



USAID | ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER : 72048624R00010
ISSUANCE DATE : March 27, 2024
CLOSING DATE/TIME : April 28, 2024
(11:59 PM Jakarta Time)

SUBJECT: RE-ADVERTISEMENT: Solicitation for Resident Hire U.S. Personal Services Contractor (USPSC) – ASEAN Communications and Coordination Specialist

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified person 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 offer.

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

Sincerely,

Stephanie Iceland-Leitzel
Executive Officer/Contracting Officer
USAID Regional Development Mission for Asia
Bangkok, Thailand

ATTACHMENT 1:**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72048624R00010 (Re-advertisement)
2. **ISSUANCE DATE:** March 27, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 28, 2024, at 11:59 PM Jakarta Time
4. **POINT OF CONTACT:** RDMArecruitment@usaid.gov
5. **POSITION TITLE:** ASEAN Communications and Coordination Specialist
6. **MARKET VALUE OF POSITION (Base Pay):** \$88,520 - \$115,079 per annum equivalent to GS-13
Final compensation to be negotiated only within the market value of the position and will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.
7. **PLACE OF PERFORMANCE:** Jakarta, Indonesia

Overseas USPSCs may be authorized to telework or remote work only from location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. **PERIOD OF PERFORMANCE:** The base period of one year, estimated to start in July 2024. Based on Agency need, availability of funds and satisfactory performance, the Contracting Officer may exercise additional option periods of up to four (4) years as follows:

Base Period	o/a July 2024 – June 2025
Option Period 1	o/a July 2025 – June 2026
Option Period 2	o/a July 2026 – June 2027
Option Period 3	o/a July 2027 – June 2028
Option Period 4	o/a July 2028 – June 2029

9. **ELIGIBLE OFFERORS:** Open to Eligible Family Members of U.S. Mission in Indonesia and U.S. Nationals (U.S. citizens or non-U.S. citizens lawfully admitted for permanent residence in the United States), who at the time of submitting offers, reside in Indonesia.

Eligible Family Members of U.S. Mission in Indonesia are preferred and will be evaluated first. U.S. Nationals, who at the time of submitting offers, reside in Indonesia will only be considered if there are no qualified offerors from the preferred type.

Eligible Family Members:

- Eligible Family Members (USEFMs and EFM with U.S. permanent residence status (Green Card Holders) of U.S. Mission in Indonesia;
- Demonstrated ability to obtain a FACILITY ACCESS level security clearance;
- Demonstrated ability to obtain a Department of State medical clearance;
- Must not appear as an excluded party in the System for Award Management (SAM.gov).

U.S. Nationals who reside in Indonesia:

- Must be U.S. Citizens or non-U.S. citizens lawfully admitted for permanent residence in the United States;
- Must have the ability to obtain a permit to stay and work under U.S. Mission Indonesia;
- Demonstrated ability to obtain a FACILITY ACCESS level security clearance;
- Demonstrated ability to obtain a Department of State medical clearance;
- Must not appear as an excluded party in the System for Award Management (SAM.gov).

10. SECURITY LEVEL REQUIRED: Facility Access Clearance**11. WORK HOURS:** 40 hours/week**12. STATEMENT OF DUTIES:**

USAID's Regional Development Mission for Asia (RDMA), located in Bangkok, Thailand, manages the Association of Southeast Asian Nations (ASEAN) Office based in Jakarta, Indonesia. RDMA's ASEAN Office carries out USAID's partnership cooperation agreement with ASEAN and its member states to build capacities that promote inclusive economic growth, strengthen democratic systems, and improve access to rights and opportunities for vulnerable populations in the region. Through the first-ever ASEAN-USAID Regional Development Cooperation Agreement (2020-2025), USAID/RDMA's ASEAN Office contributes to the implementation of the ASEAN-US Plan of Action to reaffirm USAID's commitment to address regional and global challenges; further regional economic integration and growth; and advance ASEAN's rules-based architecture to uphold human dignity and the rule of law.

A. BASIC FUNCTIONS OF THE POSITION

The ASEAN Communications and Coordination Specialist plays a critical role in the achievement of the ASEAN Office's programmatic and operational goals by serving as the central point of contact responsible for providing operational direction and coordination pertaining to both internal and external communications coordination processes related to programming in ASEAN. This can include the management and development of learning and outreach materials for the ASEAN portfolio.

The incumbent reports to the USAID ASEAN Office Director who bears the primary responsibility of the ASEAN Communications and Coordination Specialist. Specifically, the incumbent is entrusted with the following key responsibilities:

The incumbent is tasked with overseeing and upholding communication channels for the RDMA ASEAN Office. This includes maintaining communication with entities such as USAID

bilateral Missions and Embassies, as well as other U.S. government agencies.

In collaboration with various stakeholders, the incumbent plays a pivotal role in crafting and executing the USAID/RDMA ASEAN communications strategy, calendar, and work plan. This entails interpreting policy and guidelines, establishing communication objectives, and developing communication materials to meet the objectives of both USAID and U.S. Mission to ASEAN (USASEAN).

The incumbent offers communication services to ASEAN events to bolster the successful implementation of projects. This includes the preparation and distribution of communication toolkits to facilitate project execution and development outreach for USAID Development Outreach and Communications (DOC) teams and Embassy Public Affairs Sections (PAS) across ASEAN member countries.

The incumbent serves as the primary point of contact within USAID/RDMA ASEAN, offering expertise in marking, branding, and press guidance to project managers and implementing partners. This guidance is provided in close collaboration with the USASEAN PAS team.

The incumbent works in close coordination with DOC team members within the RDMA Program Office. This collaboration ensures the provision of a comprehensive suite of DOC services to USAID/RDMA ASEAN staff and partners.

This role necessitates strong communication and organizational skills. It further demands the ability to effectively manage communications across a diverse array of organizations and individuals, all while remaining agile in responding to tasks and operating within tight timelines. The incumbent is expected to demonstrate initiative and self-reliance with minimal guidance.

B. DUTIES AND RESPONSIBILITIES

The Resident Hire USPSC ASEAN Communication and Coordination Specialist will carry out the following work requirements:

Internal USAID Communication and Coordination: (35%)

This significant aspect, comprising 35% of the incumbent's responsibilities, revolves around fostering seamless communication and collaboration within USAID. The key functions are as follows:

REGIONAL COMMUNICATIONS LIAISON: The incumbent assumes the pivotal role of serving as the central communications liaison for the ASEAN portfolio, facilitating communication between the ASEAN portfolio and a wide spectrum of entities including USAID bilateral Missions, U.S. Embassies, USAID, and interagency stakeholders based in Washington, as well as U.S. government (USG) agencies in Southeast Asia. This position's primary aim is to ensure that all stakeholders are well-informed about the activities and events occurring within the ASEAN portfolio. This entails establishing designated points of contact at each

bilateral Mission and maintaining consistent communication with bilateral Missions and U.S. Embassies within the region.

INFORMATION DISSEMINATION: The incumbent plays a crucial role in the regular production and dissemination of information concerning regional activities. These updates are specifically tailored to capture the interest of bilateral missions in Southeast Asia and various bureaus in Washington. Additionally, the incumbent is responsible for the compilation, editing, and publication of bi-monthly ASEAN Office updates, targeting an internal audience.

SUPPORT AND ADVISORY ROLE: The incumbent provides support and counsel to senior leadership. This entails providing assistance and staffing for logistics related to ASEAN project-supported training events, project launches, VIP visits, press interviews, and other events. During this process, the incumbent is expected to track sensitive issues and alert senior management about controversial topics, providing guidance on communication options grounded in best practices. The goal is to ensure that these events are executed seamlessly and align with strategic communication goals.

CONTENT CREATION AND EDITING: The incumbent is responsible for generating, reviewing, and editing a range of internal communication materials. These include briefing checklists (BCLs), Event Scenarios, Background Briefers, White papers, Informational and Action Memos as and when needed by the ASEAN Office, USAID/RDMA Front Office, U.S. Ambassador to ASEAN, Asia Bureau, Congress, or other senior leadership.

PROGRAM CYCLE COMMUNICATIONS AND REPORTING: The incumbent ensures that all communication products related to program cycle planning and reporting (such as Annual Reports, Portfolio Reviews, Performance Plans and Reports, Congressional Budget Justifications, briefings, and more) are well-written and timely to meet the demands of the ASEAN Office's strategic planning goals and reporting requirements.

IMPLEMENTING PARTNER REVIEW: In close collaboration with ASEAN staff, the incumbent periodically reviews communication strategies and practices employed by implementing partners. Guidance on adhering to USAID branding and marking requirements, as stipulated by each award, is provided to ensure consistent and effective communication. **USAID Branding:** The incumbent is tasked with leading the efforts to review marking and branding implementation plans. The objective is to ensure their effectiveness and adherence to USAID policies and regulations. The incumbent will actively participate in USAID post-award briefings, where marking and branding responsibilities for implementing partners will be outlined. The incumbent will meticulously review these implementation plans to ensure their effectiveness and compliance with USAID policies and regulations.

VETTING REQUIREMENTS AND APPROVALS: The incumbent is responsible for staying informed about the dynamic landscape of changing requirements and processes for complex vetting procedures and approvals applicable to each bilateral country that is a member of the ASEAN.

External USAID Communication and Coordination: (35%)

In the realm of external USAID communication and coordination, which constitutes 35% of the position's responsibilities, the incumbent engages in a multifaceted approach to ensure effective outreach and engagement:

OUTREACH EVENTS: The incumbent will be responsible for supporting USAID ASEAN Office outreach events. This coordination involves working closely with the USASEAN PAS, government counterparts, and USAID implementing partners. Activities related to these events may encompass developing guest lists, preparing press packets, managing press presence during events, coordinating press registrations, providing guidance on protocol issues, collaborating with USASEAN PAS to outline event programs and key messages, scheduling speakers, editing briefing materials for outreach events, and offering on-site event management. These events can include inaugurations or closings of USAID projects throughout the region, ribbon-cutting ceremonies, media roundtables, press conferences, visits to USAID projects with journalists, senior U.S. and ASEAN officials, and VIP guests, and public presentations. Support planning and logistics for press interviews, VIP visits, launches of project activities, or other public-facing events to ensure they run smoothly and meet USAID ASEAN messaging goals.

CONTENT CREATION, EDITING, AND QUALITY CONTROL: The incumbent will be responsible for drafting, editing, and reviewing public information and outreach materials, including fact sheets, talking points, blogs, success stories, press releases and other communications products as and when needed by the ASEAN Office, USAID/RDMA Front Office, U.S. Ambassador to ASEAN, or other senior leadership. These materials are intended to support public events supported by USAID and serve as avenues for sharing achievements and goals with a broader audience.

MEDIA RELATIONSHIP LEVERAGING: The incumbent collaborates with the USASEAN PAS team to harness media relationships and develop recommendations on press-related issues. This may involve interfacing with reporters for press inquiries, responding to reporters' questions to secure timely and relevant coverage of ASEAN events and stories.

STAKEHOLDER RELATIONSHIP MANAGEMENT: In a closely-knit partnership with ASEAN Implementing Partners, the incumbent is responsible for developing and nurturing relationships with key ASEAN stakeholders in the region from government, civil society, and the private sector to ensure proper information sharing that helps advance the effectiveness of the ASEAN Office's programming.

COMMUNICATIONS MATERIAL DEVELOPMENT: The incumbent plays an instrumental role in creating various forms of communication materials. This includes written documents, visual media, and content for social media channels, all tailored for external audiences. These materials serve as essential conduits for disseminating information and promoting the organization's objectives. Develop written materials, visual media, and social media for dissemination to external audiences across a variety of media channels.

SOCIAL MEDIA TOOLKIT DEVELOPMENT AND DISTRIBUTION: The incumbent develops and refines social media campaign toolkits designed to promote and amplify USAID ASEAN key messages and programming achievements while highlighting USAID ASEAN activities and opportunities. These toolkits are shared with a range of stakeholders such as USAID DOCs and PAS officers across ASEAN member states, USAID implementing partners, ASEAN entity stakeholders, and U.S. Government interagency colleagues to promote USAID/RDMA ASEAN-led social media campaigns and targeted posts.

COMMUNICATIONS TRAINING: In collaboration with the Bangkok-based RDMA DOC team, the incumbent designs, implements, and or coordinates pertinent communications training for ASEAN partners. This training is a proactive measure aimed at enhancing the communication capabilities of partners and furthering the goals of the organization.

STRATEGIC COMMUNICATIONS: Working closely with ASEAN Office staff and implementing partners, the incumbent provides guidance and communications support on strategic communications to raise awareness, engage stakeholders, and inspire action while advancing the comprehensive partnership between the U.S. government and ASEAN.

STRICT ADHERENCE TO PROCEDURES: A crucial aspect of the role is the rigorous adherence to procedures related to outreach communications. This includes ensuring that the interests of the U.S. government (USG) are safeguarded throughout the communication process. Ensure procedures regarding outreach communications are strictly adhered to and that USG interests are protected.

Strategic Communications Management: (30%)

In the realm of strategic communications management, which constitutes 30% of the position's responsibilities, the incumbent undertakes multifaceted tasks to ensure effective leadership and strategic engagement:

STRATEGIC COMMUNICATIONS ASSESSMENT: In close coordination with the USASEAN PAS, USAID/RDMA leadership, DOC team and technical staff, the incumbent will develop communications and social media strategies focused on advancing U.S. government and ASEAN shared objectives in the Indo-Pacific. The overarching goal is to highlight progress of USAID-supported ASEAN activities in alignment with the ASEAN-USAID Regional Development Cooperation Agreement (RDCA) development objectives and guided by the U.S.-ASEAN Comprehensive Partnership to deliver sustainable, inclusive results for the region. Strategies will delineate operational clarity with respect to communication and outreach objectives, targeted messages, audiences, and activities. The incumbent is expected to interpret broadly stated USG and ASEAN policies and legislation to align these strategies when crafting a strategic communications plan and products.

SOCIAL MEDIA STRATEGY: In collaboration with the USASEAN PAS team, the incumbent contributes to the development of a social media strategy (SMS) intended for disseminating content and engaging key audiences, influencers, and bloggers regarding USAID regional development efforts related to support ASEAN-U.S. Comprehensive Strategic Partnership

goals. The incumbent will also play a pivotal role in supporting the design and implementation of communications campaigns to enhance and cultivate followers.

CONTACT DATABASE MANAGEMENT: The incumbent builds excellent working relationships and strategic engagement with a wide range of contacts as well as maintains a comprehensive and up-to-date database comprising all pertinent communication contacts involved in the implementation of the ASEAN Office activities. This database includes spokespersons and programmatic focal points from implementing partners, ASEAN Secretariat, USASEAN PAS, USAID Missions in Southeast Asia, AID/Washington, Embassy Jakarta agencies, bilateral and regional donor community, and sector partners throughout the Southeast Asia region.

VIRTUAL INFORMATION REPOSITORY: The incumbent establishes, develops, and manages a virtual repository housing a collection of publications, photographs, fact sheets, and briefers. This repository is designed to facilitate bilateral communications and offer technical support. The incumbent assesses the current state of communication products and, when necessary, spearheads their revision. Additionally, the incumbent maintains and disseminates the ASEAN Office calendar of events, ensuring that vital information is readily accessible and effectively communicated.

C. POSITION ELEMENTS

- i. **Degree of responsibility for decision-making assigned to the position:** The incumbent is expected to work independently while receiving broad guidance and direction from the USAID/RDMA ASEAN Office Director. The incumbent should autonomously address most communication and coordination issues and are responsible for setting priorities, adhering to established deadlines, and fulfilling duties with minimal guidance. Self-motivation, proactive decision-making, and a self-directed approach are important aspects of the role.
- ii. **Level of complexity for work assignments and the work environment or its potential effect on the position's responsibilities:** The ASEAN portfolio's high-profile nature necessitates continuous coordination with various USG and external stakeholders. The incumbent must engage diplomatically with diverse internal and external audiences to ensure USAID's interests are properly represented. They are expected to devise innovative solutions to ever-evolving communication and coordination challenges. Furthermore, the incumbent should help position ASEAN and its member states to highlight accomplishments more effectively and efficiently for improved development outcomes.
- iii. **Knowledge level required:** The job holder is expected to have a university degree in the field of public relations, journalism, political science, economics or a related international development and communication area. The position requires a minimum of five (5) years of progressively responsible professional experience in communication and outreach and/or international development or a related field. The position also required at least two (2) years of international experience or work on international issues.

- iv. Supervisory Controls:** The incumbent is expected to work independently while receiving broad guidance and direction from the USAID/RDMA ASEAN Office Director. This role necessitates strong communication and organizational skills. It further demands the ability to effectively manage communications across a diverse array of organizations and individuals, all while remaining agile in responding to tasks and operating within tight timelines. The incumbent is expected to demonstrate initiative and self-reliance with minimal guidance.
- v. Guidelines for the required work, including reporting requirements:** The incumbent relies on various guidelines for their work, including but not limited to the Automated Directives System (ADS) Chapter 320 on Branding and Marking, Mission Orders, Mission Notices, USAID/Washington LPA and Asia Bureau communications and outreach guidance, U.S. Embassy and U.S. Mission to ASEAN guidance and procedures, and media and communications papers from USAID/Washington and the U.S. Department of State. While guidelines on administrative and communication policies and precedents are applicable, they are often provided in general terms. The incumbent is expected to show initiative and resourcefulness in deviating from conventional methods or trends to develop new methods, criteria, or proposed policies.
- vi. Scope and effect of the work performed:** The incumbent plays a pivotal role in achieving U.S. government-led initiatives by acting as the primary focal point for internal and external communications and coordination processes within the ASEAN portfolio. The portfolio includes the implementation of the ASEAN USAID Partnership Program, which involves significant interagency coordination. The incumbent designs communication plans, strategies, and materials for Agency-wide publications, executes relevant media and communications training for ASEAN Office partners, and creates written materials, visual media, and social media content for external audiences. The incumbent maintains close coordination with bilateral missions and USAID/Asia Bureau.
- vii. Level and purpose of contacts:** The incumbent should have the ability to communicate effectively with personnel at all levels within the mission. To fulfill this position, they must establish and maintain professional and effective working relationships with senior-level contacts both internally and externally. These contacts include USAID and other USG officials (bilateral USAID Missions and U.S. Embassy staff in Southeast Asia, particularly the U.S Mission to ASEAN, and USAID Washington, senior managers and leaders of government counterparts, regional institutions, other international organizations and donors (such as UN Women and other ASEAN dialogue and development partners), and NGOs. Additionally, external contacts encompass regional and local civil society organizations, think tanks, the private sector, and other regional-related organizations, including universities. The purpose of these contacts involves influencing and motivating individuals through communication strategies and products. The incumbent must demonstrate skill in determining the most appropriate approach for negotiating, persuading others, and establishing rapport to gather and relay information.

viii. Supervision or oversight the position has over others: The incumbent does not exercise supervision over others.

D. TRAVEL REQUIREMENTS:

Regional travel may be required up to 15% based on Mission requests for communications support.

E. SUPPORT ITEMS:

The PSC will be provided with the adequate support services, equipment, and supplies necessary to perform the work.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THE POSITION

Education: Bachelor's degree in the fields of public relations, journalism, political science, economics or a related international development and communication area is required.

Experience: A minimum of five (5) years of progressively responsible professional experience in communication and outreach and/or international development or a related field. At least two (2) years of international experience or work on international issues.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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.

Rating factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided.

The rating factors are as follows:

Education (15 points)

- Additional points will be awarded for educational degrees above the established minimum and for education in the field of public relations, journalism, political science, economics, or a related international development and communications area.

Professional Experience (15 points)

- Previous work experience or familiarity with DRG or EG programming, interagency collaboration, and partnership development is desirable.
- Prior overseas work experience and working within or as a client service provider to the U.S. government or other international development organizations is preferred.

Technical Knowledge (30 points)

- Demonstrated knowledge of the communications and outreach field and ability to craft effective communications.
- Demonstrated knowledge of democracy, conflict, human rights and/or economic growth issues (which could include conflict mitigation, peacebuilding, counter trafficking in persons, civil society and/or media strengthening, digital development, infrastructure development, economic policy reform, or related fields) and/or demonstrated knowledge of the development field.)

Skills and Abilities (40 points)

- Strong organizational skills and attention to detail.
- Outstanding interpersonal skills and the proven ability to develop and maintain collaborative working relationships with a wide variety of stakeholders including USAID staff and managers, host country government officials, and representatives of civil society and the private sector.
- Excellent verbal communication skills and proven record of excellent writing and editing skills, especially the ability to convey technical information to general audiences.
- Demonstrated ability to design and create presentations, newsletters, and other communication products, including infographics and other visual aids.
- Ability to design, implement and manage communications processes and systems in a complex implementation environment.
- Demonstrated ability to design and facilitate training sessions and meetings.
- Ability to exercise independent judgment in resolving complex communications issues at a regional level.

Offerors who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors. The qualified offerors may also be evaluated on writing test and interview performance. Only offerors who are in the competitive range will be contacted. No responses will be sent to unsuccessful offerors who are excluded or otherwise eliminated from the competitive range.

Offerors should address the Evaluation and Selection Factors in their application package, describing specifically and accurately what experience, training, education and/or awards they

have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The qualified offerors may be invited to be interviewed, either in person or by telephone/video call at USAID's discretion. USAID/RDMA will not pay for any expenses associated with interviews. Reference checks will be conducted for the highly ranked offeror(s).

Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

IV. **SUBMITTING AN OFFER**

Email submissions must be sent to RDMArecruitment@usaid.gov with the subject line "SOL-72048624R00010". To ensure delivery by the due date, it is recommended that offers be sent in as email attachments.

Eligible offerors are required to submit the following:

1. Fully completed and signed copy of the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms>. Offerors should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.
2. A current resume or curriculum vitae (CV);
3. Written statement that responds to the requirements of the position (**Section III: Evaluation and Selection Factors**);
4. For USEFMs of U.S. Mission in Indonesia – A copy of sponsor's orders showing your sponsor's assignment in the U.S. Mission Indonesia and/or approved OF-126 with a copy of U.S. Passport biographical page are required;
5. For EFMs with U.S. permanent residence status (Green Card Holder) of U.S. Mission in Indonesia – A copy of sponsor's orders showing your sponsor's assignment in the U.S. Mission Indonesia and/or approved OF-126 with a copy of Green Card are required;
6. For U.S. Nationals who reside in Indonesia – A copy of U.S. Passport biographical page or Green Card, written statement that clearly describes the offeror's current residency in Indonesia, and a copy of valid IMTA/Work Permit and KITAS/Stay Permit are required;
7. A minimum of three and a maximum of five references, including two references which must be from direct supervisors who can provide information regarding the offeror's past performance.

NOTE: Submission of a resume/CV alone **IS NOT** a complete offer. This position requires the completion of all forms and supplemental materials as described in this section. Failure to provide the required information and/or materials may result in your not being considered.

Late offers may not be considered. Please note all offers must be signed (hand-signed or digitally) – **unsigned offers will NOT be considered.** Please reference the solicitation number on your application, and as the subject line in your email and any cover letter.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.

1. Medical History and Examination (DS-1843)
2. Declaration for Federal Employment (OF-306)
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (SF-87). (NOTE: Form is available from the requirements office.)

VI. BENEFITS

As a matter of policy, and as appropriate, a Resident Hire USPSC is normally authorized the following benefits:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Leave and Holidays

Note: U.S. Resident Hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
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 as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD
2001	OP 2 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD
3001	OP 3 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD
4001	OP 4 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD

3. Acquisition and 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.

IX. ADDITIONAL CONTRACT PROVISIONS WITH A RESIDENT HIRE USPSC

1. IMTA/Work Permit and KITAS/Stay Permit

In line with host country regulations, the Contractor must obtain, and pay for an IMTA/Work Permit and KITAS/Stay permit approval from the host country government. These costs are not reimbursable. The Contractor cannot start his/her work until he/she can provide to the Contracting Officer the approved IMTA and KITAS. Failure to obtain and maintain these permits may result in contract termination. This requirement does not apply to holders of Diplomatic or “No-Fee” passports.

2. FINAL OUT BRIEF REPORT

Submission of final out brief report by the Contractor to the designated Supervisor prior to departure. The final out brief report will summarize the activities undertaken and the result during the performance of the contract.

– End of ATTACHMENT 1 –