

**SOLICITATION NUMBER: 72049724R10002**  
**ISSUANCE DATE: November 22, 2023**  
**CLOSING DATE/TIME: December 8, 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 (Local Capacity Development), FSN-10 (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**

Digitally signed by  
Sean Mendoza  
Date: 2023.11.09  
14:35:54 +07'00'

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

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

1. **SOLICITATION NO:** 72049724R10002
2. **ISSUANCE DATE:** November 22, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 8, 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 (Local Capacity Development)
6. **NUMBER OF VACANCIES:** 2 Positions
7. **MARKET VALUE:** IDR 349,808,250 per annum - equivalent to FSN-10  
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Indonesia. Final compensation will be negotiated within the listed market value.
8. **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.
9. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** All interested candidate (Indonesian citizen)
11. **SECURITY LEVEL REQUIRED:** Employment Authorization is required as a pre-condition for employment.

**12. STATEMENT OF DUTIES****A. General Statement of Purpose of The Contract**

The Local Capacity Development Specialist (the “Specialist”), located in USAID/Indonesia Office of Health (HEA), is a professional specialized in working with local organizations and local government to strengthen their organizational capacity to deliver health services and

fulfill their respective mission. The Specialist will be responsible for working with USAID local partners and local government recipients in Indonesia. S/he serves as an authority to help build the capacity of local partners in development and improvement of organizational systems and policies that meet rigorous standards, including U.S. government requirements through hands on mentorship and coaching with an emphasis on community level interaction and feedback systems and coordination of other technical assistance. The Specialist will support HEA to review program level implementation plans, track progress against performance indicators, and conduct routine site visits for data quality assessments. The Specialist serves as an A/CORs/Activity Manager ensuring reporting compliance and funding accountability and works closely with other mission staff including voucher examiners, financial analysts, etc.

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

### **a) Technical Leadership 35%**

1. Provides overall guidance and direction to the capacity strengthening of local partner organizations and local government, and oversee the implementation of organizational development plans, ensuring requisite technical support is available to partners to support these efforts.
2. Provides technical assistance and support to local partner organizations and local government in the following organizational development areas: governance; administration; human resources; financial management; organizational management; and project management.
3. Conducts comprehensive financial, administrative and management reviews on partner institutions to determine if partners are maintaining systems and internal controls necessary to adequately manage and account for USAID resources.
4. Evaluates financial, administrative, and operating systems in order to make and implement recommendations which will improve partners' financial and administrative systems.
5. Provides advice and guidance to HEA Office colleagues on matters related to organizational development and capacity building of local partner organizations.
6. Provides through literature review, research, and regular communication with local and international stakeholders, keeps abreast of emerging developments in organizational development approaches, especially as they pertain to local organizations, and advises accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
7. Identifies and coordinates short- and long- term technical assistance and ensures that objectives and outcomes of the technical assistance are consistent with and support the furtherance of the HEA portfolio.
8. Participates in inter-office localization coordination groups or discussions on issues pertaining to organizational development and local partners.

### **b) Financial Management 25%**

1. Monitors the financial and accounting performance of partners and provides them with support to ensure compliance with USAID and PEPFAR funding requirements and guidelines, required quarterly expenditure rates, and acceptable pipeline levels at the end of each fiscal year.
2. Provides suggestions to implementing partners on how to develop financial controls, quarterly and annual budget plans that feed into work plans, and how to adhere to reporting requirements.
3. Makes periodic/quarterly field visits and provides early warnings of over and under outlays and works hand in hand with A/CORs/Activity Managers and the HEA Finance Team to manage the situation.
4. In collaboration with AOR/COR/GATRs, review and verify partner vouchers or G2G milestones.
5. Supports USAID annual budget preparation process and annual operational planning, 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.

**c) Project and Activity Management 20%**

1. Serves as Contracting or Agreement Officer's Representatives (COR/AORs) for the Mission's Health activities awarded to local partners and local government, to support financial and programmatic oversight to ensure contracts, grants, and G2G agreements achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
2. Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.
3. Works closely with HEA Technical Advisors to ensure the quality of programs implemented by local partner organizations and local government are simultaneously being addressed.

**d) Monitoring and Reporting 20%**

1. Conducts monitoring of projects assigned for AOR/COR responsibility, and other projects implemented by local organizations.
2. As a member of the HEA Team, responds flexibly and capably to a wide range of work-related requirements including responding to requests for information from HQ, Congress and OGAC.
3. Supports 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.
4. In collaboration with the Mission Point of Contact on Local Capacity Development and the Mission's Monitoring and Evaluation working group, advises on the

development of tools (such as dashboards) that support monitoring organizational development and continuous learning and adapting.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

### C. Position Elements

- a) **Supervision Received:** The Specialist will report to a Team lead in HEA. Assignments are made in writing and orally and the Specialist is expected to work with a large degree of independence in carrying out responsibilities. S/he is expected to discuss and develop annual work objectives in consultation with his/her supervisor. The supervisor assigns specific tasks, provides suggested approaches to and reviews completed reports and assignments. Completed work is reviewed regularly in terms of results achieved and feedback provided.
- b) **Supervision Exercised:** Continuing supervision of other Division and Office staff is not anticipated. The Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Specialist is expected to serve as mentor to Assistant-level staff, and to provide other work guidance.

### 13. 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:** A bachelor's degree in a relevant profession: public health, public administration, international development, business/management, and finance/economics.

*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 three (3) years of progressively responsible experience in organizational development, development program management, and/or health systems development in a developing country context.
3. **Language:** Level IV abilities in English and Bahasa Indonesia (both written and spoken) is required.

### 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 maybe 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 maybe established of the highest-ranked offerors, who maybe further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations maybe 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 maybe 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):**

A bachelor's degree in a relevant profession: public health, public administration, international development, business/management, and finance/economics.

**2. Prior Work Experience (20 Points):**

A minimum of three (3) years of progressively responsible experience in organizational development, development program management, and/or health systems development in a developing country context.

**3. Language Proficiency (10 Points):**

Level IV abilities in English and Bahasa Indonesia (both written and spoken) is required.

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

In-depth knowledge in one or more of the following areas: governance; administration;

human resources; financial management; organizational management; and project management. Strong knowledge and understanding of organizational development and capacity strengthening of local organizations. Extensive and detailed knowledge of rules and regulations and compliance issues as they pertain to acquisition and assistance awards to implementing partners. Demonstrated knowledge of the overall health sector context of USAID and its current priorities, as well as the key aspects of U.S. Government foreign assistance to the host country.

**5. Skills and Abilities (30 Points):**

The Specialist must possess strong skills in communication (verbal 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 to be able to accept and react to evolving planning and implementation contexts. The Specialist must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. S/he takes initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact. Ability to travel regularly to the offices of local partners, both locally and in the field.

#### **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://www.usaid.gov/sites/default/files/2023-11/ds174\\_2025\\_0.pdf](https://www.usaid.gov/sites/default/files/2023-11/ds174_2025_0.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**: December 8, 2023, 4:00 p.m. Jakarta time, and submitted to the Point of Contact in **Section I, item 4**: Sean Mendoza, Supervisory Executive Officer via [jakarta-usaid-recruitment@usaid.gov](mailto:jakarta-usaid-recruitment@usaid.gov).

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/OGES%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 DEI 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\*\*\***