

Provider Database Consultant Guide



Acknowledgment

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Getting started

1

Introduction

The Indonesian Management and Technical Assistance Facility (MTAF) has been established by the Government of Indonesia to ensure effective and efficient management of grants from the Global Fund in reducing the medical and social impact of HIV/AIDS, tuberculosis (TB), and malaria.

MTAF aims to build sustainable local capacity for management and technical provision by prioritizing the utilization of local management and technical assistance providers/consultants. The benefits for country HIV/AIDS, TB, and malaria programs include greater cost efficiency, more standardized management and technical assistance, and more equitable provision of management and technical assistance to grant implementers.

To this end, the Provider Database serves as a repository of firms and consultants who are registered to work on Global Fund projects within Indonesia. Using this database, Ministry of Health officials, UN agency personnel, Global Fund staff, and other development partners can search for suitable firms and consultants to provide needed management and technical assistance in support of smooth implementation of Global Fund programs in Indonesia.

Overview of main features

The Provider Database allows consultants to perform two important tasks, as summarized below.

Creating your profile

Consultants can sign up (register) themselves on the Provider Database at no cost to create a personalized consultant profile. Once this profile has been verified by the Database Administrator, it will be available for viewing by all registered Global Fund recipients who require management and/or technical assistance.

Editing your profile

After creating their profile, consultants can edit their profile as often as needed to ensure that the information is up-to-date. For example, consultants can update their work experience, availability to handle new assignments, etc.

Accessing the Provider Database

The Provider Database is a web application hosted on a web server. The application can be accessed using any Internet browser such as Internet Explorer, Firefox, Chrome or Safari, using the website address provided by the Administrator (Fig. 1.1).

MTAF Management & Technical Assistance Facility
For Strengthening GFATM Implementation in Indonesia

Search

Home Documents

Provider Database
Database of firms and consultants who are registered to work on Global Fund projects within Indonesia.

What is the Indonesian Management and Technical Assistance Facility (MTAF)?

To ensure effective and efficient management of grants from the Global Fund in reducing the medical and social impact of HIV/AIDS, Tuberculosis (TB), and Malaria (ATM), the Government of Indonesia has established a national Management and Technical Assistance Facility (MTAF). MTAF aims to build sustainable local capacity for management and technical provision by prioritizing the utilization of local management and technical assistance providers/consultants. The benefit for country AIDS, TB, and Malaria programs include greater cost efficiency, more standardized management and technical assistance and more equitable provision of management and technical assistance to grant implementers.

Why the Global Fund? Indonesian Ministry of Health

The Global Fund
To Fight AIDS, Tuberculosis and Malaria

BHAKTI HUSADA

Fig. 1.1 – Provider Database home page

Click **Provider Database** from the middle of the main home page image (circled in red in Fig. 1.1) to go to the **Sign Up** page (Fig. 1.2).

SIGN UP

To sign up a new account, type your email address and a password, select the requested account type, enter the security text, accept the terms and conditions and click Sign Up

Your Email:

Re-enter Email:

New Password:

Sign Up Type:

Consultant



seems moanlee

Type the two words:

I agree to the [Terms and Conditions](#)

Sign Up

Fig. 1.2 – Sign Up page

To sign up as a consultant, first enter your primary Email ID and then re-enter it below. Next, enter your desired password – note that the password must be at least six characters in length.

Be sure to select the default **Consultant** option in the **Sign Up Type** box.

Type the two words requested in the **Captcha** box separated by a single space, and then select the check box next to “**I agree to the Terms and Conditions**”.

Click the **Sign Up** button. You will then be automatically redirected to the **Edit Profile** page, where you can begin creating your profile (Fig. 1.3).

[View Profile](#) | [Edit Profile](#) [Change password](#) | unverified | [Log Out](#)

[Basic Info](#) | [Education](#) | [Experience](#) | [Availability](#)

PERSONAL INFORMATION

Please choose a Title
Please choose a Gender

First Name Last Name

Nationality

PROFILE IMAGE




Fig. 1.3 – Edit Profile page

Creating your profile

Creating your consultant profile is a four-step process, in which you enter the requested information in various fields organized under four broad categories (Fig. 2.1):

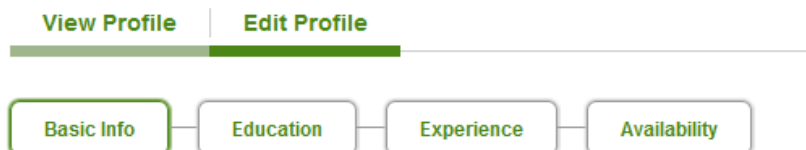


Fig. 2.1 – Four steps to creating your profile

1. **Basic Information**
2. **Education**
3. **Experience**
4. **Availability**

Although you are not required to enter information under all available fields, you are encouraged to enter as much information as possible. The more detailed and complete your profile is, the easier it will be for Global Fund recipients to determine whether your profile aligns well with their management and technical assistance requirements.

Each of these categories will be briefly explained below.

Category: Basic Information

Under **Personal Information**, select your title and gender, and enter your first and last name. Click the **Add** button to select your nationality. Note that you can add multiple nationalities by clicking the **Add** button again.

Under **Profile Image**, click the **Upload Image** button to upload your desired profile image.


Under **Curriculum Vitae**, click the **Browse** button to upload your CV in any common file format (MS-Word, PDF, etc.). Be sure to select a file format that can be easily downloaded and opened for viewing by Global Fund recipients.

Under **Contact Information**, enter your various contact numbers and address.

Under **Birth Date**, enter your date and place of birth.

Under **Location**, enter the country and city where you are currently located.

Under **Social Network**, click the **Add** button to link your profile to your Facebook, LinkedIn, and/or Twitter accounts (if available). Note that you can add links to multiple accounts by clicking the **Add** button again.

Under **Personal Statement**, enter any desired text such as your personal mission statement, career goals, etc. Note that you can adjust the size of the text box by dragging the  symbol in the lower right-hand corner to the desired position (Fig. 2.2).

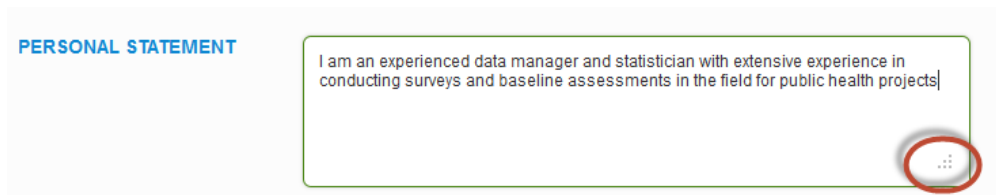


Fig. 2.2 – Adjusting the size of the Personal Statement box

Under **Languages**, click the **Add** button to enter the various languages which you know and specify your level of fluency in speaking, reading, writing and understanding each one (1 = very low, 5 = very high/fluent). Note that you can add multiple languages by clicking the **Add** button again.

When you are done entering in this information, be sure to click the **Save** button. Then click the **Education** button to move on to the next category.

Category: Education

Under **Qualification**, click the **Add** button to add details on all education institutions attended. Note that you can add multiple educational institutions by clicking the **Add** button again.

Under **Trainings**, click the **Add** button to add details on all trainings attended. Note that you can add multiple trainings by clicking the **Add** button again.

When you are done entering in this information, be sure to click the **Save** button. Then click the **Experience** button to move on to the next category.

Category: Experience

Under **Experience**, click the **Add** button to enter your current and previous work experiences (jobs, employers, consultancies, assignments, etc.). For each work experience, enter the organization name, role, professional fee (optional), location (country and city), time period (start date and end date), and details (work responsibilities and accomplishments). If this is your current position, please select the **Current Position** check box.

Note that you can add multiple experiences by clicking the **Add** button again.

Under **Category**, select the categor(ies) that best describe your work. Note that these categories are based on the Global Fund and are set by the Administrator. You can add multiple categories by clicking the **Add** button again.

Under **Classification**, first select your professional level. Be sure to click the ? icon to open a pop-up window providing detailed information on how to determine your professional level (Fig. 2.3).

Professional Level ?	Education Level	Years Experience
Expert/Advisor		

Expert/ Advisor
 Representing work of a conceptual, analytical and advisory nature at the higher professional level related to development, humanitarian and emergency project work that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Payment can be higher based on :

- The higher the degree of complexity
- Higher degree of expertise

Senior Specialist
 Representing work of an analytical nature requiring basic conceptual comprehension. Payment can be higher based on :

- The higher the degree of complexity
- Higher degree of expertise

Support Specialist
 Representing work of a specialized and comprehensive support nature progressing to integrated execution at the higher level. Payment can be higher based on :

- The higher the degree of complexity
- Higher degree of expertise

SUPPORT CONSULTANT
 Representing work of a more basic processing support nature covering clerical, secretarial, assistant and certain technical functions. Payment can be higher based on :

- The higher the degree of complexity
- Higher degree of expertise


JUNIOR CONSULTANT
 Representing very basic temporary support. Payment can be higher based on :

- The higher the degree of complexity
- Higher degree of expertise

Fig. 2.3 – Information on professional levels

Next, select the highest level of education completed and enter the number of years of relevant work experience you have.

NOTE: It is very important that you accurately complete the **Classification** section, because these three entries will be used to automatically calculate your consultant pay level.

Under **Skills/Expertise/Interests**, click the **Add** button to add relevant skills, areas of expertise, and interests to your profile. Be sure to specify your competency level next to each skill (1=poor, 10=excellent). Note that you can add multiple skills by clicking the **Add** button again. To delete a skill, click the  icon at right.

Under **Publications**, add details for any publications you have authored. Note that you can add multiple publications by clicking the **Add** button again.


Under **Awards/Certifications**, add details for any awards or certifications you have earned. Note that you can add multiple awards/certifications by clicking the **Add** button again.

Under **Memberships**, enter the name of any professional organizations of which you are a member. Note that you can add multiple memberships by clicking the **Add** button again.

Under **References**, add details for any professional references. Note that you can add multiple references by clicking the **Add** button again.

When you are done entering in this information, be sure to click the **Save** button. Then click the **Availability** button to move on to the next category.

Category: Availability

Under **Availability**, first indicate whether you are currently **Available** or **Not Available** to accept new assignments. Next, specify the time period when you expect to be available. If desired, you can enter the reason for your non-availability in the **Reason** text box. Note that you can adjust the size of the text box by dragging the  symbol in the lower right-hand corner to the desired position.




Under **Willing to Travel?**, indicate whether you are willing to travel outside your current location to work on an assignment.

When you are done entering in this information, click the **Save** button to finish creating your profile.

Viewing your profile

You can now view your completed profile by clicking the **View Profile** tab (Fig. 2.4).

[View Profile](#) [Edit Profile](#) [Change password](#) **unverified** [Log Out](#)

[Print Profile](#)   

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CLASSIFICATION		
PROFESSION LEVEL:	EDUCATION LEVEL:	EXPERIENCE:
Expert/Advisor	PHD	30 years

SUMMARY

Fig. 2.4 – Viewing your completed profile

Note that once your profile is created, it will be initially displayed as **unverified** at the upper right of the page (Fig. 2.5).

[Change password](#) **unverified** [Log Out](#)

Fig. 2.5 – Unverified profile

After the Administrator has verified the accuracy of the data entered, your profile will be displayed as **verified**.

To print your profile, click [Print Profile](#)  from the upper right corner of the page.

When you are finished, click the **Logout** button to exit the Provider Database.

Editing your profile

After you have created your profile, you are encouraged to keep your profile updated with new work experiences, availability to handle new assignments, etc. Remember that the more detailed and complete your profile is, the easier it will be for Global Fund recipients to determine whether your profile aligns well with their management and technical assistance requirements.

Logging in to the database

At the top of the Sign Up page, enter your email ID and password and then click the **Log In** button to log in to the database (Fig. 3.1).

A login form with a light gray background. It contains two text input fields: the first is labeled "Email" and the second is labeled "Password". To the right of the "Password" field is a dark gray button with white text that says "Forgot?". To the right of the "Forgot?" button is a green button with white text that says "Log In".

Fig. 3.1 – Entering login details

If you forget your password, click the **Forgot?** button to reset your password.

Note that after logging in, you can change your password at any time by clicking **Change password** at the top of the page.

Updating your profile

Click the **Edit Profile** tab to update any of the information in your profile, following the same guidelines shared in Chapter 2 (Fig. 3.2).

View Profile **Edit Profile** Change password | verified Log Out

Basic Info Education Experience Availability

PERSONAL INFORMATION

Mr Male

Zulkarnain Amin

Nationality

Indonesia

+ Add

Fig. 3.2 – Updating your profile

In particular, you are encouraged to keep your contact details, work experience, and availability as up-to-date as possible.