



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO:** SOL-497-15-000011  
**ISSUANCE DATE:** JANUARY 28, 2015  
**CLOSING DATE:** FEBRUARY 10, 2015  
4:00 P.M., JAKARTA TIME

**SUBJECT:** Solicitation for Offshore Hire Short Term Personal Services Contractor (USPSC) for SENIOR PROGRAM/PROJECT DEVELOPMENT ADVISOR – SCIENCE, TECHNOLOGY, INNOVATION, AND PARTNERSHIP (STIP)

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 Program/Project Development Advisor – Science, Technology, Innovation and Partnership (STIP), 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 Program/Project Development Advisor – Science, Technology, Innovation and Partnership (STIP)**

**SOLICITATION #: SOL-497-15-000011**

**ISSUANCE DATE: January 28, 2015**

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: February 10, 2015**

**POSITION TITLE:** Senior Program/Project Development Advisor – Science, Technology, Innovation and Partnership (STIP)

**MARKET VALUE:** GS-13 (Salary range \$73,115 - \$95,048 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 contract will be for 6 months with an option for another 3 months (including work remotely via email), subject to availability of funds.

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

**SUPERVISION RECEIVED:** Incumbent will report to the STIP Development Objective (DO) Team Lead but the incumbent is expected to work independently in carrying out responsibilities.

**POSITION TITLE OF DIRECT SUPERVISOR:** STIP DO Team Lead.

**PHYSICAL & SECURITY CLEARANCE:** The selected candidate must be able to obtain required medical and security clearances prior to the execution of the contract.

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

##### **A. BACKGROUND**

The U.S. Agency for International Development (USAID) works as part of the U.S. Government to advance development priorities of mutual concern to Indonesia and the United States. This Country Development Cooperation Strategy (CDCS) outlines our engagement with Indonesia over the next five years in the context of its democratic consolidation, growing economy, rising global leadership and remaining development challenges. With a population of 240 million and GDP of \$1 trillion, Indonesia is a major economic partner for the U.S. It is also the world's largest Muslim-majority democracy, the world's third largest carbon emitter and steward of the world's second greatest biodiversity. Indonesia's success matters greatly to the United States. The engagement in this CDCS supports the U.S.Indonesia Comprehensive Partnership, signed by Presidents Obama and Yudhoyono in 2010, to broaden, deepen, and elevate bilateral relations between our two countries.

Indonesia has undergone a tremendous transformation in the past 50 years. During USAID's early period in Indonesia, the nation suffered widespread poverty, authoritarian rule, minimal infrastructure, and other challenges that limited opportunities for its people. Today, Indonesia is a rising economic power, vibrant democracy, leader of the Association of Southeast Asian Nations and Asia- Pacific Economic Cooperation and member of the G-20.

## **A Changing Partnership**

When Indonesians look for U.S. support, our CDCS consultations showed, it is not about money. They seek technical assistance, capacity building, technology, and ideas that foster innovation and reform. The days of a donor relationship are over. We are partners and co-investors in development.

Indonesia's democratic and economic advancement over the past 15 years has led to its emergence as a valued regional leader and global voice. Indonesia's development challenges increasingly transcend the archipelago and impact the region and the world, notably in the environment and health sectors. While economic growth has exceeded 6% in recent years, the poor and most vulnerable – nearly half the population – still lives on less than \$2 per day. Decentralization of government, generally a positive democratic development, has not evened access to basic service across the archipelago. Indonesia still struggles with fragile institutions, endemic corruption, and intolerance, all priorities for our partnership.

## **Our Strategic Engagement**

***A stronger Indonesia advancing national and global development***, our goal for this strategy, reflects our joint efforts to address both internal development gaps and external development opportunities.

USAID's investment over the next five years will focus on four Development Objectives (DOs):

1. Democratic governance strengthened
2. Essential human services for the poorest and most vulnerable improved
3. Global development priorities of mutual interest advanced
4. Collaborative achievement in science, technology, and innovation increased

Over the last several years, the United States government's (USG) diplomacy and development priorities have converged to elevate Indonesia, the largest majority Muslim country, to become a centerpiece of President Obama's 2009 Cairo Pledge for greater engagement with the Islamic world through cooperation on science and technology. The Science, Technology, and Innovation Project Appraisal Document (ST&I PAD) is the main contributor to DO 4 - Collaborative Achievement in Science, Technology, and Innovation Increased, and works in collaboration with the other three DOs, to support objectives across the CDCS. USAID Forward recognizes that ST&I has the power to drive transformational results in development and this DO is in direct support of the emphasis on "bending the curve of development".

## **Activities under the STIP Development Objective**

The ST&I PAD design followed an intensive consultation process and exhaustive background analysis which helped identify major gaps in Indonesia's ST&I ecosystem where USAID could add significant value. The design targets three key areas that include the Supply of High Quality Research; the Evidence-to-Policy Cycle; and Innovative Approaches to Addressing Development Challenges. The PAD activities are aimed at (1) providing a set of tools that enhances the ability of USAID/Indonesia to achieve results across the entire CDCS, and at the same time (2) catalyzing ST&I activities that will serve as models of collaboration that elevate Indonesia's ST&I standards. The PAD activities proposed place an emphasis on university engagement, gender equality in science, and co-design/-ownership of activities, all of which will maximize long-term sustainability and benefit to Indonesia.

Activities supporting Intermediate Result (IR) 1 focus on collaborative university-to-university research and higher-education interventions that will increase the supply of merit-based high quality research and Indonesia's ability to contribute to the global scientific discourse. Under IR 1, USAID will continue its support for scholarships and strengthening individual and institutional capacity in Indonesian institutes of higher learning. A novel project is the joint U.S.-Indonesian fund for scientific research, which will help the ultimate development of the Indonesian Science Fund.

Activities in support of IR 2 aim to build the capacity of critical organizations working at the interface of evidence and policy. Activities include providing technical support for developing consensus policy reports, strengthening advocacy among civil society organizations, and establishing a multi-stakeholder platform for knowledge/data exchange. The activities are designed to improve the analytical capacity of policy-relevant science bodies and improve the range of policy products available to policy-makers.

IR 3 provides a new approach to development through a Challenge-Incentive Platform, a mechanism that will both define key development problems of mutual interest to multiple stakeholders and open the door to solutions from a range of new entrants, including university students and the private sector.

## **B. STATEMENT OF WORK**

### **1. BASIC FUNCTION OF THE POSITION**

The Senior Program/Project Development Advisor – Science, Technology, Innovation and Partnership (STIP) will provide technical support to the STIP team as it relates to project design of new activities, under the Mission's fourth DO.

The incumbent reports directly to the STIP DO team leader but may advise a wide-range of USAID and USG stakeholders. As a recognized expert in program and project design and implementation functions, the Program Development Advisor helps mentor Program Office staff and the STIP DO team in carrying out the Program Office's core functions (project/activity design, planning, budgeting, monitoring and evaluation).

A core focus of this TDY is to ensure completion of a series of statements of work/program descriptions for new activities housed under the STIP DO as well as provide guidance on how to ensure activities from all other development objectives are appropriately monitored and their impact is captured and attributable to key indicators under the STIP DO.

### **2. DUTIES AND RESPONSIBILITIES**

The Senior Program/Project Development Advisor – Science, Technology, Innovation and Partnership (STIP) will carry out the following specific duties as listed:

- Contribute to Project Design process at the Mission, primarily in drafting of project/activity statement of works/program descriptions;
- Support the STIP DO team in integrating analyses of cross-cutting issues, including gender equality and women's empowerment, democracy and governance, environmental compliance and private sector engagement into the design, implementation, and evaluation of projects;
- Incorporate USAID Forward reforms in project design process;
- Support STIP team in ensuring that documentation complies with Agency policy, USG regulations, and any other relevant guidance;
- Ensure that program documentation is of appropriate quality, and is submitted to PRO and other Mission offices in a timely manner;
- Respond to ad-hoc requests for information; and
- Perform all other duties as necessary and appropriate.

### **3. POSITION ELEMENTS**

**SUPERVISION RECEIVED:** Incumbent will report to the STIP DO Team Lead but the incumbent is expected to work independently in carrying out responsibilities.

**AVAILABLE GUIDELINES:** Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAR), Automated Directives System (ADS), Mission Orders and Mission Notices, STIP PAD and associated analyses.

**EXERCISE OF JUDGMENT:** Projects assigned to incumbent include a variety of duties and processes requiring extensive exercise of judgment, advice, teamwork, and communications management.

**AUTHORITY TO MAKE COMMITMENTS:** No.

**NATURE, LEVEL, AND PURPOSE OF CONTACTS:** U.S. Embassy personnel, and USAID/Washington, for information sharing, as it relates to the new activities designed under the STIP DO.

**SUPERVISION EXERCISED:** No.

**TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES:** The first three months of employment will be considered a probationary period. The incumbent is expected to perform the full range of duties within this period.

#### **4. PERIOD OF PERFORMANCE**

The contract will be for up to 6 months with an option to extend up to 3 months (including work remotely via email) or no more than 6 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 which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position is a GS-13 position. The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate. In addition, the Mission has a 25% Post Differential allowance and FICA (6.2%) and Medicare (1.45%) will be withheld by U.S. Government.

#### **5. MEDICAL 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.

#### **C. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA**

The successful candidate should have the following skills, experience and qualifications:

- Master degree in International Development, Program Management or related field is required.
- Minimum of eight (8) years' experience in international development or a related field, with a minimum of five (5) years working on program design and implementation for donor organizations, non-governmental organizations or private sector institutions. Concrete experience in project design and management, financial management, monitoring and evaluation and gender are highly desirable.
- Demonstrated history of providing training, coaching and mentoring staff.
- Able to produce high quality reports and other documents in English.
- Experience working on project design and development within the last past 5 years is required.
- Previous experience living and working in under-developed, insecure environments.

The position requires travel to field offices, mentoring across cultures and across disciplinary specialties, skillfully providing advice where there is no direct line of authority, and rapid assessment of opportunities and constraints. It requires expertise in working across cultures and across teams in a rapidly shifting environment.

## 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 Master 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: (20 points)** Minimum of eight (8) years' experience in program and project design, and or bilateral/multilateral assistance programs/organizations. Experience working on project design within the past 5 (five) years is necessary.
3. **Language Proficiency: (10 points)** Outstanding written English and communications skills, analytical ability, and editorial skills are necessary.

Applicants will need to provide a 2-5 page sample of a Statement of Work/Position Descriptions they helped design.

4. **Knowledge: (30 points)** Thorough knowledge of international affairs, U.S. foreign policy and current requirements in project design policy; demonstrated ability to work on project design.
5. **Skills and Abilities: (30 points)** The incumbent 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 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).

- 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 PROGRAM/PROJECT DEVELOPMENT ADVISOR – SCIENCE, TECHNOLOGY, INNOVATION, AND PARTNERSHIP (STIP))**

**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-497-15-000011  
SENIOR PROGRAM/PROJECT DEVELOPMENT ADVISOR - SCIENCE,  
TECHNOLOGY, INNOVATION, AND PARTNERSHIP (STIP)**

VI. **CLOSING DATE:**

Applications must be in the EXO Office, USAID/Indonesia, no later than **February 10, 2015 at 4:00 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 (if any)
  - Eligibility for Worker's Compensation
  - Annual & Sick Leave
  
2. **ALLOWANCES:** as applicable.\*
  - Temporary Lodging Allowance (Section 120) – N/A
  - Living quarters (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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