

# Provider Database

## Firm 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 firms to perform two important tasks, as summarized below.

### Creating your profile

Firms can sign up (register) themselves on the Provider Database at no cost to create a personalized firm 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, firms can edit their profile as often as needed to ensure that the information is up-to-date. For example, firms 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

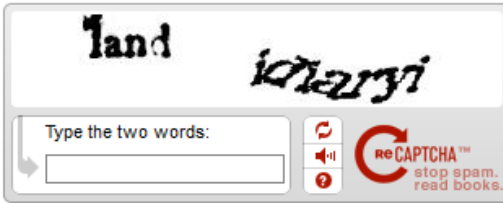
To sign up a new account, type your email address and a password, select the requested account type, enter the security text, accept the terms and conditions and click Sign Up

Your Email:

Re-enter Email:

New Password:

Sign Up Type:



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

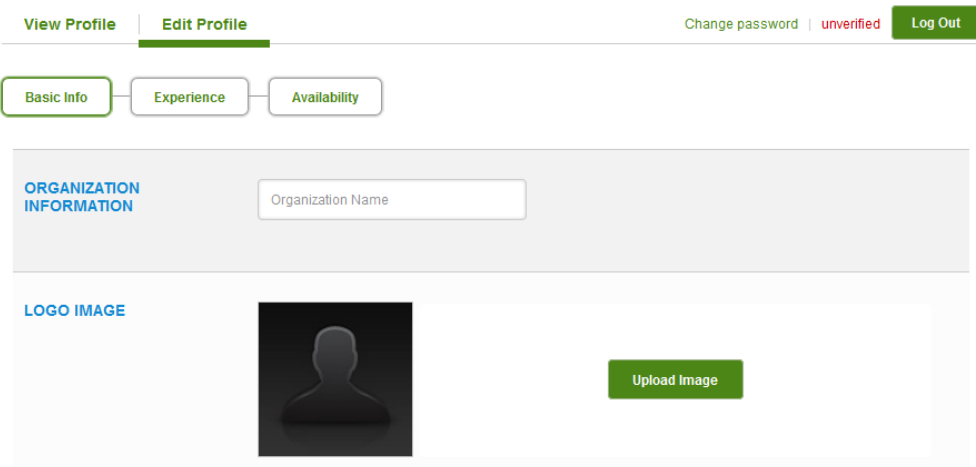
Fig. 1.2 – Sign Up page

To sign up as a firm, 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 **Firm** 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**”.

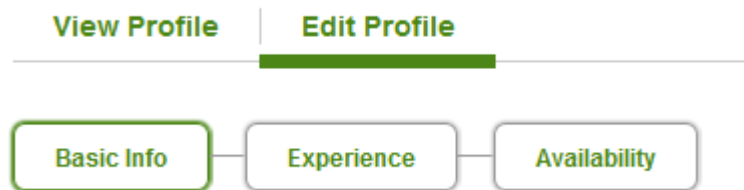
Click the **Sign Up** button. You will then be automatically redirected to the **Edit Profile** page, where you can begin creating your firm’s profile (Fig. 1.3).



*Fig. 1.3 – Edit Profile page*

# Creating your profile

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



*Fig. 2.1 – Three steps to creating your profile*

1. **Basic Information**
2. **Experience**
3. **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 **Organization Information**, enter the name of your organization.


Under **Logo Image**, click the **Upload Image** button to upload your desired organization logo.

Under **Contact Information**, enter the requested organization contact details.

Under **Location**, enter the country and city where you are 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 **Firm Statement**, enter any desired text such as your organization mission statement, vision statement, capabilities, 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*

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 details of your current and previous work experiences (consultancies, assignments, etc.). For each work experience, enter the client organization, 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 firm's current role (ongoing assignment), please select the **Current Role** 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.

Under **Classification**, enter the number of years of relevant work experience your firm has.


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

Under **Awards/Certifications**, add details for any awards or certifications your firm has 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 your firm is a member. Note that you can add multiple memberships 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 your firm is currently **Available** or **Not Available** to accept new assignments. Next, specify the time period when your firm expects to be available. If desired, you can enter the reason for your firm's 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 your firm is 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. 2.3).

View Profile | Edit Profile

Change password | verified | Log Out

Print Profile

Merpati Citra

Indonesia, Jawa timur

WEBSITE: <https://merpaticitra.com>  
 PHONE: 11123123  
 CONTACT PERSON: Bapak Ciprano  
 EMAIL: [firm@demo.com](mailto:firm@demo.com)  
 ADDRESS: Central Java(24324)

**SUMMARY**

EXPERIENCE: 12 years

Merpati Citra adalah organisasi yang sudah dibina sejak 1895.

[Download Company Profile](#)

Fig. 2.3 – 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. 2.4).

Change password | unverified | Log Out

Fig. 2.4 – 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 input fields: 'Email' and 'Password'. To the right of the 'Password' field is a dark gray button labeled 'Forgot?'. To the right of the 'Forgot?' button is a green button labeled 'Log In'.

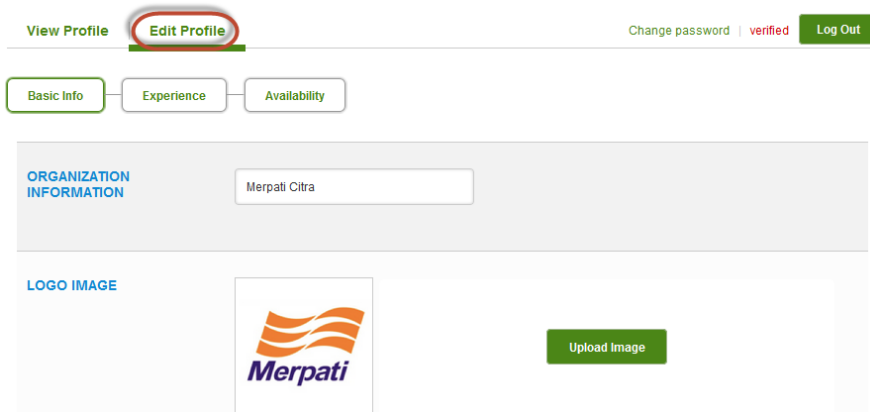
*Fig. 3.1 – Entering login details*

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).



*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.