



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-15-000031

ISSUANCE DATE: September 25, 2015

CLOSING DATE: October 23, 2015

4:00 PM JAKARTA TIME

SUBJECT: Solicitation for Off-Shore U.S./TCN Personal Services Contractor (US/TCN PSC) for the position of SENIOR WORKFORCE 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 or Third Country Nationals to provide services as a Senior Workforce Development 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

ATTACHMENT 1

Solicitation for Off-Shore U.S. / TCN Personal Services Contractor for the position of SENIOR WORKFORCE DEVELOPMENT ADVISOR

SOLICITATION NO.: SOL-497-15-000031

ISSUANCE DATE: September 25, 2015

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: October 23, 2015 at 4:00 P.M. Jakarta Time

POSITION TITLE: Senior Workforce Development Advisor

MARKET VALUE: GS-14 (\$86,399 - \$112,319 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: One (1) year, with one (1) optional year

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

AREA OF CONSIDERATION: United States Citizens and Third Country Nationals.

SUPERVISORY CONTROL: None.

POSITION TITLE OF DIRECT SUPERVISOR: Director of Education Office.

MEDICAL CLEARANCE: The apparently successful applicant must be able to obtain required medical clearance as a pre-condition for employment and/or residence in Indonesia.

SECURITY CLEARANCE: If a U.S. citizen, the apparently successful applicant shall be required to obtain a Facility Access level security clearance as a pre-condition for employment. For a TCN, an Employment Authorization is required as a pre-condition for employment.

I. POSITION DESCRIPTION

A. BACKGROUND

The Education Office (EDU) of United States Agency for International Development in Indonesia (USAID/Indonesia) is seeking a Senior Workforce Development Advisor to assist in the implementation of the Inclusive Workforce Development (IWD) Program in Indonesia starting in 2015. After years of working in basic education (primary and junior

secondary education) and capacity building in higher education, USAID/Indonesia will be implementing a new workforce development program over the next five years or more. Workforce development is a new area for USAID/Indonesia and the Senior Workforce Development Advisor (SWDA) will be expected to play a key role in the implementation of the program.

The IWD program

The overall goal of the IWD program is to: improve access to quality workforce development opportunities for the poor and vulnerable. Within that broad umbrella, the IWD program goals are:

1. Improved access for the poor and vulnerable (P&V) to quality, relevant workforce development programs;
2. Increased private sector training opportunities for the P&V; and
3. Improved capacity in decision-making capacity at the regional and local government levels to develop and encourage training and employment opportunities for the P&V.

The expected USAID partners, clients and stakeholders of the IWD program include a wide array of people and institutions. The major partners are expected to be:

- public and private polytechnics and post-secondary institutions (community colleges, academies, and institutes) in selected geographic areas;
- International Donors
- private sector firms and associations at the national and local level
- local (district and provincial) government;
- National government (Ministry of Education and Culture-MOEC, Directorate for Higher Education-DIKTI, Ministry of Planning-Bappenas, Ministry of Health-MOH; and
- National and local community service organizations (CSOs) focused on social and community development, associations of poor and vulnerable, including youth, women, disabled.

B. BASIC FUNCTIONS OF THE POSITION

The Senior Workforce Development Advisor will serve as part of a three-person team managing the IWD program and will be leading to provide technical advice and demonstrating technical leadership to USAID/Indonesia on matters related to the design, implementation, management, and monitoring and evaluation of the IWD program, a complex and politically sensitive effort to improve the access to quality workforce development opportunities. Day-to day activities will include a combination of strategic level management and policy guidance to USAID/Indonesia as well as working on the implementation of all aspects of the IWD program. The SWDA is required to engage and negotiate with mid- and senior-levels of the Indonesian Government, the donor community, the private sector, CSOs and NGOs, the private sector, and public and private sector post-secondary institutions. The SWDA will keep all stakeholders informed of project status,

will identify ways to resolve complex problems as they arise, and communicates lessons learned and best practices. This position requires: a long-term commitment as the position is expected to provide continuity in the program; includes travel in Indonesia, and potentially internationally in conjunction with project activities; coordination with other donors and workforce development colleagues; and dialogue with counterparts in the private sector, post-secondary training institutions, community service organizations (CSOs), and national and local officials as well as beneficiaries of the IWD project activities.

C. DUTIES AND RESPONSIBILITIES

The Senior Workforce Development Advisor will work under the general and technical direction of the designated Contracting Officer Representative (COR) in the Office of Education (EDU) of USAID/Indonesia. The COR is responsible for all decision related to the program but may delegate responsibility for technical direction of certain aspects of the IWD program to the Senior Workforce Development Advisor. S/he, working within the overall education portfolio, will also report to the Director of the EDU office at USAID/Indonesia located in Jakarta, Indonesia.

The specific major tasks of the Senior Workforce Development Advisor will include but not be limited to the following tasks:

1. Strategic Planning, Program Development and Implementation, Activity Design, and Leadership.

The Senior Workforce Development Advisor will provide high-level technical advice and analysis about workforce development policy, programmatic and implementation matters to the USAID/Indonesia IWD COR. The SWDA will provide high-level professional judgment in the technical direction and management of workforce development activities under IWD. The advisor ensures that program elements support the social, economic objectives outlined by in the IWD project design. The Senior Workforce Development Advisor will receive oversight from the COR in terms of policy and program objectives but the Advisor must be able to work independently and make substantive decisions on day-to-day implementation and program commitments. The Advisor also will be expected to work collaboratively with other members of the USAID/EDU team.

2. Technical advice and liaison with the national and local representatives of the Government of Indonesia (GOI), the Indonesian Private Sector, CSOs and NGOs, public and private post-secondary workforce development institutions, and other donors.

The Senior Workforce Development Advisor will work with a wide variety of host country officials, representatives, and consultants. The Senior Workforce Development Advisor should play a key role in generating ideas and advising in every step of the implementation of the IWD program. S/he ensures consistency with USAID's strategic work plan, guides program planning, and develops new interventions and promotes integration among activities. S/he coordinates briefings and visits with mid- and high-level visitors, as required. S/he will work with the leadership of the polytechnics and local stakeholders to

upgrade the quality of workforce training opportunities, especially for the poor and vulnerable. Illustrative tasks include:

- develop the required SOW for technical assistance related to IWD activities,
- assist in screening and selecting the candidates for partnerships,
- ensure that partners are connected to the appropriate USAID resources to complete the task,
- troubleshoot and mediate any implementation problems,

3. Provide technical advice, as needed to other activities of the IWD program

4. Preparing project documents and monitoring and evaluation data, as needed

The Senior Workforce Development Advisor will prepare, on demand as requested by the COR, written or oral progress reports, “success stories” and other information documents as needed. In addition, working with USAID/Indonesia’s Monitoring and Evaluation contractor, the advisor will compile, document, and analyze information needed to monitor the performance of the IWD project.

D. PERIOD OF PERFORMANCE

The term of contract will be for one year. Based upon contractor performance, continued Mission requirements and the continued availability of funds, the contract may be extended for one additional year. This is no intermittent and telework assignment.

E. POSITION ELEMENTS

1. Supervision Received: Per above, the Workforce Development Advisor reports to the Director of the Education Office. The USPSC is expected to demonstrate a high level of independence, professionalism, judgment and responsibility.
2. Available Guidelines: Guidelines for the Workforce Development Advisor include USAID’s ADS Series, Asia Bureau procedural guidance, Mission Orders, the Foreign Affairs Manual (FAM), Federal Acquisitions Regulations (FAR), and professional development literature. All of these are options and approaches rather than blueprints. Therefore, the Workforce Development Advisor must be able to assess alternatives and interpret the guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.
3. Exercise of Judgment: In carrying out specific assignments, the Workforce Development Advisor will be expected to maintain and interact technically and professionally in a highly collaborative manner with USG officials, USAID’s partners, and with other key actors including Government of Indonesia officials, international and bilateral donors, NGO leaders, international researchers and academics. The Workforce Development Advisor will work collaboratively with USAID/Washington, USAID/RDMA personnel, and other members of the USG community.
4. Authority to Make Commitments: The Workforce Development Advisor will have no authority to make commitments of U.S. Government financial, technical or personnel

resources. However the Workforce Development Advisor 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 program activities and budgets.

5. Nature, Level and Purpose of Contacts: The Workforce Development Advisor will work on a daily basis with the Education Office Director, other workforce development team members, members of the Essential Services DO Team Mission Management, USAID staff, Embassy officials, senior host government officials, international donors, partners and grantees. The Workforce Development Advisor will serve as a Mission point of contact with senior Indonesia Government officials for a number of workforce development activities under the USAID strategy. The Workforce Development Advisor is also expected to interact with other USAID technical teams and with private sector business associations and other civil society partners.
6. Supervision Exercised: Per above, the Workforce Development Advisor will not have supervisory responsibilities.

F. MEDICAL AND SECURITY CLEARANCE

The selected candidate must obtain a U.S. Government Facility Access security clearance and medical clearance. TCNs must obtain an Employment Certification by the RSO/U.S. Embassy, Jakarta, Indonesia. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain U.S. Government security and medical clearance will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearance are obtained. This availability must be indicated in your cover letter.

II. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate shall be a U.S./TCN citizen and must meet the minimum qualifications listed below. The applicant must submit an application in accordance with the guidance below – HOW TO APPLY.

Consideration and selection will be based on a panel evaluation of the Selection Criteria. Please note that only shortlisted/finalist applicants will be interviewed or contacted. USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Following is the evaluation criteria for this position:

10 Points

Education

The Senior Workforce Development Advisor is required to have

Bachelor degree in the field of Vocational/Technical Education, Educational Administration, or Non-formal Education.

40 Points

Prior Work Experience

The successful candidate for the position must have at least 10 years of professional development experience with increasing responsible positions in workforce development. A thorough understanding of major workforce problems frequently faced in transition economies and experience and knowledge of project management and evaluating development activities are required. A sound understanding of political, social, and economic realities in Indonesia is desirable. The Advisor must have a high degree of technical and analytical skills in the analysis of labor markets, workforce development options for the poor and vulnerable, and encouraging the involvement of the private sector in workforce development activities.

20 Points

Language Proficiency

Candidates must be fluent in English and a working knowledge of Bahasa Indonesia is desirable. Given the nature of the position, effective written and oral communication skills are critical to successful performance. The successful candidate must be able to communicate orally and in the writing, sensitively, clearly, and accurately with little editorial changes with USAID project beneficiaries and Mission employees; GOI officials at the Minister level, provincial and district; private sector firms and associations; the U.S. Embassy in Jakarta, USAID/W, the State Department; and the general public. The applicant should have a demonstrated ability to produce professional quality analytical reports and make oral presentations logically and persuasively to a wide variety of audiences.

10 Points

The applicant must have previous experience in project monitoring and evaluation methods and have knowledge of budgeting and planning. Knowledge of the GOI national development priorities, policies, and procedures is beneficial.

20 Points

The Senior Workforce Development Advisor must have proven ability to work independently. Strong interpersonal skills are required to establish and maintain excellent contact with counterparts. The Advisor must also have a high degree of technical and analytical skills, the ability to conceptualize both strategically and programmatically, and strong operational and management skills.

Maximum Points Available: 100

At USAID's discretion, reference checks and interviews may be conducted as part of the evaluation process.

III. FINAL OUTBRIEF REPORT

Submission of final out brief report by the Contractor to his/her Supervisor prior to departure. The final out brief report will summarize the activities undertaken and the result during the performance of the contract.

IV. HOW TO APPLY

- A.** Please send a completed and signed Form AID 302-3 and a curriculum vitae containing the following information. Forms is available at the USAID website, <https://www.usaid.gov/documents/1861/uspsc-application-form-cover-form-and-form-aid-302-3>
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.

V. 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: U.S. / TCN PSC Offshore Hire Senior Workforce Development Advisor, GS-14)

U.S. MAIL

Ms. Susan L. Cheung
Supervisory EXO
American Embassy Annex
Unit 8200 USAID
FPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

INTERNATIONAL MAIL

Ms. Susan L. Cheung
Supervisory EXO
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)

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.

VI. MARKING INSTRUCTIONS

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

Solicitation Number SOL-497-15-000031

U.S. / TCN PSC Offshore Hire Senior Workforce Development Advisor, GS-14

VII. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **October 23, 2015 at 4:00 P.M. Jakarta Time.**

ADDITIONAL INFORMATION

Contract Information Bulletins (CIBs) or Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

AAPDs and CIBs contain changes to USAID Policy and General Provisions in USAID regulation and contract. Please refer to USAID website to locate relevant AAPDs and CIBs.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendix D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

As a matter of policy, and as appropriate, an off-shore U.S. / TCN PSC may be authorized the following benefits.

1. **ALLOWANCES** (as found in the Standardized Regulations (Government Civilian Foreign Areas) Sections cited below]. If applicable *
 - 1) Temporary Lodging Allowance (Section 120).
 - 2) Living quarters allowance (Section 130).
 - 3) Post Allowance (Section 220).
 - 4) Supplemental Post Allowance (Section 230).
 - 5) Separate Maintenance Allowance (Section 260).
 - 6) Education allowance (Section 270).
 - 7) Educational Travel (Section 280).
 - 8) Post differential (Chapter 500).
 - 9) Payments during Evacuation/authorized Departure (Section 600), and
 - 10) Danger Pay (Section 650).

2. **BENEFITS:**
 - 1) Employer's FICA and Medicare Contribution*
 - 2) Contribution toward Health & Life Insurance
 - 3) Pay Comparability Adjustment
 - 4) Eligibility for Worker's Compensation
 - 5) Annual & Sick Leave

*The USPSC's salary will be subject to employee's FICA and Medicare contribution.
FEDERAL TAXES: U.S. PSCs are not exempt from payment of Federal Income Taxes.

3. LIST OF REQUIRED FORM FOR PSCs

1. Offeror Information for PSCs Form (AID 302-3)
- ** 2. Contractor Physical Examination Form (DS-6561).

- ** 3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- ** 4. Questionnaire for Non-Sensitive Positions (SF-85).
- ** 5. Two sets of Finger Print Card (FD-258).

** 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.

(END OF SOLICITATION)