



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO: SOL-497-14-000013**  
**ISSUANCE DATE: JANUARY 16, 2014**  
**CLOSING DATE: JANUARY 30, 2014**  
**3:00 PM JAKARTA TIME**

**SUBJECT: Solicitation for Resident Hire U.S. PSC (Personal Services Contractor)  
for the position of DRUG QUALITY AND LOGISTICS ADVISOR**

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 a Drug Quality and Logistics Advisor under a Personal Services Contract, as described in the attached solicitation. This is considered a Resident Hire position and 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 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.

Any questions regarding this solicitation should be in writing and directed to the undersigned Contracting Officer at [SOL-497-14-000013@usaid.gov](mailto:SOL-497-14-000013@usaid.gov).

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

Sincerely,

/s/

Margaret A. Healey  
Supervisory Executive Office  
USAID/Indonesia

**ATTACHMENT 1**

**Solicitation for Resident Hire U.S. Personal Services Contractor (U.S. PSC)  
DRUG QUALITY AND LOGISTICS ADVISOR**

**SOLICITATION NO.:** SOL-497-14-000013

**ISSUANCE DATE:** January 16, 2014

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** January 30, 2014  
at 3:00 P.M. JAKARTA TIME

**POSITION TITLE:** **Drug Quality and Logistics Advisor.** This is a Resident Hire U.S. Personal Services Contract (U.S. PSC) position.

**MARKET VALUE:** **GS 14 (\$85,544 - \$111,203 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 14 pay range will not be entertained or negotiated.**

**PERIOD OF PERFORMANCE:** This position shall be approximately two years, with an option to renew.

**PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia

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

**POSITION TITLE OF DIRECT SUPERVISOR:** The Director of the Health Office or his/her designee

**SECURITY ACCESS:** A background check and security clearance will be required.

**PHYSICAL DEMANDS:** The selected candidate must be able to obtain a medical clearance allowing him/her to work in the position in Jakarta.

**I. STATEMENT OF WORK**

**A. PURPOSE**

The purpose of this statement of work is to procure the services of a Drug Quality and Logistics Advisor for USAID/Indonesia. The incumbent will serve as the Drug Quality and Logistics Advisor to the Office of Health within USAID/Indonesia. As a member of the Health Office team, s/he will also serve as a member of the Development Objective (DO) 3 team (Addressing Global Issues including Infectious Diseases) and DO 2 team

(Essential services for the poorest and most vulnerable). The incumbent will be responsible for managing activities and providing technical analysis and guidance to the Health office and Mission in all areas related to drug quality assurance, drug and medical supply logistics and management, and other issues related to HIV/AIDS care and treatment. S/he will be responsible for: (1) providing technical advice and guidance on drug quality and management/logistics to USAID, partners and Government of Indonesia stakeholders; (2) Overseeing projects and activities related to drug quality assurance and drug management and logistics; (3) identifying issues and opportunities and make recommendations for action on issue related to drug quality/logistics and management; (4) providing technical support and guidance to the HIV/AIDS team and counterparts in the roll out of the Ministry of Health's test and treat program; and (5) establishing and maintaining relationships with Government of Indonesia, private sector, USG, and other stakeholders.

The Advisor should be a highly motivated person, capable of operating within a complex and fluid environment in an independent manner. The incumbent should be able to respond to the challenges of health system and drug quality issues and identify realistic solutions to problems while also recognizing and creating opportunities for progress.

## B. MAJOR DUTIES AND RESPONSIBILITIES

1. **Provide technical advice and guidance on drug quality and management and logistics issues:** The Drug Quality and logistics/management advisor will provide leadership and technical guidance on issues relating to improving and ensuring drug quality, and improving drug management and logistics systems. S/he will work with partners and Ministry of Health colleagues to identify and address drug quality issues, and provide recommendations to USAID, partners, the Global Fund to Fight AIDS, TB and Malaria, and key Government of Indonesia Ministries and agencies, including Badan Pengawas Obat dan Makanan (BPOM), the Ministry of Health (including Bina Kefarmasian dan Alat Kesehatan, National TB program and National AIDS program) and the National AIDS Commission. S/he will also provide technical support to drug manufacturers in conjunction with USAID's partners on pre-qualification requirements, public outreach for drug quality issues, drug quality testing and development of new regulations. S/he will work with partners and the Ministry of Health to keep abreast of any issues with drug management/logistics including stock-outs etc., and provide advice and assistance for resolving any such issues. The Advisor will also serve as a member of the HIV/AIDS team and provide advice and guidance to the team, partners and the Government of Indonesia counterparts on the implementation of the Ministry of Health's test and treat for HIV/AIDS effort.
2. **Serve as Activity Manager and Contract/Assistance Officer's Technical Representative (COR/AOR):** The Drug Quality and Logistics/Management

advisor will be required to serve as activity manager and AOR/COR for programs and activities related to drug quality and drug logistics/management and HIV/AIDS testing and treatment. Duties as AOR/COR and activity manager include providing technical analysis and direction to implementing partners (contractors and grantees) in the implementation and oversight of programs; interacting as needed with the Government of Indonesia for revisions or adjustments to programs; as COR/AOR, overseeing all contract and procurement related issues such as processing obligation actions and other requests to the Mission's Office of Acquisition and Assistance (OAA); ensuring appropriate monitoring of the implementation of activities and verifying that the program is meeting targets and objectives; preparing all necessary internal USAID program implementation documentation and other required reporting; managing financial matters related to program activities such as providing administrative approval of vouchers, planning and preparing for annual incremental funding and collecting and reviewing expenditure and accrual information as well as other administrative activities as needed to ensure that fiscal needs of USAID and the grantee/contractor are met. Specific duties could also include preparing scopes of work, requests for proposals/applications, decisions memos, etc. As a member of the Health office, the Advisor may also be called upon to provide support for other health issues and programs.

3. **Serve as liaison/program coordinator:** The Drug Quality and Logistics Management Advisor will be required to develop and maintain close contacts with a wide variety of individuals, groups and associations involved in the health and drug quality/management sector. S/he will need to establish close relationships with key GOI counterparts (Ministry of Health, BPOM, NAC etc.), members of the People that Deliver consortium, other USG agencies, USAID implementing partners, drug manufacturers, ASEAN secretariat staff, etc. S/he will be expected to interface directly with mid and senior level officials in all these institutions. S/he will be expected to facilitate regular meetings with stakeholders to discuss drug quality issues as well as drug logistics/management issues. S/he will also be expected to participate in Global Fund to Fight AIDS TB and malaria Technical Working groups. S/he will be expected to facilitate linkages between USAID-funded activities and that of other groups and donors, and facilitate linkages among USAID partners.

### C. SUPERVISION

The advisor works under the direction of the USDH Director of the Health Office or his/her designee. S/he coordinates with other members of the Health Office.

#### D. **RELATIONSHIPS AND RESPONSIBILITIES**

The Drug Quality and Logistics Management advisor should be a senior professional capable of providing leadership and commanding respect of other donor counterparts and the Indonesian government officials at the highest levels. The Contractor's performance will be supervised by the Health office director. Specific assignments may require the incumbent to work independently to negotiate the scope and objectives of various activities with policy makers, partners and staff, subject to the approval and general policies and operating requirements of USAID. S/he should be prepared to assume responsibility for planning, coordinating, and carrying out assigned duties, and keeping his/her supervisor appraised as appropriate.

The Drug Quality and Logistics Management Advisor must be able to work with a wide range of official GOI, private sector and implementing and developing partner counterparts. The nature and purpose of these contacts will often require the Advisor to exercise flexibility of approach and breadth of subject matter in an unstructured setting.

#### E. **MINIMUM QUALIFICATION REQUIREMENTS**

##### 1. **Work Experience**

- A minimum of five (5) years professional experience in drug management or pharmacy or related services
- Experience managing or overseeing HIV/AIDS testing and treatment
- Experience representing projects or public health technical areas of drug quality or related issues to government partners and other stakeholders in a variety of venues.
- Experience writing and reviewing reports, assessments, evaluations or papers about drug quality or management or pharmacy issues (U.S. or international).

##### 2. **Education, knowledge and skills**

- Masters Degree in Pharmacology, Public Health, International Development, or a related discipline
- Demonstrated knowledge of infectious disease treatment issues and regimens
- Familiarity with United States Government (USG) or other donor systems
- Professional training in an area of drug management or related areas

##### 3. **Written and oral communication skills**

- English language fluency, native speaker
- Excellent oral communications skills, with a demonstrated ability to establish and manage successful relationships with donors and other development partners

- Excellent writing and editing skills, with a demonstrated ability to write high quality materials

**4. Team work and interpersonal skills**

- Excellent interpersonal skills including communication, diplomacy, problem solving, and cultural awareness
- Excellent ability to work well as a member of a team

**F. TERM AND PERIOD OF PERFORMANCE**

1. This contract is for a resident hire U.S. personal services contractor. The term of the contract will be for two years with the possibility to renew. Within four 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 report for duty.

2. This position is equivalent to a GS-14 position. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and education background. Salaries over and above the top of the GS 14 pay range will not be entertained or negotiated.

**II. EVALUATION CRITERIA**

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

1. **Work Experience (40 points):** A minimum of five (5) years professional experience in drug management or pharmacy or related services
2. **Education, knowledge and skills (30 points):** Masters Degree in Pharmacology, Public Health, International Development, or a related discipline. Demonstrated knowledge of infectious disease treatment issues and regimens, familiarity with US Government or other donor systems, professional training in an area of drug management or related areas
3. **Written and oral communication skills (15 points):** English language fluency, native speaker, excellent communications skills, with a demonstrated ability to establish and manage successful relationships with donors and other development partners, excellent writing and editing skills, with a demonstrated ability to write high quality materials

4. **Team work and interpersonal skills: (15 points):** Excellent interpersonal skills including communication, diplomacy, problem solving, and cultural awareness, ability to work well as a member of a team.

**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 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. Margaret Healey, Supervisory EXO**, at one of the following addresses

**E-MAIL:**     [SOL-497-14-000013@usaid.gov](mailto:SOL-497-14-000013@usaid.gov)

#### **U.S. MAIL**

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

#### **INTERNATIONAL MAIL**

Ms. Margaret Healey  
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.

**Please submit all electronic submissions to:** [SOL-497-14-000013@usaid.gov](mailto:SOL-497-14-000013@usaid.gov)

**V. MARKING INSTRUCTIONS**

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

**Solicitation Number SOL-497-14-000013  
DRUG QUALITY AND LOGISTICS ADVISOR**

**VI. CLOSING DATE**

Applications must be in the EXO Office, USAID/Indonesia, no later than  
**January 30, 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 be 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**

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

#### **2. LIST OF REQUIRED FORMS FOR PSCs**

1. Optional Form 612.
- \*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. 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.

Form 5 is available from the requirements office.

**FEDERAL TAXES:** USPSC are required to pay Federal Incomes Taxes and contribute to FICA and Medicare