SOLICITATION NO: **SOL-497-15-000009**
ISSUANCE DATE: **DECEMBER 23, 2014**
CLOSING DATE: **JANUARY 7, 2015**
3:00 PM JAKARTA TIME

SUBJECT: Solicitation for Offshore Hire U.S. PSC (Personal Services Contractor) for the position of SHORT TERM SENIOR ENVIRONMENT ADVISOR

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 Offshore Hire Short Term Senior Environment Advisor 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.

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)
SHORT TERM SENIOR ENVIRONMENT ADVISOR

SOLICITATION NO.: SOL-497-15-000009

ISSUANCE DATE: DECEMBER 23, 2014

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: January 7, 2015 at 3:00 P.M. JAKARTA TIME

POSITION TITLE: Short Term Senior Environment Advisor

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 11 (eleven) months

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

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

POSITION TITLE OF DIRECT SUPERVISOR: Environment Office Director

PHYSICAL AND 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

A. BASIC FUNCTION OF THE POSITION

As a senior-level advisor, the SEA has substantial responsibilities on matters of policy and technical direction, and assists the Environment Office Director to make successful program implementation decisions. In consultation with the Environment Office Director, the SEA provides assistance to senior Mission and Embassy/Jakarta management and advises senior-level USG, donor, private sector, and host government officials on USAID strategy and program priorities. S/he may also represent USAID at local, regional and international forums that address environment issues. The SEA serves to strengthen cooperation and joint activities for mutual benefit to promote improved success, sustainability and impact of USAID-funded environmental activities.

The SEA serves as senior expert, liaison and representative to the GOI and private sector, key strategic planner, advisor on technical matters pertaining to the environmental

portfolio, and to provide guidance to USAID/Indonesia staff. The SEA performs a full range of management, planning, advisory and administrative functions for environment. Environment programs command a significant share of the Mission's resources and include sizeable teams of technical assistance providers.

The work requires a high degree of alertness and understanding of environmental development, policies, and activities in an overall Mission objective context. The SEA must be proactive and innovative in formulating approaches to effectively utilize limited Mission resources by leveraging the private sector and other multilateral and bilateral donor programs. Cross-cultural communications, cultural and ethnic sensitivities will be central to the success of this work.

The SEA reports to the Director of the Office of the Environment on policy and technical matters, and on program management and coordination issues. The SEA is responsible for oversight of key activities and processes related to the planning, design, and implementation of environment-related programs.

B. DUTIES AND RESPONSIBILITIES

The Senior Environment Advisor's specific duties and responsibilities are as follows:

1. Actively participate in the implementation of the environment component of the new USAID/Indonesia 2014-2019 strategy;
2. Actively participate in program design and implementation of the environment component for the current strategy;
3. Prepare or oversee the preparation of relevant periodic status reports, monthly progress reports and other reports and documents as required by the Mission, Asia Bureau, Embassy/Jakarta, Congressional Committees and official USG bodies;
4. Prepare environment-related briefings and informational documentation for official purposes;
5. Guide, develop and manage comprehensive technical assistance and training initiatives related to environment policy formulation and implementation with senior GOI counterparts, executive managers in the private sector, cooperating donors and politically aware civil society leadership;
6. Ensure that environment activities and programs are fully integrated within Agency-wide environment strategies;
7. Liaise directly and perform a representation role with the GOI to strengthen collaborative partnership across the environmental sector;
8. Liaise directly with the private sector to develop public-private partnerships as well as market-based solutions to environmental problems;
9. In collaboration with the Environment Office Director, provide guidance to Environment staff to achieve results;
10. 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, including the Indonesian and international civil society organizations (NGOs and PVOs) to shape overall environment policy in Indonesia and to formulate and implement an effective USAID environment support strategy in Indonesia;
11. Represent USAID/Indonesia in meetings, seminars, and conferences on environment issues locally, regionally and internationally;

12. Under direction of the Environment Office Director, advise USAID/Indonesia's Mission Director, Embassy/Jakarta staff, senior USAID/Washington personnel and technical offices, and the GOI regarding key environment development-related issues affecting policy, strategic planning, technical direction, programming, activity design, budgeting, implementation, monitoring, managing for results, and other USAID program management matters; and
13. Perform other tasks, as required by senior mission managers, and which are consistent with the advisory, managerial, and reporting requirements of this position.

C. POSITION ELEMENTS

1. **Supervisory Controls:** The SEA is expected to demonstrate a high level of independence, professionalism, judgment and responsibility. The SEA will report to the Director of the Office of the Environment.

2. **Authority to make Commitments:** The SEA will have no authority to make commitments of U.S. Government financial, technical, or personnel resources. However, the SEA 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 economic governance activities and budgets. The SEA will also play a key role in helping the Environment Director to manage resources, including personnel, to achieve results.

3. **Nature, level and purpose of contacts:** The SEA will work on a daily basis with Environment Director, Mission Management, USAID staff (USDHs, FSNs & other USPSCs), Embassy officials, AID/Washington, RDMA/Bangkok, senior host government officials, international donors, partners and grantees. As AOR/COR for field activities, the SEA will serve as the Mission point of contact with senior Indonesian Government officials for designated activities under the current strategy. The SEA is also expected to interact with other USAID Strategic Objective Teams and with private sector business associations and other civil society actors (NGOs & PVOs).

4. **Supervision exercised:** The SEA will assist the Environment Director with supervision of Foreign Service Nationals in a team setting. In this capacity, the SEA will function as a team member assigning and/or receiving tasks commensurate with the staff's level of capabilities and monitor and encourage staff skill development.

D. REPORTS

The Senior Environmental Advisor shall:

1. Prepare annual work objectives within 30 days of arriving at post and, thereafter, not later than each anniversary date of this contract. The work objectives shall be submitted to the Environment Director of his designee, for review and approval.

2. Prepare brief semi-annual reports for the Environment Director or his designee on activities undertaken, success stories, and any issues or problems.
3. Prepare a report 30 days prior to the anniversary date of this contract, which summarizes the activities undertaken during the year including the Advisor's contribution to achieving environment strategic objectives and intermediate results. The report will include a summary of the Advisor's contributions to the policy dialogue with the Government of Indonesia and relevant private-sector parties, a brief (1-2 page) summary of each technical assistance or programmatic activity completed during the year, and such other information about technical assistance activities of the Mission as is appropriate.

E. RELATIONSHIPS AND RESPONSIBILITIES

All activities of the SEA shall be supervised by and receive technical direction from the Environment Director. The SEA will coordinate with the entire Environment Team, other USAID/Indonesia technical teams and Support Offices, USAID/Washington Office, the USAID Regional Development Mission in Bangkok, high ranking GOI counterparts such as the Ministry of Environment, Ministry of Forestry, PDAMs, Ministry of Fisheries and Marine Affairs (MFMA), BAPPENAS and other involved institutions, other development partners (i.e. World Bank), senior Indonesian and American/International business executives, and influential civil society leaders.

F. SKILLS AND QUALIFICATIONS

This is a senior position within USAID/Indonesia. This position requires a broad combination of technical, analytical and managerial abilities, combined with excellent interpersonal, communications and writing skills. Substantial work within the host government and with the local private sector is highly desirable. We are seeking a strategic thinker with strategy, design and implementation skills. Strong managerial and administrative experience is highly desirable. Previous USAID experience will be valued, but not required. The incumbent must also demonstrate a mastery of a range of highly specialized environment skill sets, including but not limited to, experience in one or more of the following areas: forestry management, climate change, marine management, water and sanitation. The varied duties and responsibilities also call for broad professional education, training and knowledge. Ability to obtain USAID security clearance involving a comprehensive background investigation performed by the appropriate U.S. Government agency is required. A State Department issued Medical Clearance will also be required. Candidates offered the position will be requested to provide security and medical information for these clearances. This information **IS NOT** required at the time an application is submitted.

II. REQUIRED QUALIFICATIONS

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 in Section IIB - How to Apply. In addition, a candidate **must** meet the Selective Factors listed below. Consideration and selection will be based on panel evaluation of the Evaluative Factors. 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.

A. SELECTION CRITERIA

The Senior Environment Advisor GS-15 selection criteria are as follows:

35 Points **Relevant experience in field of international environmental management**
Minimum of ten (10) years of relevant and practical experience in such fields as forestry management, climate change, marine management, water and sanitation is required. It is highly desirable that at least 2 (two) of these years have been spent in Asian region.

25 Points **Government and private sector experience and relationship building**
Experience in developing strong relationship with the host government and collaboration to achieve greater success, spread and sustainability of USAID projects is critical. Experience in developing public-private partnerships and market-based solutions to environmental problems are also important.

20 Points **Interpersonal, communication, organizational, managerial skills.**
Demonstrated leadership in a team environment and ability to work in a collegial and persuasive fashion is required. Demonstrated effective management and mentoring experience is a must. Excellent English skills, both oral and written, are required. The Offeror must be articulate and able to respond appropriately in a variety of situations, including meetings with high-level counterparts under tight time limits and stressful conditions.

15 Points **International technical assistance experience including knowledge of donor programs**
Experience in international development work in an emerging economy is required Knowledge of and experience with USAID and/or other donor organization processes and regulations and procedures is required.

5 Points **Advanced degree and training in relevant field**
Minimum requirement is a Master's degree in international development, environment, economics, management or other position-relevant field.

Total: 100 Points

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: Short Term Senior Environment Advisor)**

Electronic submissions <u>will be</u> accepted for this procurement. Please be advised that the US Government **<u>shall not</u>** 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. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **January 7, 2015 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 – 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 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.

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