



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-14-000017
ISSUANCE DATE: March 20, 2014
CLOSING DATE: April 17, 2014
3:00 PM JAKARTA TIME

SUBJECT: Solicitation for Resident Hire U.S. PSC (Personal Services Contractor) for the position of HUMAN CAPACITY DEVELOPMENT 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 Human Capacity Development 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 at SOL-497-14-000017@usaid.gov.

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

Sincerely,

/s/

Nikhil Divecha
Contracting Officer
USAID/Indonesia

ATTACHMENT 1

Solicitation for Resident Hire U.S. PSC (Personal Services Contractor)

HUMAN CAPACITY DEVELOPMENT ADVISOR

SOLICITATION NO.: SOL-497-14-000017

ISSUANCE DATE: March 20, 2014

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: April 17, 2014 AT 3:00 P.M. JAKARTA TIME

POSITION TITLE: Human Capacity Development Advisor. This is a Resident Hire U.S. PSC (Personal Services Contract) position.

MARKET VALUE: GS 13 (\$72,391 - \$94,108 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 13 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: The term of the contract will be for one year with the option to extend for a second year.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

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

POSITION TITLE OF DIRECT SUPERVISOR: Deputy Education Office Director

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. POSITION DESCRIPTION

A. BACKGROUND

The United Nation Development Program (UNDP) 2010 report on Human Development Index (HDI) listed Indonesia as number 111, categorized as medium in terms of human development and placed the country among the ten lowest in East Asia and the Pacific. The report measures the life expectancy, literacy, education and standards of living. Based on this report, many sectors need improvement for Indonesia to increase its higher HDI rating. Indonesia still faces a high

maternal mortality rate, weak education system, high unemployment and environmental management challenges.

Training to enhance human resource technical and managerial capacity has long been a key component of the U.S. government's development program in Indonesia. The tradition of using educational exchange programs to foster mutual understanding between the people of Indonesia and the United States continues to be a high priority of the U.S. Government. USAID/Indonesia will continue to support this tradition through institutional capacity building and scholarships for short and long-term training, academic graduate degree programs and technical capacity development programs. These activities are countrywide in scope, although it is intended to give special consideration to supporting and strengthening Indonesians from disadvantaged geographical areas of Indonesia while also promoting and encouraging participation by women. The program is structured in a way that helps individuals and/or organizations acquire knowledge, skills, and the capacity to support Indonesia's development and the achievement of the Mission's objectives.

In response to those issues, USAID/Indonesia has implemented several programs focusing on human capacity development. The Mission has provided scholarships through a series of participant training mechanisms, including the Human Capacity Development Program (HCD), which was then followed by the Program to Extend Scholarship and Training to Achieve Sustainable Impacts (PRESTASI 1) and the subsequent PRESTASI 2. All these programs provided opportunities for Indonesians to study for an advanced degree in the U.S. or Indonesia as well as attend short term technical training programs. The PRESTASI programs were designed to address the needs of Indonesians who meet the technical qualifications for higher level training and demonstrate the proven leadership capacity to apply the knowledge, skills and experience gained toward Indonesia's development. The technical focus areas have included Basic and Higher Education, HIV/AIDS, Infectious Diseases, Maternal and Child Health, Sustainable Management of Forests and Marine Ecosystems, Clean Energy, Climate Change Adaptation, Science and Technology, Economics, Entrepreneurship, and Democracy and Governance.

The Mission will seek to extend the benefits of the prior PRESTASI activities with a new program -- PRESTASI 3. PRESTASI 3 will provide opportunities for Indonesia's emerging leaders to acquire advanced degrees, professional accreditation and technical skills. Training carries the expectation that participants will be better equipped with formal qualifications as instructors, managers, and technical experts, who can then serve as leaders and knowledge resources in their workplace and the community at large. It is expected that they will also contribute to improved understanding between Americans and Indonesians. It will focus on areas where U.S. and Indonesian interests converge to further Indonesia's democratic transformation, diminish Indonesian poverty and mitigate global threats through access to training in Higher Education, HIV/AIDS, Infectious Diseases, Maternal and Child Health, Biodiversity, Sustainable Management of Forests and Marine Ecosystems, Climate Change, Climate Change Adaptation, Science and Technology, Economics, Entrepreneurship, and Democracy and Governance. PRESTASI 3 will continue to engage highly qualified individuals with leadership potential and demonstrated commitment to the development of their community and country through achievement, conscientiousness, and forward, innovative thinking in their respective areas of expertise.

B. BASIC FUNCTIONS OF THE POSITION

The HCDA will serve as the Mission's key technical resource on scholarship program development and implementation. S/he will serve as the Contracting Officer's Representative (COR) and/or the Agreement Officer's Representative (AOR) for oversight of scholarship projects, and work in collaboration with Foreign Service National (FSN) colleagues as well as with representatives from other USG agencies (e.g. Department of State's Public Affair Section) and the Government of Indonesian (Ministry of Education and Culture, Directorate for Higher Education, Coordinating Ministry of People's Welfare) on sector programs and projects being implemented by USAID contractors and grantees. This position supports the USG commitment to assist the GOI in enhancing the quality of human resource technical and managerial capacity, and contributes to key initiatives within the U.S. – Indonesia Comprehensive Partnership.

C. DUTIES AND RESPONSIBILITIES

The HCDA will serve under the direction of the **Deputy Education Office Director** in the role of a senior technical and policy advisor. The incumbent will have wide latitude for independent judgment and assisting technical staff. USAID supports a combination of financing arrangements for these activities, e.g., bilateral grants with the GOI, direct umbrella arrangements and grants/cooperative agreements to international organizations and NGOs. The HCDA will provide technical assistance in planning/design, negotiation, management, monitoring and evaluation of education program activities, and will be expected to advise and/or support policy dialogue on issues such as finance, quality, management, research, and partnerships with GOI (central, state and municipal) officials and donors in consultation with Mission staff.

1) Program/Project Development and Management Work 60%

- Manage scholarship projects implemented by USAID contractors, which include the coordination of activities and the resolution of any conflicting and controversial issues with parties both within and outside the host government (specifically MOEC and DIKTI) and implementing partners;
- Conduct day to day management of the scholarship portfolio, focusing on integration of human capacity development initiatives into related higher education program in Indonesia, under the Development Objectives within the new Country Development Cooperation Strategy (CDCS), and all of the actions related to implementing, monitoring, and evaluating the Mission's education sector portfolio;
- Maintain the data base related to the collection of information on program progress, objectives achieved and monies disbursed;
- Analyze and prioritize needs related to establishment of scholarship programming in coordination with MOEC and DIKTI, relevant host country and international NGOs (INGOs), and other private sector entities;
- Determine current human and logistic capacity to satisfy scholarship priorities;

- Analyze geographic, cultural and ethnic challenges to the implementation of effective scholarship and human capacity development programs;
- Integrate into a key network of Indonesian and international stakeholders in the human capacity development area. Monitor current donor and institutional responses and identify potential partners for program implementation;
- Participate in human capacity development assessments. Present and defend positions, as required, before strategy reviews. Coordinate information and build consensus from various organizations involved in the preparation and approval of various documents. Advise the Mission and Embassy Education Task Force on the implications of assessment outcomes, and on approved strategies for the design and implementation of ongoing and future higher education activities;
- Participate in the review of Mission programs and project proposals which involve institutional policy issues, indicating strengths and weaknesses of proposals, and seek ways to improve institutional arrangements and structures in order to promote growth and development of higher education. Provide analyses of the effectiveness of major policy reform and non-project assistance interventions and, as available, those of other development assistance agencies and INGOs , and
- Regularly convey assessments and coordinate collaboration between USAID/Indonesia and USAID/Washington to make programming recommendations based on USAID's comparative advantages; develop and apply necessary program methods, approaches, and extend, revise and adapt existing methodology to new and unusual situations, e.g. the higher education of young women, the application of educational technology, and capacity building of host country educational institutions and universities. The social, cultural, economic, governmental, political, and other characteristics of the programs/projects affect the administration and management of the programs to such a degree that significant program activities must be specifically designed and modified to accommodate them.

2) **Technical Resource 40%**

- Advise and provide technical assistance in planning/design, negotiation, management, monitoring and evaluation of scholarship and human capacity development program activities of significant variation (i.e. adult learning, short and long-term technical training, graduate degree programs) and apply processes and methods to a broad range of situations after substantial depth of analysis;
- Work in concert with other Mission teams, advising on development assistance activities in the area of scholarships and human capacity development programs;

- Coordinate with other donors, US Government and Indonesian Government agencies working in human capacity development sector as needed, through the Donor Education Working Group, U.S. Embassy Education Task Force or other mechanisms;
- Serve as a resource to the Mission in the identification of critical issues and problems of human capacity development;
- Develop plans and programs for technical assistance, capital assistance, and other activities in the area of human capacity development; participate in determining country development objectives, based on cooperating country requests, perceived needs, U.S. foreign policy, and determined priorities; recommends human and financial resources needed to meet program/project objectives;
- Manage human capacity development technical assistance activities. Represent Mission interests on matters related to human capacity development at conferences and seminars;
- Work with the host country regarding specific interests in the development of human capacity development programs, assist Indonesia to evolve strategies appropriate to its individual circumstances, and coordinate and work jointly with other USG agencies, and with bilateral and multilateral donors involved with higher education sector activities;
- Act as liaison with policy-level officials within USAID's Asia and E3 Bureaus to ensure that the agency's views and interests are promoted with respect to current and emerging human capacity development policy issues, and that those views are taken into consideration in policy development and implementation; and
- Deal with the myriad requests for information on scholarships and human capacity development in Indonesia and highlight USAID's involvement in these activities; and

The HCDA will perform other duties as required and assigned.

D. SUPERVISION RECEIVED

The HCDA will be supervised by and report to USAID/Indonesia's **Deputy Education Office Director**. The **Deputy Education Office Director** will review and approve the HCDA's work plan and performance measures. Supervision will be generally confined to weekly one-on-one meetings, technical discussions or informal daily and/or weekly consultations. The HCDA is expected to work independently with limited guidance, to take initiative, and to provide general advice and direction for the education sector team.

E. SUPERVISION/OVERSIGHT OF OTHERS

In carrying out specific assignments, the HCDA will consult and work closely with senior representatives from Indonesia Ministry of Education and Culture, the Directorate for Higher Education (DIKTI), international donor organizations, local and international non-governmental organizations (NGOs), and senior U.S. Government (USG) officials (USAID, Department of State, and other Agencies within Mission). Under the guidance of the **Deputy Education Office Director**, the HCDA is expected to work independently with limited guidance, supervise and direct the activities of professional staff including FSNs, and lead scholarship and human capacity development sector team activities.

F. POSITION ELEMENTS

1. Knowledge required by the Position

Mastery of human capacity development and training program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems not susceptible to treatment by accepted methods. Knowledge of USG, international, and host-government laws and regulations, documentation and training requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important USAID/Indonesia education policies and programs.

2. Supervisory Controls

The **Deputy Education Office Director** sets the overall assignment objectives, program emphasis, and resources available. The HCDA, having developed expertise in a particular program or functional area, has continuing responsibility for independently planning and carrying out important training programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The HCDA keeps the **Deputy Education Office Director** informed of progress, potentially controversial matters, and problems. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

3. Guidelines

Administrative policies and precedents, ADS Chapters, handbooks, Asia and E3 Bureau directives, and higher education, training and technical references are usually applicable, but are stated in general terms. For example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified program/project activities will be accomplished. The HCDA uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

4. Complexity

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities (e.g., planning and conducting/coordinating evaluations to identify and evaluate training programs/projects) or intensive analysis and problem solving in a program or functional area. Decisions regarding what needs to be done depend on an assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of USAID activities, or conflicting interests or ideas (as between Mission, Embassy, multinational corporations, or host-country requirements and recognized higher educational training practices). The work requires devising new methods and techniques to produce effective results or to implement advances in the state of the art; establishing criteria for administering or evaluating higher educational training programs; or developing policy guidance and procedural material for use by Mission, host-country, and/or NGO/Private Voluntary Organizations and INGO personnel.

5. Scope and Effect

Purpose of the work is to plan and carry out a variety of important university to university partnership exchanges, training programs, technical policy, and project activities. The work involves establishing criteria (e.g., developing guidance or procedures for major activities); formulating projects; assessing program effectiveness and maintaining the Mission's database for higher education related programs; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to Bureau or Mission personnel, host-country representatives, and others on specific functions or programs. Assignments typically involve resolving implementation problems that are particularly difficult; or that are systemic in nature. The work directly influences the effectiveness and acceptability of total technical and training programs/projects and/or training programs/projects affecting significant activities, or the operation of other USG agencies or host-government institutions.

6. Personal Contacts

People who may be contacted include persons from outside USAID in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as subject matter specialists, training officials, contractors, attorneys, host-country officials (through the Higher Education Working Group or other mechanisms), or representatives of other Federal agencies, professional organizations, donors, or organized or ad hoc groups. This level may also include contacts with high-level Agency or program officials, several managerial levels removed from the employee, when such contacts occur on an ad-hoc basis.

7. Purpose of Contacts

Purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating milestones or timetables; influencing or persuading NGOs/INGOs to agree to use new or improved technologies about which there may be conflicting opinions; representing the Mission, as a member of an institutional

committee, on controversial topics; justifying the feasibility and desirability of plans or proposals that significantly affect NGO/INGOs or host-government practices, such as corrective action plans or co-funding requirements for programs/projects).

8. Physical Demands

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle or aircraft.

9. Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated.

G. TERM OF PERFORMANCE

1. The term of the contract will be for one year with the option to extend for a second year. Within two weeks after written notice from the Contracting Officer/Executive Officer that all clearances have been received or, unless another date is specified by the Contracting Officer/Executive 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.
2. This position has been classified at a U.S. Government GS 13 salary level. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

H. 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

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

1. EDUCATION (15 points)

Bachelor degree in area related to higher education, human capacity development and/or adult learning is required. A related graduate degree and clearly demonstrated substantive, progressive, senior-level work experience including strategy development, policy development and portfolio management in education will be considered.

2. **WORK EXPERIENCE (25 points)**

Minimum five (5) years of progressively responsible experience in program/project management in area of higher education systems development and/or human capacity development with a proven track record of programmatic accomplishment and professional achievement. Experience must include program and activity management, strategic planning and analysis skills also international development experience is required. The successful candidate will demonstrate satisfactory program management and problem solving skills working on complex projects in sensitive environments. A working knowledge of USAID procedures and systems for strategic planning, results frameworks, activity design, program monitoring and evaluation is desirable but not required. Demonstrated experience in performing at a senior professional level within a bureaucratic framework such as USAID, including experience in negotiating with host government counterparts.
3. **LANGUAGE AND COMMUNICATION SKILLS (10 points)**

Must be fluent in English and have proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including technical reports. Additional fluency in Bahasa Indonesia is preferred but not required. Tact and diplomacy are required to establish and sustain effective working relations at the highest levels of government.
4. **KNOWLEDGE (25 points)**

Knowledge of USG procedures and systems for strategic planning, results frameworks, activity design, program monitoring and evaluation required. Knowledge of political and social features of South East Asian countries (these include Indonesia, Malaysia, Philippines, China, Singapore, and Thailand) and their higher educational system in particular is highly important.
5. **SKILLS AND ABILITIES (25 points)**

Demonstrated strong analytical, managerial and writing skills are essential. Exceptional leadership, communications and interpersonal skills are absolutely critical. In addition, the incumbent must be able to interact effectively with a broad range of internal and external partners and clients, international organizations, and host country government officials or NGO counterparts. Must have demonstrated ability to produce professional quality analytical pieces. Must be able to make oral presentations logically and persuasively to senior host government officials, other donors, the NGO community, and to USAID and other USG officials. The ability to work effectively in a multifunctional and multidisciplinary team environment and proactively work to achieve consensus on policy, project and administrative matters is essential.

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: **Mr. Nikhil Divecha, Contracting Officer**, at one of the following addresses

U.S. MAIL

Mr. Nikhil Divecha
Contracting Officer
American Embassy Annex
Unit 8135 USAID
DPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

INTERNATIONAL MAIL

Mr. Nikhil Divecha
Contracting 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 **SOL-497-14-000017@usaid.gov**

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. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB. 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 the above email address.

V. MARKING INSTRUCTIONS

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

**SOLICITATION # SOL-497-14-000017
HUMAN CAPACITY DEVELOPMENT ADVISOR**

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **APRIL 17, 2014 AT 3:00 P.M. JAKARTA TIME.**

ATTACHMENT 2

VII. ADDITIONAL INFORMATION

As a matter of policy, and as appropriate, a Resident Hire employee may only be eligible for the 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

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