



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO:** SOL-497-15-000008  
**ISSUANCE DATE:** NOVEMBER 25, 2014  
**CLOSING DATE:** DECEMBER 19, 2014  
3:00 P.M., JAKARTA TIME

**SUBJECT: Solicitation for Offshore Hire Short Term Personal Services Contractor (USPSC) for SENIOR STRATEGIC ADVISOR/PROJECT DEVELOPMENT OFFICER**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from U.S. Citizen (USPSC) to provide services as a Senior Strategic Advisor/Project Development Officer, 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](mailto:jktrecruitmentpsc@usaid.gov).

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

Sincerely,

/s/

Susan L. Cheung  
Supervisory Executive Officer  
USAID/Indonesia

## ATTACHMENT 1

### **Solicitation for Offshore Hire Short Term U.S. Personal Services Contractor (USPSC) Senior Strategic Advisor/Project Development Officer**

**SOLICITATION #:** SOL-497-15-000008

**ISSUANCE DATE:** November 25, 2014

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** December 19, 2014

**POSITION TITLE:** Senior Strategic Advisor/Project Development Officer

**MARKET VALUE:** GS 14 (Salary range \$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:** The contract will start o/a May 2015. The contract will be for 6 months (with an option for another 3 months), subject to availability of funds.

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

**SUPERVISORY CONTROL:** Incumbent is expected to act independently with little direction and possibly step in to manage day-to-day operations.

**POSITION TITLE OF DIRECT SUPERVISOR:** Program Office Director.

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clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

#### **I. POSITION DESCRIPTION**

The Senior Strategic Advisor/Project Development Officer reports directly to the Program Office Director but may advise a wide-range of USAID and USG stakeholders. The incumbent's role is twofold: 1) support implementation of USAID/Indonesia's approved Country Development Cooperation Strategy (CDCS); and/or 2) support the Program Office Director as the Deputy Office Director with the Program Office's day-to-day operations. This would include serving as the Acting Program Office Director in the absence of the Program Office Director.

The incumbent will be expected to establish effective working relationships within USAID, USG, 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.

#### **A. DUTIES AND RESPONSIBILITIES**

The Senior Strategic Advisor/Project Development Officer will carry out the following specific duties as listed:

- Supports the management and coordination of project design, program reporting, monitoring and evaluation (including geographic information systems analysis), science and technology, public-private partnerships, and some donor coordination.

- Provides advice on implementation of USAID/Indonesia's CDCS, strategic development, and the implementation of the Agency's program design, monitoring and evaluation initiatives, etc. The incumbent will also assist the Mission to ensure that the CDCS continues to be data driven and evidence-based.
- The incumbent supports selection, recruitment, mentoring, recognition and retention of Program Office personnel.
- Support the Mission's portfolio alignment to the new CDCS structure, implementation of the Mission's Performance Management Plan, mission-wide Monitoring & Evaluation mechanism, and collaboration, learning and adapting models to be used in the Mission.
- Assists the Program Office Director to carryout day-to-day operations, including responding to requests for information from the Embassy, Washington, DC, etc.
- Serve as the Acting Office Director when necessary;
- Assists the Mission to pursue more alliances with companies, foundations, etc. and seek greater Indonesian contribution and ownership in assistance programs as directly related to the development of new CDCS.
- Prepare recommendations for implementation of new processes, systems, procedures or organizational change. Assist 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.
- Support the training of both new and local personnel in the application of new processes, systems, procedures. Link selection, and pre-deployment preparation and training. Involve staff extensively in work of the unit, exposing them to increasing levels of responsibility, substance and independence. This may include mentoring new staff as needed.
- Responsible for strengthening strategic planning by supporting and coordinating the continued development and strengthening of the strategic planning process and links between the activities and stakeholders.
- Mentor and help focus project design staff in the Program Office and throughout the Mission to develop impactful programs, including but not limited to building log frames, reviewing scopes of work, and drafting/editing the operational plan.
- Enhance project and program monitoring by supporting the management of progress in the implementation of change management and its effectiveness.
- Identify and analyze barriers and issues to policy implementation, etc.
- Travel 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.
- Other duties as assigned and appropriate.

## **B. POSITION ELEMENTS**

- Supervision Received: From the Program Office Director.
- Supervision Exercised: Mentor and help focus project design staff in the Program Office and throughout the Mission to develop impactful programs, including but not limited to building log frames, reviewing scopes of work, and drafting/editing the operational plan.
- Education: The successful candidate must have at least a college degree in International Development, Program Management or related field. A graduate degree in a development field, international affairs, public relations or related area is desirable but not required.
- Work Experience. Minimum of 12 years' experience in program and project design, and or bilateral/multilateral assistance programs/organizations.

Outstanding written English and communications skills, analytical ability, and editorial skills are necessary. Strong written and editorial skills are a must.

- Available Guideliness: 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.
- Exercise of Judgment: The Senior Strategic Advisor/Project Development Officer must have a demonstrated ability to exercise sound, independent, professional judgment and; mentor junior officers and FSNs.
- Nature, Level, and Purpose of Contacts: Assists the Mission to pursue more alliances with companies, foundations, etc. and seek greater Indonesian contribution and ownership in assistance programs as directly related to the development of new CDCS.

### **C. PERIOD OF PERFORMANCE**

The contract will start o/a May 2015. The contract will be for 6 months (with an option for another 3 months), subject to availability of funds.

Within two weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Jakarta to perform the above services.

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

### **II. SELECTION CRITERIA**

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

1. **Education: (10 points)** the successful candidate must have at least a college degree in International Development, Program Management or related field. A graduate degree in a development field, international affairs, public relations or related area is desirable but not required.
2. **Work Experience: (10 points)** Minimum of 12 years' experience in program and project design, and or bilateral/multilateral assistance programs / organizations. Experience working in Indonesia is desirable not required.
3. **Language Proficiency: (20 points)** Outstanding written English and communications skills, analytical ability, and editorial skills are necessary. Knowledge of Bahasa Indonesia is highly desirable.
4. **Knowledge: (30 points)** Thorough knowledge of international affairs, U.S. foreign policy; demonstrated ability to work on project design.
5. **Skills and Abilities: (30 points)** the Senior Strategic Advisor/Project Development Officer must have a demonstrated ability to exercise sound, independent, professional judgment 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. The incumbent must also have displayed an ability to work collaboratively.

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

**Maximum Points Available: 100**

### III. HOW TO APPLY

- A. Please send a completed and signed Optional Form 612 and a curriculum vitae containing the following information. Forms are available at the USAID website, <http://www.wrc.noaa.gov/wrso/forms/of0612.pdf>
1. Personal Information: Full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
  2. Education: University, high school name, city and State (Zip code if known) date of diploma or GED; colleges and universities, name city and State (Zip code if known, majors, type and year of any degrees received);
  3. Work Experience: give the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if Federal job), duties, and accomplishments, employers name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
  4. Other Qualifications: job-related training courses (title and year), job related skills; for example, other languages, computer software /hardware, tools, machinery, typing speed, job related certificates (current only), job-related honors, awards, and special accomplishments, for examples, publications, memberships in professional or honor societies, leadership, activities, public speaking, and performance awards (give dates but do not send documents unless requested).
- B. Applicants must also include in their application package as follows:
1. A cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
  2. A curriculum vitae which, at a minimum, describes education, latest experience and career achievements;
  3. A relevant writing sample, minimum of two pages and maximum of ten pages;
  4. Names, current and accurate contact numbers (e-mail and phone) of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation;
  5. A written statement certifying the date and length of time for which the candidate is available for the position;

All of the above information must be included in the application package in order for the package to be considered complete.

### IV. MAILING ADDRESS

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

#### U.S. MAIL

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

## **INTERNATIONAL MAIL**

Ms. Susan L. Cheung  
Supervisory Executive Officer  
USAID/Indonesia  
American Embassy Annex  
Gedung Sarana Jaya, 8th floor  
Jalan Budi Kemuliaan I/1  
Jakarta Pusat 10110, Indonesia (allow 2 to 3 weeks for delivery)

**E-MAIL:** [jktrecruitmentpsc@usaid.gov](mailto:jktrecruitmentpsc@usaid.gov) (Subject: Senior Strategic Advisor / Project Development Officer)

**Electronic submissions will be accepted for this procurement.** Please be advised that the US Government **shall not** be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission, USAID will not ensure quality or completeness of electronic files attached to e-mails. The applicant assumes all risk related to an electronic submission. Applications must be received no later than the due date and time of this solicitation. Late applications or delayed electronic submissions will not be accepted.

## **V. MARKING INSTRUCTIONS**

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

**SOLICITATION # SOL-497-15-000008  
SENIOR STRATEGIC ADVISOR / PROJECT DEVELOPMENT OFFICER**

## **VI. 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 USPSC may authorize 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) – 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 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.

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