



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-15-000006
ISSUANCE DATE: NOVEMBER 26, 2014
CLOSING DATE: DECEMBER 19, 2014
3:00 P.M., JAKARTA TIME

SUBJECT: Solicitation for Offshore Hire Short Term Personal Services Contractor (TCN PSC) for PROGRAM/PROJECT DEVELOPMENT ADVISOR

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from Third Country Nationals (TCN) to provide services as a Program/Project Development Advisor, as described in the attached solicitation. 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

POSITION DESCRIPTION: PROGRAM/PROJECT DEVELOPMENT ADVISOR

SOLICITATION #: SOL-497-15-000006

ISSUANCE DATE: November 26, 2014

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: December 19, 2014 at 3:00 pm Jakarta time

POSITION TITLE: **Program/Project Development Advisor.** This is an Offshore Hire Third Country National's (TCN) position, shall mean an individual who is neither a citizen of the United States nor of the country to which assigned for duty, and who is eligible for return travel to the her/his home country or country from which recruited at U.S. Government expenses.

MARKET VALUE: **GS 11** (Salary range \$50,790 - \$66,027 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 11 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: This position will be for 6 (six) months with option to extend for 3 (three) additional months. Level of effort is full time (40 hours per week)

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

SUPERVISORY CONTROL: No supervisory responsibilities.

POSITION TITLE OF DIRECT SUPERVISOR: Deputy Office Director, 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.

A. INTRODUCTION/BACKGROUND

USAID/Indonesia's Program Office is seeking expressions of interest from dynamic and creative Program/Project Development Advisors who may be available for short term assignments for 6 (six) months with option to extend for 3 (three) additional months to mentor local staff and to backstop teams. The Mission's approved five-year strategy defines partnerships with the Indonesian government and private sector for development in: democratic governance, essential services for the poor and vulnerable, addressing issues of global development importance, and science, technology, and innovation. The Program Office is involved across the program cycle; including strategic planning; project design; monitoring, evaluating, and learning; Mission reporting; public outreach; public-private partnerships; program budget; science, technology, and innovation; and donor coordination.

B. BASIC ROLE IN THE ORGANIZATION

The incumbent reports directly to the Deputy Office Director but may advise a wide-range of USAID and U.S. Government (USG) stakeholders. The Program/Project Development Advisor role will include:

1. Supporting implementation of USAID/Indonesia's Country Development Cooperation Strategy (CDCS) including providing expert advice on Program/Project backstopping as well as backstopping for technical offices and development objectives;
2. Supporting the Program Office Director and Deputy Office Director with the Program Office's day-to-day operations, and
3. Helping with project design across the entire portfolio to secure the desired results and impact.

The incumbent will be expected to establish effective working relationships within USAID and the USG as well as the Government of Indonesia (GOI) and international community, when necessary and appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, and budget in order to effectively represent the Agency among the various entities.

C. DUTIES AND RESPONSIBILITIES

The Program/Project Development Advisor will carry out the following specific duties as listed:

- The Program/Project Development Advisor serves as a technical resource advisor in support of the Mission's portfolio alignment, development of a Performance Management Plan, mission-wide Monitoring & Evaluation mechanism.
- Assists the Program Office Director and Deputy Office Director to carryout day-to-day operations, including responding to requests for information from the Embassy and USAID/Washington.
- Assists the Mission to pursue more alliances with companies and foundations, and seek greater Indonesian contribution and ownership in assistance programs as directly related to the development of new CDCS.
- Prepares recommendations for implementation of new processes, systems, procedures or organizational changes. Assists management in monitoring the implementation of new processes, procedures and systems as related to helping the Program Office and the Mission function more efficiently and effectively.
- Supports the training of both new and local personnel in the application of the OPS Master, new processes, systems and procedures. Involves staff extensively in the work of the unit, exposing them to increasing levels of responsibility, substance and independence. This may include mentoring staff as needed.
- Supports the Mission's portfolio alignment, development of a Performance Management Plan, mission-wide Monitoring & Evaluation mechanism.
- Strengthens strategic planning by supporting and coordinating the continued development and strengthening of the strategic planning process and links between the activities and stakeholders.
- Enhances project and program monitoring by supporting the management of progress in the implementation of change management and its effectiveness.
- Identifies and analyzes barriers and issues to policy implementation, etc.
- Travels to field offices, mentoring across cultures and across disciplinary specialties, skillfully wielding influence where there is no direct line of authority, and rapid assessment of opportunities and constraints.
- Backstops one or more teams.
- Performs other similar and related duties as assigned.

D. REQUIRED QUALIFICATION

Knowledge Required for the Position

The Program/Project Development Advisor is expected to exercise a high degree of judgment in recommending and carrying out program/project design. The Program/Project Development Advisor performs under administrative discretion with latitude for the exercise of independent judgment, work of outstanding difficulty and responsibility; has formal decision authority in broad program area. The Program/Project Development Advisor should be a subject matter expert in USAID's Program Cycle to enable more effective interventions and maximize development outcomes. The Program/Project Development Advisor is expected to professionally and amicably resolve normal problems as they arise. S/he should be able to resolve the vast majority of complex situations as well. S/he is expected to have good judgement when confronted with sensitive issues and have the good judgment to know when guidance is necessary from supervisor. Provides expert advice on implementation of USAID/Indonesia's CDCS, strategic development, and the implementation of the Agency's program design, monitoring and evaluation initiatives, etc. Concrete experience in project design and management, financial management, monitoring and evaluation and gender is required.

Supervisory Controls

Supervision received: The incumbent has latitude in planning his/her work schedule, and independently performs all assigned duties and responsibilities. The Program Office Director and Deputy Director provide initial orientation to the incumbent. The Deputy Office Director provides supervision and guidance on policy, program objectives and priorities.

Supervision exercised: None, however the incumbent must be able to authoritatively advise Development Objective (DO), technical, and support team leaders, mentor and train new staff.

Guidelines

Knowledge of U.S. government operations, rules, regulations, policies, procedures, as set forth in the FAAR, AIDAR and ADS is required.

Complexity

A high degree of technical, analytical, and quantitative skills in analysis of development activities and policies is required. The following skills and abilities are needed: strong quantitative and analytical skills, operational and management skills. 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. 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.

Scope and Effect

The purpose of the work is to provide coverage/support to Development Objective and Technical Office teams. By providing this support, the Program Office ensures quality, compliance, and consistency in applying Agency guidance, policies and procedures. Requesting offices can include this information and guidance in their project designs. The scope of work also includes mentoring local staff to improve their ability to provide customer service, to adhere to Agency guidance, and to increase the quality in their work products.

Personal Contacts

Personal contacts are with local staff, U.S. Embassy personnel, USAID/Washington and USAID technical /support staff and their implementing partners.

Purpose of Contacts

The purpose of contacts is to facilitate coordination between multiple actors, competing priorities and within short timeframes and deadlines.

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 traveling by motor vehicle.

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, and ventilated.

E. EVALUATION CRITERIA/SELECTION CRITERIA:

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

- 1. Education: (10 Points)** A Bachelor's degree in international development, business administration, public administration or another relevant subject is required.
Work Experience: (10 Points) Minimum of five years of progressively responsible experience working on international development in the area of program design and implementation for donor organizations, non-governmental organizations or private sector institutions.
- 2. Communication skills: (20 Points)** Outstanding written English and communications skills, analytical ability, and editorial skills are necessary.
- 3. Knowledge: (30 Points)** Thorough knowledge of international affairs, U.S. foreign policy; demonstrated ability to work on project design.
- 4. Skills and Abilities (30 Points)** The Program/Project Development Officer must have a demonstrated ability to exercise and mentor junior officers and FSNs. Strong

written and editorial skills are a must. Must be able to work in fast-paced environment and have strong sense of teamwork and interpersonal skills within a multi-cultural work environment. The incumbent must also have displayed an ability to work collaboratively. Ability to manage several tasks simultaneously and to work effectively under pressure is a must, as is the ability to take initiative and be creative.

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

Maximum Points Available: 100.

F. APPLYING

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 your 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).

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.

G. 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: Program/Project Development Advisor)

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.

H. MARKING INSTRUCTIONS

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

**SOLICITATION # SOL-497-15-000006
PROGRAM/PROJECT DEVELOPMENT ADVISOR**

I. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **DECEMBER 19, 2014 AT 3:00 P.M. JAKARTA TIME**. Incomplete, unsigned or late applications will not be considered.

ATTACHMENT 2

ADDITIONAL INFORMATION

As a matter of policy, and as appropriate, an off-shore TCNPSC 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 – N/A
Contribution toward Health & Life Insurance
Pay Comparability Adjustment – N/A
Annual Increase - N/A
Eligibility for Worker's Compensation
Annual & Sick Leave

2. **ALLOWANCES:** as applicable.*

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

LIST OF REQUIRED FORMS FOR TCNPSCs

1. Form OF-612
2. Physical Examination (Form DS-1843 and DS-1622)

NOTE:

- The form listed under point 2 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.
