



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-16-000009
ISSUANCE DATE: August 4, 2016
CLOSING DATE: August 25, 2016
4:00 p.m. JAKARTA TIME

SUBJECT: SOLICITATION FOR A RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACT (USPSC)/THIRD COUNTRY NATIONAL (TCN) ALLIANCE BUILDER

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified persons (US and TCN citizens) to provide services under contract as described in this solicitation. The place of performance for this position will be Jakarta, Indonesia.

Application must be in accordance with **Attachment 1, Sections I. through V** of this Solicitation. Incomplete, or unsigned applications received after the closing date and time contained in this Solicitation will not be considered. Applicants should retain copies of all application materials for their records.

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 application.

Any questions regarding this solicitation should be in writing and directed to jktrecruitmentpsc@usaid.gov.

Phone calls or e-mails to any address other than the one specified in this solicitation will not be accepted.

Sincerely,

/s/

Susan L. Cheung
Supervisory Executive Officer
USAID/Indonesia

**RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACT (USPSC)/THIRD
COUNTRY NATIONAL (TCN)
ALLIANCE BUILDER**

I. GENERAL INFORMATION

SOLICITATION NO.: SOL 497-16-000009

ISSUANCE DATE: August 4, 2016

**CLOSING DATE/TIME FOR
RECEIPT OF APPLICATIONS:** August 25, 2016

POSITION TITLE: ALLIANCE BUILDER

MARKET VALUE: GS-13 (Salary range \$73,846.00 - \$96,004.00 per annum). This is a Resident Hire Personal Services Contract (PSC) position. Resident Hire Personal Services Contractor means a U.S. Citizen or Third Country National who, at the time of hiring as a PSC, resides in Indonesia and as such, no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS 13 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: This position will be for a period of one year with option to renew for one additional year.

PLACE OF PERFORMANCE: USAID, Jakarta, Indonesia.

AREA OF CONSIDERATION: U.S. Citizens/Third Country Nationals.

SUPERVISORY RELATIONSHIP: Senior Alliance Builder, or his/her Designee.

SUPERVISORY CONTROL:

None.

MEDICAL CLEARANCE:

The apparently successful applicant must be able to obtain required medical clearance as a pre-condition for employment and/or residence in Indonesia.

SECURITY CLEARANCE:

The successful applicant shall be required to obtain a Facilities Access level security clearance as a pre-condition for employment.

POSITION DESCRIPTION

A. BASIC FUNCTIONS OF THE POSITION

The Alliance Builder is part of a team to create partnerships and leverage resources. Daily responsibilities include assisting the Program Office (PRO) and the Mission in the implementation of the USAID/Indonesia Country Development and Cooperation Strategy (CDCS), which includes a component of working hand-in-hand with the private sector and building partnerships with private companies and foundations.

The Alliance Builder will work under the supervision of the Senior Alliance Builder and will provide the Mission with policy recommendations and advice on the strategic development process of engaging with the private sector. Day-to-day activities will include a combination of strategic level management and policy guidance to the Front Office, PRO, Development Objective and Technical Office teams.

This Scope of Work includes travel in Indonesia; interaction with Mission-funded contractors and grantees; coordination with other donors and Embassy colleagues; and dialogue with leading counterparts in both the public and the private sector.

B. DUTIES AND RESPONSIBILITIES

Major Duties and Responsibilities

The Alliance Builder's specific duties and responsibilities are as follows:

1. In collaboration with individual Mission Development Objective and Technical Office teams, source, develop, and implement public-private alliances that leverage private sector resources in furtherance of the USAID/Indonesia CDCS (60%).
 - a. Contribute USAID/Indonesia's overall conceptual framework and formulate plans and materials for the Mission's implementation of effective private sector engagement (PSE). Prepare project papers and design documents and contribute research and text on the social, political, cultural, and economic factors pertaining to the private sector's contribution to development in Indonesia.
 - b. Identify potential alliance partners and develop relationships with private businesses, corporations, foundations, NGOs, and other non-traditional development organizations--through formal and informal outreach, personal contacts, and networking --for the purpose of implementing public-private alliances that leverage private sector resources.
 - c. Ensure effective coordination of USAID-funded activities with those of other donors working with the Government of Indonesia, its local governments, and religious organizations. Promote expansion of effective PSE strategies and approaches that can expand coverage and quality of USAID's development assistance.

2. Capacity Building of USAID staff and partners to build and promote alliances (20%).
 - a. Contribute to the development and implementation of outreach tools and presentation materials and opportunities to market USAID/Indonesia's interest in engaging with the private sector on shared value development investment opportunities.
 - b. Help mentor and coach the FSN 11 Alliance and Partnership Specialist.
 - c. Mentor and coach ad hoc alliance builders throughout the USAID/Indonesia Mission.
 - d. Support the strengthening of a culture of responsible PSE by working effectively and in collaboration with the U.S. Global Development Lab, Center for Transformative Partnerships, with the Activity Manager for the Global

Development Alliance (GDA Annual Program Statement, and with other relevant USAID offices and representatives.

3. Program/Policy Analysis and Reporting (20%).

- a. Ensure that activities are appropriately documented in required reports and regular updates given to USAID stakeholders and external development partners, including the Operational Plan, Performance Plan and Report, portfolio reviews, annual budget, congressional presentations, briefs and talking points.
- b. Ensure indicators to measure impact of GDA and other public-private partnership efforts in Indonesia are tracked accurately and used to revise strategy as necessary. Coordinate with USAID/Indonesia to ensure data submitted on activities is complete and consistent for reporting in the annual report, portfolio reviews, annual budget, and other required reporting.
- c. Prepare concept papers and other relevant documents, and initiate and describe project ideas and initiatives in accordance with USAID/Indonesia's CDCS, the current environment in Indonesia, the institutional capabilities of potential partners, and purposes of potential USAID assistance.

Travel in Indonesia is required.

C. POSITION ELEMENTS

1. Supervision Received: The Alliance Builder will work under direct supervision of the Senior Alliance Builder who will prepare his/her performance evaluation report. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) the incumbent is expected to work with a high degree of independence and should be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be proactive as well as self-motivated.
2. Available Guidelines: In instances not covered by written guidelines, the incumbent will use her/his professional, well-informed judgment with full knowledge and

understanding of nature and goals of the position and of the program budget. The incumbent must use substantial judgment to interpret for Mission staff Agency guidelines, requirements, and agency policy and is expected to be a resource for Mission staff having questions about these guidelines.

3. Exercise of Judgment: Considerable judgment is required; the incumbent works with procurement-sensitive information and must be discrete in handling this information. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct. The incumbent will have frequent contact with senior private sector representatives from both multinational and Indonesian companies, senior development partners and GOI officials and is expected to represent the Agency's interests effectively with these counterparties.
4. Supervision Exercised: Oral guidance from the immediate Supervisor and specific detailed written instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall program and budget activities within USAID/ Indonesia, including but not limited to USAID's program planning policies as set forth in the Agency's Automated Directives System (ADS), USAID's gender and evaluation relate policies and guidance, Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.
5. Authority to Make Commitments: The Alliance Builder position has no authority to commit USG funds or decide upon public-private alliances between USAID and the private sector. Guidance should be sought when needed, and the supervisor informed of activity and project status. The Advisor may on occasion be required to negotiate ad referendum for the supervisor following pre-defined guidance.

D. PERIOD OF PERFORMANCE

This position will be for a period of one year with option to renew for one additional year based on the performance of the contractor, the continue need for the position, and the availability of funds.

E. MEDICAL AND SECURITY CLEARANCE

The selected candidate must obtain a US Government Facilities Access level security clearance and medical clearance. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and

accepted. You must be available to start work as soon as valid medical and security clearance are obtained. This availability must be indicated in your cover letter.

II. REQUIRED QUALIFICATIONS & SELECTION CRITERIA

In order to be considered for the position, a candidate shall be a U.S. citizen or a Third Country National. The candidate must meet the minimum qualifications listed below. Consideration and selection will be based on a panel evaluation of the evaluation criteria factor below. Please note that only shortlisted/finalist applicants will be interviewed or contacted. USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

Interviews, a writing exercise, and a language test may be requested. Applicants are required to prepare a brief narrative demonstrating how prior experience and/or education and training address evaluation criteria factors listed below.

- 1. Education (15 points):** A university Bachelor's degree in the field of Economics, Business Management, Business Administration, Public Policy, International Marketing, Communications, International Development, International Trade and Finance, Mergers and Acquisition, Political Science, or related subject is required. A Master's degree in one of these disciplines is desired but not required.
- 2. Prior Work Experience (20 points):** Prior working experience in Indonesia is required. The incumbent is required to have a minimum of five (5) years of progressively responsible experience in international development and/or corporate social responsibility/creating shared value work—in either the private sector or a development organization, or a combination of both—with increasingly responsible project management, project design, corporate social responsibility, and /or project/program development experience. The incumbent must also have a high degree of technical, analytical, and quantitative skills in analysis of markets and policies in Indonesia. Experience initiating, negotiating and completing international business transactions with Indonesian and /or global business leaders, international NGOs, high-wealth individuals, and /or senior foreign government officials are essential and required skills. Prior experience and/or technical knowledge in monitoring and evaluating development activities are desirable. Demonstrated skills in evaluating private sector investment opportunities and conducting know your client and other due diligence research on counterparties are highly desired.

3. **Language (10 points):** Candidates must be fluent speaking and writing English. A high level of Bahasa Indonesia speaking language capability is strongly preferred. Given the nature of the position, effective written and oral communications skills are critical to perform successfully in the position.

Knowledge (25 points): The incumbent must be skilled in project monitoring and evaluation methodologies, and have some knowledge in the planning and budgeting processes. The incumbent should have thorough knowledge of Government of Indonesia (GOI) national development priorities, policies and procedures as well as the priorities of the corporate/private sector in Indonesia. The incumbent should understand international development in the context of Indonesia's position as a middle income country.

4. **Skills and Abilities (30 points):** Proven ability to work independently with minimal supervision or guidance is required. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts in the Indonesian private sector as well as the U.S. Government. The incumbent must also have a high degree of technical, analytical, and quantitative skills to analyze development activities and policies. The following skills and abilities are also sought: strong quantitative and analytical skills, operational and management skills, computer skills including ease and skill in using word processing programs, email, databases, spreadsheets, and visual presentation of quantitative data through infographics and other visual presentation tools; manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically. The Mission is seeking a self-starter to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and adapt to the existing management team. In addition, the position will require an entrepreneurial, goal-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. The above responsibilities require the incumbent to demonstrate highly developed professional judgment.

Maximum Points Available: 100

The applicant must also be able to successfully pass a reference background check.

III. FINAL OUTBRIEF REPORT

Submission of final out brief report by the Contractor to his/her Supervisor prior to departure. The final out brief report will summarize the activities undertaken and the results achieved during the performance of the contract.

IV. HOW TO APPLY

A. Please send a completed and signed AID 302-3 and a curriculum vitae containing the following information. Forms is available at the USAID website, <http://www.wrc.noaa.gov/wrso/forms/of0612.pdf>

1. Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: high school name, city and State (Zip code if known) date of diploma or GED; colleges and universities, name city and State (Zip code if known, majors, type and year of any degrees received);
3. Work Experience: give the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if Federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
4. Other Qualifications: job-related training courses (title and year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).

B. Applicants must also include in their application package as follows:

1. A cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
2. A curriculum vitae which, at a minimum, describes education, latest experience and career achievements;
3. A relevant writing sample, minimum of two pages and maximum of ten pages;
4. 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;
5. A written statement certifying the date and length of time for which the candidate is available for the position;

All of the above information must be included in the application package in order for the package to be considered complete.

V. **MAILING ADDRESS**

Interested candidates should send the above information via US or International mail to the attention of: **Ms. Susan L. Cheung, Supervisory EXO**, at one of the following addresses

E-MAIL: jktrecruitmentpsc@usaid.gov (Subject: Senior Alliance Builder)

U.S. MAIL

Ms. Susan L. Cheung
Supervisory EXO
American Embassy Annex
Unit 8200 USAID
FPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

INTERNATIONAL MAIL

Ms. Susan L. Cheung
Supervisory EXO
USAID/Indonesia
American Embassy Annex
Gedung Sarana Jaya, 8th floor
Jalan Budi Kemuliaan I/1
Jakarta Pusat 10110, Indonesia (allow 2 to 3 weeks for delivery)

Electronic submissions will be accepted for this procurement. Please be advised that the US 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. Applications must be received no later than the due date and time of this solicitation. Late applications or delayed electronic submissions will not be accepted.

MARKING INSTRUCTIONS

Clearly mark envelopes (on top left side) containing applications as follows:

**Solicitation Number SOL-497-16-000009
ALLIANCE BUILDER**

CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **August 25, 2016 at 4:00 p.m. Jakarta Time.**

ADDITIONAL INFORMATION

Contract Information Bulletins (CIBs) or Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

AAPDs and CIBS contain changes to USAID Policy and General Provisions in USAID regulation and contract. Please refer to USAID website to locate relevant AAPDs and CIBs.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendix D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1 below).

1. BENEFITS

- a. Employee's FICA and Medicare Contribution (for U.S. Citizens)
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase (subject to satisfactory performance)
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

2. LIST OF REQUIRED FORMS

- 1. Offeror Information for PSCs Form (AID 302-3)
- *2. Contractor Physical Examination (AID Form 1420-62)
- *3. Questionnaire for Sensitive Positions (for National Security) (SF 86), or
- *4. Questionnaire for Non-Sensitive Positions (SF 85)
- *5. Fingerprint Cards (SF-87) for two sets of finger prints

NOTE:

The U.S. PSC's salary will be subject to employee's FICA and Medicare contribution.
FEDERAL TAXES: U.S. PSC are not exempt from payment of Federal Income Taxes.

*The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

(END OF SOLICITATION)