signed time sheets, and third party invoices and warrant cards)

assurance that all activities supported by report and photograph
confirmation made to the third parties performing services to the project
random confirmation made to participant of the workshop/training
random confirmation made to the beneficiaries, i.e. scholarship recipient.
visit to location (if necessary)
- vi). Compiling on regular basis complete information on project progress and corresponding financial statements for all project resources and expenditures; maintain project financial accounts accurately and reliably;
- vii). Obtaining Bank statements for the Special Account relating to the project, and reconcile these regularly to project financial transactions as recorded in the project financial accounts;
- viii). Preparing the IFR (including disbursement plan for five month) and draft Withdrawal Applications for replenishment of the Special Accounts that will be submitted to the World Bank through Ministry of Finance;
- ix). Preparing the evaluation of whether the Riset program has attained the plan and financial target;



- x). Preparing the annual progress reports that are relevant to the field conditions.
- xi). Preparing the data for quarterly monitoring purposes in each fiscal year as information for the coordination meeting with the Directorate of Development Fund Utilization under the Deputy for Development Funding;
- xii). Conducting coordination with other consultants in compiling the Progress Report, especially from the financial aspect and Quarterly IFR;
- xiii). Ensuring that financial policies are inline with the Loan Agreement, PAD, and POM (such as on annual planning and reporting);
- xiv). Maintaining a properly organized filing system for all relevant financial and accounting documents, including payment requests (SPP), payment instructions (SPM) and underlying supporting documents to allow easy retrieval in the Project;
- xv). Dealing with transparently, effectively, expeditiously and with absolute integrity with any issue or complaints on matters such as internal controls and payment to contractors that may be received by RISTEK or reported by the auditors;
- xvi). Preparing data and information for audit purposes that are related to financial control/oversight, procurement, and internal supervision by the auditors (BPK, BPKP, Inspectorate) and preparing the necessary follow-up steps in relation to the findings of the audit/control;
- xvii). Seek and obtain such advice as may be needed from the World Bank task team's task team leader and the Financial Management Specialist so that the Government can effectively prepare the financial management and disbursement arrangements of the project, as identified during the Financial management Assessment conducted by Bank staff;
- xviii) Conduct scholarship payment management process (admission fee, entrance fee, settling allowance, shipping allowance, living allowance, tuition fee, health insurance, typing allowance, research allowance etc) to ensure this received by Karya Siswa;
- xix) Prepare payment report of each Karya Siswa;
- xviii) Making individual monthly reports, annual financial report and final financial report of the project

4. Cost components

The cost components is a remuneration per person-month

5. Profile and qualifications

The Riset project will select an individual consultant to undertake the consultancy on a competitive basis. The consultant must be able to demonstrate:

Qualifications of the Financial Management Specialist/FMS that are:

Graduate in relevant subject;

Minimum five years progressively responsible project management experience that involved the preparation of all of financial management report;

Knowledge of IFR by the World Bank and SAI (Standar Akuntansi Instansi); iv). For foreign candidates, communication ability in Bahasa will be an added advantage. And for local candidates, active communication in English will be an added advantage.



6. Expressions of interest

The Riset project will select an individual prospective consultant, who may express his/her interest in carrying out this consultancy by submitting an application to PMO Riset, with the following documents:

- a). An updated CV of no more than five pages showing the qualifications and experience of the individual(s) who will undertake the consultancy.
- b). A history of relevant assignments conducted in the past nine years for PS and five years for FMS.
- c). A statement of availability and commitment to undertake and complete the consultancy.
- d). Expressions of interest, in English

7. Supervision Arrangement

During the implementation, FMS must work closely and report to PMO Riset Pro and PMO will supervise all services of the individual consultant's compared to ToR and contract.

8. Length of Assignment

Length of Assignment is after signing the contract until December 2020. However the performance evaluation has to be conducted minimum each month by PMO. This performance evaluation can be used as contract termination or contract continuation.

9. Source Funding

This work will be funded under Riset-Pro (IBRD Loan 8245-ID), consultant expenses in Component 4 of the project



TOR (TERMS OF REFERENCE)

Individual Consultant of Component 1

Sub-Component 1.b.3.3 Institutionalization of business models through selected technology in 4 LPNK RISTEK-BRIN in encouraging the commercialization of science and technology

1). Background

Science and technology are important elements in building and advancing a nation. With science and technology, a nation can effectively optimize the use of available resources and ultimately make significant contributions to the economy or often known as technology-based economics. Many advanced countries such as Japan, Korea, and Taiwan are examples of how science and technology have significant roles in supporting the progress and prosperity of the nations despite they do not have adequate resources. With the mastery of science and technology, these countries are able to provide welfare to their society.

Ministry of Research, and Technology/ National Research and Innovation Agency in collaboration with the World Bank implement a program, called Research and Innovation in Science and Technology, which is abbreviated Riset-Pro. In general, this activity aims to improve Indonesia's competitiveness in science and technology-based economic development. More specifically, the program aims to create a conducive environment for research and development activities in the field of science and technology institutions. In the implementation, Activity Riset Project is divided in to several components, namely, Component 1 (Strengthening the Innovation System and Technology Transfer at Public Research Agencies), Component 2 (Strengthening Public Research Funding), Component 3 (Developing Human Resources Capacity in Science and Technology), and Component 4 (Project Management).

Component 1 aims to support the process of strengthening the national innovation system through a series of reviews and policy analysis. This component will provide strong recommendations in designing and managing an effective national innovation system, such as the strengthening of coordination among stakeholders, the use of funding mechanisms and incentives more efficiently, linking the results of research with the needs of the region through regional innovation systems (SIDA). In addition, this component also boosts the performance of LPNKs, especially the ones with the abilities to contribute to the economic and social development through science and technology. In addition, this component also aims to leverage the performance of LPNKs, especially the ones with the potentials and capacities to contribute to the economic and social development through science



and technology. Therefore, the program has decided to prioritize 4 (four) LPNKs in its course, those are LIPI, BPPT, BATAN, and LAPAN

Component 1 consists of two parts (a) Strengthening Selected Priorities of National Innovation Strategy, and (b) Strengthening TTO and Research Centers at Selected Public Research Agencies (LPNK).

RISETPRO is divided into three components, one of the components is the 1.b.3.3 component. This component is working the Piloting Activity : Implementation of business model project, which aims to (i) recommend the policy framework and regulatory science and innovation based on the evaluation of the existing system, (ii) recommend the strategies to develop technology transfer system at the LPNK including TTO (Technology Transfer Office) and the strengthening of Technology Transfer Officers, (iii) formulate policy/ regulation and template for Bluebook for Imported Technology that will be implemented in domestic industries.

The component 1.b.3.3 will continue to progress the project in 2020. Two out of four models that have not been completely executed in 2019 will be among the main target beside to monitor the two executed models that have been executed in 2019. These total four commercialization models will consist of the commercialization scheme between a.) LPNK with Small-scale Enterprises (small business), b.) LPNK with Medium-Large Enterprises, c.) Multi LPNK with Small-scale Enterprises also d.) LPNK with State-owned Enterprises.

2). Purpose of Consultancy

In order to support the successful implementation of the *Riset Pro*, particularly in the first component, it is necessary to recruit Individual Consultant of Component 1, Sub-Component 1.b.3.3 : Assessment and Recommendations on Relevant Science and Technology Policy and Regulation. The purpose of hiring the Consultant is to assist and support the implementation of activities of Sub Component 1.b.3.3 as well as to integrate the results of the Sub Component activities with the overall activities under Component 1.



3). Scope of Works

Scope of works (SoW) individual consultant of Component 1 Sub-Component 1.b.3.3 are as follows :

- 1) Making the commercialization model guide by involving LPNK Research and Technology / BRIN, industry, and financial institutions with the following stages:
 - a. Validate the form of the contract model of commercialization with industry
 - b. Perform an assistance in implementing the commercialization contract model that will be implemented
 - c. Assistance for cooperation contracts between LPNK Research and Technology / BRIN with industry,
 - d. Assistance for a contract of cooperation between LPNK Research and Technology BRIN with PPBT in the Science and Technology Park (STP) in LPNK Ristek-BRIN
- 2) Provide capacity development for LPNK / BRIN human resources, and research, development, assesment and application of science and technology (LITBANGJIRAP) Ristek-BRIN on the commercialization model of science and technology that has been produced by Research Pro, in the context of developing STP in LPNK.

4). Qualifications

The candidate is expected to have the expertise of management and research policy, specifically as follows:

1. Not a civil servant or under leave without pay with any official institution agreement.
2. Minimum education is S2 in technology science or relevant fields.
3. Minimum 5-year work experience in the related field.
4. Sound knowledge and understanding of policy and institutional R&D system and technology innovation, specifically in selected LPNK.
5. Experienced in developing Regional Innovation System (SIDa) to encourage local economic growth through startups in STP's development programs
6. Experienced in working with LPNK in commercializing R&D result through STP incubator



7. Experienced in capacity building and human resources development in R&D institutions.
8. Experienced in science and technology dissemination
9. Linked to a network of national and international resources for the implementation of FGD (Focus Group Discussion), in-depth discussion, and benchmarking.

5). Contract Duration

Contract duration for the consultant is after signing the contract until December 2020.

6). Output and Documents Result

The consultant will provide reports with the details as follows :

1) Quarterly Progress Report

The consultant must submit quarterly Progress Report no later than 5 (five) calendar days after the end of the third month during the period of services, containing quarterly progress and the activities undertaken within the respective period.

The content of the deliverable and output report should be at least (but not limited) as follow:

Work Preparation

1. Quarterly of work preparation
2. Progress update from the executed contracts in 2020
3. Identify the source of data and information
4. Modify the methodology to suit the latest progress

The execution and monitoring of commercialization model

1. Initiate the process of commercialization between LPNK-Industry and LPNK-Start Up in STP LPNK
2. Monitor & evaluate the executed commercialization contracts in 2020
3. Develop the strategy to overcome the issue & problem



Execute the remaining commercialization model (LIPI & BATAN) and continue to evaluate the commercialization contracts in 2020

1. Execute the strategy for the remaining commercialization models
2. Evaluate the contracted commercialization in 2018

Final analysis and final report preparation

1. Complete the commercialization for all LPNKs
2. Disseminate the commercialization and monetization model to the LPNK

2) Monthly Report

Submitting monthly reports in accordance with the monthly work plan which approved with Component 1 Coordinator and advisor consultant

3) Final Report

Deliver a final report in the form of hard and soft files about:

- a) Commercial contract model between LPNK BRIN Research and Technology and industry on selected technologies
- b) Model contract of the BRN LPNK Research and Technology Commercialization with PPBT in the KST LPINK BRIN Research and Technology.

7). Funding

This work will be funded under Riset-Pro (IBRD Loan 8245-ID), consultant expenses in Category 1 under Part 1 of the project.

8). Monitoring

During the implementation of the activities, consultant of Sub-component 1.b.3.3 will work and report to the Adviser of Component 1, and subsequently to Coordinator of Implementation Activities Component 1, and to the PMO (Project Management Office).

The Adviser of Component 1, Coordinator of Implementation Activities of Component 1, and PMO will oversee all of the services of an individual consultant and contract according to the Terms of Reference.



TERMS OF REFERENCE (TOR)

Program's Assistant for Financial Management for Component 4 (PA-FMC4)

LOAN NUMBER: 8245 - ID – RESEARCH AND INNOVATION IN SCIENCE AND TECHNOLOGY PROJECT (RISET Pro)

1. Background

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2. Purpose of the Consultancy

The consultant (PA-FM) will assist PMO in implementing, and monitoring financial activities of the project from component 1 to component 4. He/she will work closely under supervision of FMS consultant. In addition, she/ he needs also to work with the RISET Pro management (PMO) in verifying financial document to ensure document’s validity.

3. Scope of Work

Assignment of PA FM is set out as follows:

- a. Coordinate with the coordinator or other person in charge component 2, 3 and component 4 to solve any problems that may arise in the payment process;
- b. Helping FMS in filing all relevant documents to finance and accounting, including SPM, SP2D and other supporting documents;
- c. Coordinate with other consultants in preparing progress reports, particularly from financial aspects;
- d. Together with FMS consultant to prepare data and information for audit purposes related to financial control, procurement, and internal control by the auditor (BPK and Inspectorate) and prepare materials needed for follow-up on audit findings;
- e. Helping Satker in SPAN data entry;
- f. Helping FMS to verification of completeness of the documentation supporting all SPP (including ticket and boarding pass for travel, attendance list for meeting & trainings, signed time sheets, and third party invoices and warrant cards)
- g. Follow up on SP2D returns and making reconciliation with KPPN Khusus Pinjaman & Hibah;
- h. Coordination with KPPN and Bank Indonesia (if needed) related to payment issues;
- i. assisting FMS and PMO in the process of procurement of goods / services;
- j. Follow up and filling document contract of scholarship awardees;
- k. Other tasks from PMO;
- l. Creating individual monthly reports.

4. Outputs

1. Smooth and verified financial payment
2. Filled table of financial monitoring.
3. Complete financial data
4. Satisfactory financial documents filling

5. Selection criteria

1. A minimum of bachelor degree with at least 2 years of relevant experience in regular government financial and / or World Bank Project;



2. Have good understanding of financial government regulation and or World Bank financial regulation
3. Ability to work as a member of a multi-professional team;
4. Should be a self-starter, highly motivated, adaptable, and ability to meet deadlines

6. Length of Assignment

Length of Assignment is after signing the contract until December 2020. However the performance evaluation has to be conduct minimum each month by PMO. This performance evaluation can be used as contract termination or contract continuation.

7. Reporting

The consultant (PA-FM) will report on a day to day basis to PMO and FMS and it will submit monthly report to the PMO as the base for monthly payment. Reports should be submitted in hard and soft copy. Final report will be submitted on the last month of the assignment.