



**SOLICITATION NUMBER: 72049724R10001**  
**ISSUANCE DATE: October 25, 2023**  
**CLOSING DATE/TIME: November 10, 2023**  
**4:00 p.m., Jakarta time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – *Local Compensation Plan*) USAID Project Management Specialist (HEA-HIV), FSN-12 (Full Performance Level)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Sean Mendoza  
**Supervisory Executive Officer**  
**USAID /Indonesia**

**ATTACHMENT 1****I. GENERAL INFORMATION**

1. **SOLICITATION NO:** **72049724R10001**
2. **ISSUANCE DATE:** **October 25, 2023**
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** **November 10, 2023, 4:00 p.m. Jakarta time**
4. **POINT OF CONTACT:** Sean Mendoza, Supervisory Executive Officer  
via [jakarta-usaid-recruitment@usaid.gov](mailto:jakarta-usaid-recruitment@usaid.gov).
5. **POSITION TITLE:** **USAID Project Management Specialist (HEA-HIV)**
6. **MARKET VALUE:** **IDR 589,566,362 per annum - equivalent to FSN-12**  
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Indonesia. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** 5-years contract period, renewable (Indefinite – type position).  
The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.
8. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** All interested candidate (Indonesian citizen)
10. **SECURITY LEVEL REQUIRED:** Employment Authorization is required as a pre-condition for employment.
11. **STATEMENT OF DUTIES**

**A. General Statement of Purpose of The Contract**

The US President's Emergency Plan for AIDS Relief (PEPFAR) represents the US government response to the global HIV/AIDS epidemic and is the largest commitment by any nation to address a single disease in history. Thanks to American leadership and generosity, alongside the work of many partners, PEPFAR has saved millions of lives, averted millions of infections, and changed the course of the epidemic. As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total

number of deaths among HIV-infected individuals, PEPFAR is now undertaking the challenge of controlling the pandemic.

The Supervisory USAID Project Management Specialist (HIV/AIDS) is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of HIV/AIDS prevention, detection, care, and treatment activities. The incumbent serves as the team's senior advisor on HIV/AIDS issues and provides leadership in identifying opportunities for U.S. Government (USG) engagement in HIV/AIDS programming. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement HIV/AIDS programs and activities in the Health Office portfolio. The incumbent serves as the in-house subject matter expert on HIV/AIDS and the Mission's senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of HIV/AIDS activities.

## **B. Statement of Duties to Be Performed**

### **a) Technical and Strategic Leadership**

1. Serve as the lead technical officer for the USAID HIV/AIDS portfolio and provides expert direction in the design, implementation, monitoring and evaluation of HIV/AIDS programs and interventions.
2. Provide expert-level guidance to the Mission and the Ministry of Health including senior level officials in HIV/AIDS, serving as key advisor for all strategic and policy issues related to HIV/AIDS programming.
3. Work closely with other units within the Health Office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
4. Through literature review and other technical media research and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global HIV/AIDS landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated to enable the Mission to maintain the fidelity and relevance of its HIV/AIDS programs.
5. Identify opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to HIV/AIDS program implementation.
6. In collaboration with the other members of the Health Office, advise on the development of tools (such as dash boards, league tables) that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS activities. Advise on targeted analyses of HIV/AIDS data to inform program planning and implementation.

**b) Project Planning, Management, Monitoring and Evaluation**

1. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
2. 2. Support country-level PEPFAR annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.
3. Provide oversight to the annual HIV/AIDS budget and ensure costs remain within budget planning levels and that efficiency is maximized.
4. Analytically assess the HIV/AIDS portfolio, the performance of partners, the available budget, the need for additional activities or ending activities, and facilitate design of new projects or activities necessary to achieve strategic objectives.
5. Participate or take the lead on each stage of project design for new activities, including drafting and getting approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
6. Ensure that implementing partners abide by their reporting requirements, including quarterly reports, trip reports, accruals, PMPs, annual reports, and other requirements such as PEPFAR reporting or other requests. This includes supportive supervision and guidance to other technical and support staff in the HIV/AIDS office as necessary.
7. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the HIV/AIDS program. Conduct field visits to USAID-supported HIV/AIDS activities to meet with implementing partners and government health officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
8. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
9. Identify opportunities and strengthen existing opportunities for integration of HIV/AIDS with health, economic growth and governance activities, and other areas of the Mission as appropriate.
10. Technically advise and makes recommendations on the need for short-term technical assistance (STTA) from USAID/Washington central projects and write the technical components of the scope of work for the consultants.
11. In collaboration with other members of the Health Office, manage the HIV/AIDS analytical agenda for national HIV/AIDS surveys such as the UHIA and other studies.

12. 12. In collaboration with other Health Office staff, initiate and coordinate targeted analyses of HIV/AIDS data to generate trends and patterns to inform planning and programming.
13. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits to improve quality of service delivery.

**c) Representation and Reporting**

1. Represent USAID and PEPFAR at designated national, regional and international meetings that relate to HIV/AIDS including regular participation in national level HIV/AIDS technical working groups and related committees.
2. Represent USAID on the inter-agency USG PEPFAR Inter-Agency Technical Team.
3. As requested by the Mission Director, Health Office Director or Deputy Director, represent USAID at meetings outside of the HIV/AIDS field when needed.
4. Organize site visits and prepare orientation materials for delegations from Office of the U.S. Global AIDS Coordinator (OGAC), USAID Headquarters, State Department, and other agencies.
5. As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from USAID/Washington, Congress and OGAC.
6. Establish strategic working relationships with senior government officials at the national and district level, donor agencies, civil society organizations, private sector health counterparts and medical associations to enhance regular and timely sharing of information on HIV interventions in the country, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.
7. Serve as the Mission's representative on all inter-agency forums related to HIV/AIDS.
8. Prepares reports and responses to USAID/Washington requests for information.

**d) Supervision, Coaching/Mentoring and Staff Support**

1. Supervise Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development. Conduct regular performance reviews and address any performance challenges that may arise.
2. Works with direct reports to determine training needs, helps identify appropriate training opportunities and ensures fair participation in training.
3. Provide expert advice and guidance to direct reports on matters relating to HIV/AIDS and how best the other program components could contribute to ensure an effective service cascade.

**C. Position Elements**

**a) Supervision Received:** The Supervisory USAID Project Management Specialist

(HIV/AIDS) will report to the Health Office Director, Deputy Director, or his/her designee. Most assignments are self-generated and occur in the normal course of work and the incumbent exercises independent in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

- b) Supervision Exercised:** The Supervisory USAID Project Management Specialist (HIV/AIDS) will supervise up to five professional staff.

#### 12. **PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

- 1. Education:** Master's degree in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration.

*Note: Supporting documentation (i.e. copy of bachelor's degree must be included in the application for eligibility purposes).*

- 2. Prior Work Experience:** A minimum of seven (7) years of progressively responsible experience in public health programming in developing or middle-income countries, with experience spent on HIV/AIDS-related work is required. Experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank, the Global Fund, the UN agencies, or national-level public sector projects. At least one year of supervisory experience is required.
- 3. Language:** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language competence may be tested.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an

efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or virtually at USAID's discretion.

Offerors will be evaluated and ranked based on the following selection criteria **to a maximum score of 100 points**:

**1. Education (10 Points):**

Master's degree in Public Health, International Development, Health, Social or Behavioral Sciences, Organizational Development, Epidemiology, Biology, Infectious Disease, Political Science, or Business Administration.

**2. Prior Work Experience (25 Points):**

A minimum of seven (7) years of progressively responsible experience in public health programming in developing or middle-income countries, with experience spent on HIV/AIDS-related work in Indonesia are required.

Experience working with or for bilateral or multilateral donors/stakeholders such as USAID, the World Bank, the Global Fund, the UN agencies, or national-level public sector projects. At least one year of supervisory experience is required.

**3. Language Proficiency (15 Points):**

Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language competence may be tested.

**4. Job Knowledge (30 Points):**

Extensive knowledge of multi-sectoral HIV/AIDS approaches and interventions, as well as the host country context including priorities and challenges, funding of the epidemic and the key stakeholders engaged in the response is required. Thorough knowledge of the host-country's economic, political, social and cultural characteristics and the history of development assistance, in particular the response to HIV/AIDS, including current trends and directions. The incumbent is expected to have an in-depth understanding of US Government foreign

assistance to the host-country government and familiarity with central aspects of U.S. Government policy in the host country. Working knowledge of USG and USAID's strategic direction, its chief accomplishments and its challenges as applicable U.S. government procurement and compliance regulations.

**5. Skills and Abilities (20 Points):**

The incumbent must possess strong skills in communication (oral and written), advocacy, and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility and prioritization skills to be able to accept and react to evolving planning and implementation contexts. Ability to exercise sound judgement, take initiative and offer leadership. S/he demonstrates timely decision-making and extensive judgment in planning and carrying out tasks. The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the following document:
  - a) A cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements.
  - b) A completed and signed Form DS-174 which is available at <https://eforms.state.gov/Forms/ds174.pdf>; Continuous pages are required if your work experience description goes beyond Section-4.
  - c) A curriculum vitae which, at a minimum, describes education, latest experience, and career achievements.
  - d) Names, current and accurate contact numbers (e-mail and phone) of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation.
  - e) Related document to support your qualification, such as educational certificate (diplomas or degrees), as per requirement stated in Section II above.

Failure to provide the required documentation will result in removal from further consideration.

2. Offers must be received by the closing date and time specified in **Section-I, item-3**, and submitted to the Point of Contact in Section I.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

Please be advised that the U.S. Government shall not be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission, USAID will not ensure quality or



completeness of electronic files attached to e-mails. The applicant assumes all risk related to an electronic submission.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instruction about how to complete and submit necessary documents or information to process background/security investigation and pre-employment medical check-up after an offeror is selected for the contract award.

Selected candidate for employment with the US Mission must pass a background/ security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.

## **VI. BENEFIT AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Indonesia Mission Policy, which may include annual bonus, Contribution toward Health Insurance, Annual and Sick Leave, Premium Pay, Contribution toward Local Retirement Plan.

Additional information may be provided to the selected offeror at the of salary offer.

## **VII. TAXES**

The U.S. Mission does not withhold money from your salary for payment of Indonesian income taxes. It is your responsibility to personally meet your obligation in this respect.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCNPSC and TCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

6. **FAR Provisions Incorporated by Reference**

52.204-27	<u>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</u>	JUNE 2023
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**USAID DEIA Commitment**

USAID envisions a world where all individuals are valued, have equitable access to opportunities, and are included, respected, and safe in their societies. USAID embraces diversity as outlined in USAID’s EEO Statement. We seek to elevate and include the voices of the USAID workforce, recognizing and valuing the unique contributions of all stakeholders. USAID also strives to improve equity for underrepresented communities that have historically been denied fair and just treatment and improve accessibility in all facets at USAID.

**EEO Policy Statement**

The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

**\*\*\*END OF SOLICITATION\*\*\***