USAID | INDONESIA
FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-15-000004
ISSUANCE DATE: NOVEMBER 12, 2014
CLOSING DATE: NOVEMBER 25, 2014
3:00 PM JAKARTA TIME

SUBJECT: Solicitation for Offshore Hire U.S. PSC (Personal Services Contractor) for the position of INFECTIOUS DISEASE TEAM LEADER

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens to provide services as an Infectious Disease Team Leader under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be in 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 which 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.

Candidates that applied earlier to our solicitation for Infectious Disease Team Leader do not need to send their applications.

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

Phone calls or e-mail 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

U.S. Agency for International Development
American Embassy, Jl. Medan Merdeka Selatan No. 3-5 Jakarta 10110 – Indonesia
Tel: (62 21) 3435-9000
Fax: (62 21) 386-0336

ATTACHMENT 1

Solicitation for Offshore Hire U.S. Personal Services Contractor (U.S. PSC)
INFECTIOUS DISEASE TEAM LEADER

SOLICITATION NO.: SOL-497-15-000004

ISSUANCE DATE: NOVEMBER 12, 2014

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: NOVEMBER 25, 2014 at 3:00 P.M. JAKARTA TIME

POSITION TITLE: Infectious Disease Team Leader

MARKET VALUE: GS 15 ($100,624 - $130,810 per annum) 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 15 pay range will not be entertained or negotiated**

PERIOD OF PERFORMANCE: The contract will be for a period of one year with an optional one year extension

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

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

POSITION TITLE OF DIRECT SUPERVISOR: Health Office Director

PHYSICAL AND SECURITY CLEARANCE: The selected candidate must be able to obtain medical and security clearances.

I. POSITION DESCRIPTION

A. BACKGROUND

1. Mission Program

As the world's largest Muslim country, fourth largest democracy, and a key U.S. trading partner, Indonesia plays a fundamental role in efforts to maintain political and economic stability in Southeast Asia. USAID/Indonesia's portfolio of U.S. foreign assistance activities is the cornerstone of U.S. Government USG) efforts to promote transformational diplomacy in the fourth most populous and largest Muslim-majority country in the world. Developments in Indonesia have profound implications for U.S. strategic interests in

fighting global terrorism, preserving regional stability, strengthening democracy and promoting increased trade and investment. USAID works closely with other USG Agencies to implement a coherent, coordinated and robust foreign assistance strategy for Indonesia.

Under its new five year strategy, USAID/Indonesia has four objectives: strengthening democratic governance; improving essential human services for the poorest and most vulnerable including maternal and child health; advancing global development priorities of mutual interest including controlling infectious diseases; and increasing collaborative achievement in science, technology and innovation.

2. Health Program

USAID's health program is focused on two major components leading to the objective of improved health status in Indonesia and that contribute to two of the overall USAID/Indonesia objectives, namely: maternal/neonatal and child health and infectious diseases. Under MNCH, USAID is primarily focused on improving maternal and neonatal health by improving quality of services, reducing delays within the emergency obstetrical care referral system, and improving quality of care. Within infectious diseases, USAID supports programs in tuberculosis (TB), HIV/AIDS, avian and pandemic influenza/emerging pandemic threats as well as neglected tropical diseases. USAID partners with the Government of Indonesia, academic and private sector partners and other donors and works at national and local levels. Among other donors, USAID works intensely with the Global Fund to Fight AIDS, TB and malaria (GFATM) and local grantees.

The Indonesian health sector is increasingly complex. There have been substantial improvements in health statistics, including a decline in under-five mortality, increase in use of family planning services and decreased fertility rates, and an increase in life expectancy. However, maternal mortality is still very high – higher than other countries in the region. While under-five mortality has declined substantially, infant mortality decreased very little between the last two DHS surveys (2007 and 2012). Neonatal mortality is an increasingly large share of infant mortality and did not change at all between the last two DHS. Rates of TB are very high, and Indonesia is among the top five globally for TB burden with a growing multi-drug resistant TB epidemic. While HIV/AIDS is still a concentrated epidemic in most of the country, it is growing and is a generalized epidemic in Papua in eastern Indonesia. Indonesia has had the highest number of avian influenza cases, and the potential for outbreaks of other pandemic threats is high. There is a growing private sector in Indonesia, and an increasing proportion of the population seeks care through the private sector, however there are very limited regulatory systems in place, and limited enforcement of standards of care.

3. Organizational structure

The Infectious Disease (ID) team leader will sit in the Health Office of the USAID/Indonesia mission. One of four technical offices within the USAID Mission (Environment, Education, Health, and Democracy and Governance), the Health Office has

a staff of about 22 under the direction of the Office Director. In addition to the four technical offices, USAID/Indonesia has four cross-cutting development objective teams, and health activities are core components of all four development objectives (DOs). USAID/Indonesia is a full service mission under the leadership of a Mission Director and Deputy and is a core member of the USG country team under the Ambassador. In addition to USAID, the Centers for Disease Control implements programs in avian influenza, immunization, malaria and field epidemiology training. The Infectious Disease team leader will report directly to the **Health Office Director**, and oversee the work and staff of the Infectious Disease unit, one of two units within the Health Office. S/he will be a core member of the Global issues DO team. The ID unit is responsible for programs in HIV/AIDS, tuberculosis, avian and pandemic influenza, emerging pandemic threats and neglected tropical diseases in addition to engagement with the Global Fund to Fight AIDS, TB and Malaria.

B. STATEMENT OF WORK

The ID team leader will oversee and supervise the infectious disease portfolio and staff for the USAID/Indonesia Health Office.

1. Basic Function of the Position

The ID team leader will serve as a key technical guide, strategic planner, resource and staff manager and interlocutor with external partners. As a senior manager, s/he will exercise significant independent judgment on matters of policy, management and technical direction and will make decisions and provide recommendations to help ensure successful program implementation and successful external partnerships. S/he will supervise foreign service national (FSN) and U.S. non-direct hire staff and be responsible for managing a large and diverse portfolio in infectious diseases.

The work is complex in that it requires a high degree of awareness and familiarity with health development and infectious disease policies across a wide range of issues. The ID team leader must be proactive and innovative in leading his/her team to formulate approaches to effectively utilize Mission resources by engaging with the public as well as private sector and leveraging other multilateral and bilateral donor programs. Cross-cultural communications, cultural and ethnic sensitivities, and diplomacy will be central to the success of this work.

2. Duties and Responsibilities

- Manage the Infectious Disease unit of the USAID/Indonesia Health Office including staff and program portfolio.
- Participate as an active member of the Mission's Development Objective teams related to infectious disease, other health issues and science and technology.
- Supervise FSN and U.S. non-direct hire staff.
- Provide leadership, technical and organizational input and oversight for USAID's overall infectious disease portfolio, including work in HIV/AIDS, TB, avian and

pandemic influenza, emerging pandemic threats, neglected tropical diseases as well also other program opportunities as they arise.

- Represent USAID/Indonesia and the Indonesia PEPFAR team on PEPFAR related issues.
- Function as the Contracting Officer's Representative (COR) or Assistance Officer's Representative (AOR) for programs within the unit and office.
- Establish and maintain strong and effective working relations and coordination with senior-level officials within the national and local government(s) of Indonesia, the multilateral and bilateral donor community, Indonesian and international civil society organizations (NGOs and PVOs), and members of the academic and scientific community.
- In collaboration with the **Health Office Director**, represent USAID at Global Fund to Fight AIDS, TB and Malaria meetings.
- Actively foster and facilitate USG interagency collaboration and cooperation
- Provide strategic, diplomatic and management support to HIV/AIDS staff in carrying out PEPFAR responsibilities.
- Represent USAID/Indonesia in meetings, seminars and conferences on infectious diseases health issues, locally, regionally and internationally.
- In consultation with the **Health Office Director**, advise USAID/Indonesia's Mission Director, Embassy/Jakarta staff, senior USAID/Washington personnel and technical offices and the GOI regarding key infectious disease and health related issues affecting policy, strategic planning, technical direction, programming, activity design, budgeting, implementation, monitoring, managing for results and other USAID program management matters.
- Undertake other tasks, as required by the **Health Office Director**, and which are consistent with the advisory, managerial and reporting requirements of this position.

3. Position Elements

Supervisory Controls: The ID Team leader is expected to demonstrate a high level of independence, professionalism, judgment and responsibility. The ID team leader will report directly to the **Health Office Director**.

Authority to make commitments: The ID team leader will have no authority to make commitments of U.S. Government financial, technical or personnel resources. However the ID team leader will play a key informational and analytical role in determining the Mission's positions on funding for grants and contracts approval or renewal, provision of technical assistance, training opportunities and other program elements regarding program activities and budgets.

Nature, level and purpose of contacts: The ID team leader will work on a daily basis with the **Health Office Director**, Mission Management, USAID staff, Embassy officials, senior host government officials, international donors, partners and grantees. As AOR or COR for some activities, the ID team leader will serve as the Mission point of contact with senior Indonesia Government officials for a number of infectious disease activities under the USAID strategy. The ID team leader is also expected to interact with other USAID

technical teams and with private sector business associations and other civil society partners.

Supervision exercised: The ID Team leader will supervise staff in the infectious disease unit of the Health Office.

Guidelines: Guide and manage comprehensive technical assistance initiatives related to infectious disease and health related issues policy formulation and implementation with senior GOI counterparts, cooperating donors and politically aware civil society leadership, including the implementation of the new USAID/Indonesia Country Development Cooperation Strategy 2014-2018.

4. Relationships and Responsibilities

All activities of the ID team leader shall be supervised by and receive direction from the **Health Office Director**. In carrying out specific assignments, the ID team leader will be expected to maintain and interact technically and professionally in a highly collaborative manner with USG officials, USAID's partners, and with other key actors including Government of Indonesia officials, international and bilateral donors, the Global Fund, NGO leaders, international researchers and academics. The contractor will work collaboratively with USAID/Washington, USAID/RDMA personnel, and other members of the USG community.

5. Skills and Qualifications

The contractor will supervise a unit of eight U.S. and foreign service national staff. The contractor will work closely as a team member within the Health Office.

C. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA

In order to be considered for the position, a candidate shall be a U.S. citizen and must submit an application in accordance with the guidance below – How to Apply. In addition, a candidate must meet the Selective Factors listed below. Consideration and selection will be based on the Evaluation Criteria Factors listed below. Interviews and a writing exercise may be requested. Applicants are required to prepare a brief narrative demonstrating how prior experience and/or education and training address Evaluative Factors listed below.

The candidates must also have effective computer skills particularly in MS Office. The selected candidate must be willing to travel extensively in Indonesia.

The selected candidate must be able to obtain both security and medical clearances. The security clearance involves a comprehensive investigation performed by the appropriate U.S. Government agency. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted.

Required Qualifications:

1. Education and technical knowledge:
    i. Masters level or higher degree in health, health related science or a related field.
    ii. Knowledge of and expertise in at least one of the following fields: HIV/AIDS, TB, avian/pandemic influenza, neglected tropical diseases, or other infectious disease field relevant to USAID.
    iii. Demonstrated knowledge of development program administration and management

2. Work Experience:
    i. Minimum 10 years in working in public health and/or science field. Must have field experience managing infectious disease or related programs in a developing or an emerging economy country setting.
    ii. Demonstrated experience in program strategic planning and management.
    iii. Demonstrated experience in leading and managing teams and exercising independent judgment.
    iv. Demonstrated experience producing high profile deliverables under tight deadlines.
    v. Demonstrated experience building partnerships with appropriate stakeholders in order to expand and deepen impact.
    vi. Demonstrated experience managing activities with comparable complexity and diversity; and demonstrated effectiveness in engaging all relevant stakeholders including other donors, NGOs, government counterparts, the private sector, etc.
    vii. Demonstrated strong problem solving and analytical skills working on complex projects in a highly sensitive environment.

3. Interpersonal and management skills:
    i. Demonstrated strong management and organizational skills.
    ii. Demonstrated ability to interact with a broad range of internal and external partners.
    iii. Demonstrated ability to work effectively in a multidisciplinary and multicultural team environment.

4. Language and communication skills
    i. Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing.
    ii. Demonstrated ability to prepare briefing documents, presentations, program reports and correspondence in a professional and competent manner requiring little to no editorial changes (in English).
    iii. Demonstrated superior analytical, writing and oral presentation skills, preparation of contractual scopes of work, technical reports, and policy briefs.
    iv. Ability to speak and understand Bahasa Indonesia preferred

II. EVALUATION CRITERIA

Candidates will be evaluated and ranked based on the following selection criteria:

1. **Education and technical knowledge (15 points):** Masters level or higher degree in health, health related science or a related field; knowledge of and expertise in at least one of the following fields: HIV/AIDS, TB, avian/pandemic influenza, neglected tropical diseases or other infectious disease field relevant to USAID programs; and demonstrated knowledge of development program administration and management

2. **Work Experience (30 points):** Minimum 10 years in working in public health and/or science field including field experience managing infectious disease program in a developing or an emerging economy country setting; demonstrated experience in program strategic planning and management; demonstrated experience in leading and managing teams and exercising independent judgment. Experience in Indonesia and/or Asia is strongly preferred. In addition, the following demonstrated experience is necessary:
    - demonstrated experience producing high profile deliverables under tight deadlines
    - Demonstrated experience building partnerships with appropriate stakeholders in order to expand and deepen impact
    - Demonstrated experience managing activities with comparable complexity and diversity; and demonstrated effectiveness in engaging all relevant stakeholders including other donors, NGOs, government counterparts, the private sector, etc.
    - Demonstrated strong problem solving and analytical skills working on complex projects in a highly sensitive environment.

3. **Interpersonal and management skills (30 points):** Demonstrated strong management and organizational skills. Demonstrated ability to interact with a broad range of internal and external partners. Demonstrated ability to work effectively in a multidisciplinary and multicultural team environment.

4. **Communication (25 points):** Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing. Demonstrated ability to prepare briefing documents, presentations, program reports and correspondence in a professional and competent manner requiring little to no editorial changes (in English). Demonstrated superior analytical, writing and oral presentation skills, preparation of contractual scopes of work, technical reports, and policy briefs. Ability to speak and understand Bahasa Indonesia preferred.

TOTAL 100 Points

At USAID's discretion, reference checks and interviews may be conducted as part of the evaluation process.

III. HOW TO APPLY

A. Please send a completed and signed Optional Form 612 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.

IV. 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: Infectious Disease Team Leader)**

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.

V. MARKING INSTRUCTIONS

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

Solicitation Number SOL-497-15-000004
INFECTIOUS DISEASE TEAM LEADER

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.

ATTACHMENT 2

ADDITIONAL INFORMATION

As a matter of policy, and as appropriate, an off-shore USPSC may authorized the following benefits (Note: an individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1 below):

1. **BENEFITS:**
   Employee's FICA Contribution
   Contribution toward Health & Life Insurance
   Pay Comparability Adjustment
   Annual Increase
   Eligibility for Worker's Compensation
   Annual & Sick Leave

2. **ALLOWANCES:** as applicable.*
   Temporary Lodging Allowance (Section 120).
   Living quarters allowance (Section 130).
   Post Allowance (Section 220).
   Supplemental Post Allowance (Section 230).
   Separate Maintenance Allowance (Section 260).
   Education allowance (Section 270).
   Educational Travel (Section 280).
   Post differential (Chapter 500).
   Payments during Evacuation/authorized Departure (Section 600), and
   Danger Pay (Section 650).

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.