



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-15-000003
ISSUANCE DATE: NOVEMBER 12, 2014
CLOSING DATE: NOVEMBER 25, 2014
3:00 P.M., JAKARTA TIME

SUBJECT: Solicitation for Resident Hire Personal Services Contractor (USPSC) for ALLIANCE BUILDER

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. Citizens to provide services as an Alliance Builder under a Personal Services Contract, as described in the attached solicitation. This is considered a Resident Hire position; as such, no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.). The place of performance for this position will be Jakarta, Indonesia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures that accompany their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will not be considered. USAID/Indonesia will not consider an extension to the submission deadline for this procurement.

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

ATTACHMENT 1

**Solicitation for Resident Hire Personal Services Contractor (USPSC)
ALLIANCE BUILDER**

SOLICITATION #: SOL-497-15-000003

ISSUANCE DATE: NOVEMBER 12, 2014

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: NOVEMBER 25, 2014

POSITION TITLE: Alliance Builder. This is a Resident Hire Personal Services Contract (USPSC) position.

MARKET VALUE: GS 14 (Salary range \$85,544 - \$111,203 per annum). This is a Resident Hire Personal Services Contract (PSC) position. Resident Hire Personal Services Contractor means a U.S. Citizen 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 14 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: This position will be for one year contract with option to renewal for additional years based on the performance of the contractor and the continue need for the position.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

SUPERVISORY CONTROL: Minimal. Incumbent is expected to act independently with little direction

POSITION TITLE OF DIRECT SUPERVISOR: Supervisory Program Officer in the Program Office

PHYSICAL & SECURITY CLEARANCE: The final selected candidate must obtain a US Government security clearance and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

I. 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 program, 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 provide the Mission with policy recommendations and advice on the strategic development process on working with partnerships with the private sector and foundations. Day-to-day activities will include a combination of strategic level management and policy guidance to the Front Office, PRO, Development Objective and Technical teams on building public private partnerships.

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. Develop and implement strategies for effective outreach to private corporations and other potential alliance partners, including cultivating the relationships with these individuals, corporations, and foundations, to obtain the end goal of building/leveraging programs/funds to implement USAID development programs. (60%)**
 - a) Contribute to the development of USAID/Indonesia's overall conceptual framework and formulate plans for implementation. Prepare project papers and design documents and contribute research and text on social, political, cultural, and economic factors pertaining to development in Indonesia.
 - b) Identify project specific needs and/or opportunities where public-private alliances could be leveraged to address development problems in Indonesia. This effort will require the advisor to become familiar with projects that are being implemented and being designed across multiple sectors.
 - c) Independently research and interview of private sector companies and foundations to determine potential intersections where USAID and the organizations have potential overlap.

- d) 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.
- e) Identify primary entities interested in partnering with USAID/Indonesia and facilitate information sharing and partnership development between potential partners and USAID/Indonesia teams.
- f) Serve as conduit for information requests and expressions of interest of potential alliance partners that initiate contact with USAID/Indonesia. Coordinate with USAID/Indonesia teams to identify potential partnering opportunities.
- g) Work with other alliance representatives to construct alliances that require multi-country networking.
- h) Develop and sustain close collaborative, professional relationships with senior Indonesian government officials (*i.e.*, Director General level), key business leaders, leaders of religious organizations, other major donors, and international organizations.
- i) 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 strategies and approaches that can expand coverage and quality of development assistance.
- j) Work with the private sector to determine the nexus for implementing joint development programs that would benefit Indonesians as it relates to USAID's five year strategy.

Travel in Indonesia is required.

2. Capacity Building of USAID staff and partners to build and promote alliances (20%)

- a) Help mentor and coach the Alliance Partnership Specialist.
- b) Mentor and coach ad hoc alliance builders throughout the USAID/Indonesia Mission.
- c) With the GDA Secretariat in Washington, Science, Technology and Innovation Partnerships team, Global Development Lab, and other relevant offices to assist in training USAID staff and partners in best practices for building and managing alliances.
- d) Coordinate with a GDA building team of USAID staff who work together to share contacts, tips, approaches, and alliance activities.
- e) Create and manage tools that recognize alliance-building efforts at the mission, region, and bureau levels.

3. Program/Policy Analysis and Reporting (15%)

- 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 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 strategy, the current environment in Indonesia, the institutional capabilities of potential partners, and purposes of potential USAID assistance.

4. Other (5%)

- a) All other duties as assigned and appropriate.

Travel in Indonesia is required.

C. POSITION ELEMENTS

- a) Supervision Received: The Alliance Builder will work under direct supervision of the Supervisory Program Officer or designee 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.
- b) 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.

- c) 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 President's and Chief Executive Officers (CEOs) of multimillion dollar global corporations, persons on Forbes 500 most wealthy in Indonesia, board members of international corporations, senior development partners and GOI officials and is expected to represent the Agency's interests effectively in such fora.
- d) Nature, Level, and Purpose of Contacts: Incumbent maintains day to day contacts with Presidents and CEOs of multimillion dollar international corporations, persons on Forbes 500 most wealthy in Indonesia, senior and intermediate GOI officials, USAID/Washington key officials, board members of international corporations, officials of the U.S. Embassy and its Consulates, as well as staff of other multilateral (World Bank, Asian Development Bank, etc.) and bilateral donor agencies. The incumbent will have frequent contact with senior development partners and GOI officials and is expected to represent the Agency's interests effectively in such fora.
- e) 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. The incumbent will supervise one FSN 11 Alliance Partnership Specialist and TDY personnel related to science, technology, innovation, and/or partnership.
- f) Authority to Make Commitments: The Alliance Builder must take action and establish priorities based on available guidelines and professional judgment. Guidance should be sought when needed, and the supervisor informed of activity and project status. The Advisor will on occasion be required to negotiate ad referendum for the supervisor.
- g) Time Required to Perform Full Range of Duties After Entry Into The Position: 12 Months. Based on completion of the required probationary period and on an overall summary rating of Good (or better i.e. exceptional) on the annual Employee Performance Report (EPR).

D. PERIOD OF PERFORMANCE

This position will be for one year contract with option to renewal for additional years based on the performance of the contractor and the continue need for the position.

Within two weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Jakarta to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds.

This position is equivalent to a GS-14 position. The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate.

E. MEDICAL AND SECURITY CLEARANCE

The selected applicant must be able to obtain a U.S. Government security clearance and provide a medical clearance.

II. EVALUATION CRITERIA

- a) **Education (15 points)**: A Master'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, or related subject is required.
- b) **Prior Work Experience (20 points)**: The incumbent is required to have a minimum of seven (7) years of international development and corporate social responsibility work experience with increasingly responsible project management, project design, corporate social responsibility, and project/program development experience. Prior experience in corporate social responsibility working on building joint public-private sector programming from either the public or private sector is required. A thorough understanding of major problems frequently faced by transition economies and hands-on experience and knowledge of project development, management, and procurement policies, and procedures are preferred. Prior experience and/or technical knowledge in evaluating development activities are desirable. A sound, experience-based understanding of political, economic and development realities of Indonesia would be a distinct advantage. Knowledge from both the public and private sector side in building joint programs is highly desirable. The incumbent must also have a high degree of technical, analytical, and quantitative skills in analysis of markets and policies in Indonesia. Experience marketing and brokering international business transactions with business leaders, international NGOs, high-wealth individuals, and senior foreign government officials and bringing such transactions to closure. The incumbent must have a proven track record in developing and closing deals in between the public and private sector on specific activities that advance efforts on behalf of both sectors.
- c) **Language (10 points)**: Candidates must be fluent in English and high level of Bahasa (Level IV). Given the nature of the position, effective written and oral communications skills are critical to perform successfully in the position.

- a) **Knowledge (25 points):** The incumbent must know how to link the public and private sector, preferably from inception to closing deals and implementation of them. The incumbent must be skilled in project monitoring and evaluation methodologies, and some knowledge in the planning and budgeting processes. The incumbent should have thorough knowledge of the Government of Indonesia (GOI) national development priorities, policies and procedures as well as the corporate/private sector in Indonesia. The incumbent should understand international development in the context of a middle income country. The incumbent should have private sector experience in developing and designing new program areas and/or corporate social responsibility.
- b) **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 private sector as well as U.S. government legislation relating to development assistance and corporate social responsibility. The incumbent must also have a high degree of technical, analytical, and quantitative skills in analysis of 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 and spreadsheets; 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 and to provide technical direction and management oversight.

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

Maximum Points Available: 100

III. HOW TO APPLY

- A. **Please send a completed and signed Optional Form 612 and a curriculum vitae** containing the following information. Forms are 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:** University, 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.

IV. MAILING ADDRESS

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

U.S. MAIL

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

INTERNATIONAL MAIL

Ms. Susan L. Cheung
Supervisory Executive Officer
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)

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

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.

V. MARKING INSTRUCTIONS

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

**SOLICITATION # SOL-497-15-000003
ALLIANCE BUILDER**

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **NOVEMBER 25, 2014 AT 3:00 P.M. JAKARTA TIME.** Incomplete, unsigned or late applications will not be considered.

ATTACHMENT 2

VII. ADDITIONAL INFORMATION

An individual defined as a Resident Hire employee may only be eligible for those benefits listed below:

BENEFITS

- a. Employee's FICA and Medicare Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

LIST OF REQUIRED FORMS FOR USPSCs

1. Form OF-612
2. Physical Examination (Form DS-1843 and DS-1622)
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

NOTE:

- 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.
- **FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.
