



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-16-000002
ISSUANCE DATE: March 14, 2016
CLOSING DATE: March 25, 2016
4:00 PM JAKARTA TIME

SUBJECT: Solicitation for Offshore Hire US/TCN Personal Services Contractor (US/TCN PSC) for the position of SENIOR PROGRAM ADVISOR, GS-15 (Re-advertisement)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens /TCN Citizens to provide services as Senior Program Advisor under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be in Jakarta, Indonesia.

U.S. nationals means an individual who is a U.S. citizen or a non-U.S. citizen lawfully admitted for permanent residence in the United States. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources.

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 Offshore Hire US/TCN Personal Services Contractor (US/TCN PSC)
for the position of SENIOR PROGRAM ADVISOR, GS-15 (Re-advertisement)**

SOLICITATION NO.: SOL-497-16-000002

ISSUANCE DATE: March 14, 2016

**CLOSING DATE/
TIME FOR RECEIPT OF APPLICATIONS:** March 25, 2016

POSITION TITLE: Senior Program Advisor

MARKET VALUE: GS-15 (\$102,646 – 133,444 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: This position will be for 3 (three) months with an option to extend for 3 (three) additional months and a further 3 (three) additional months.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

SUPERVISORY CONTROL: The Senior Program Advisor is expected to act independently with little direction and possibly step into manage day-to-day operations.

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

SECURITY CLEARANCE: Facility Access

I. POSITION DESCRIPTION

A. BASIC FUNCTIONS OF THE POSITION

This position will serve as a senior advisor to the USAID/Indonesia Program Office and a wide range of United States Agency for International Development (USAID) and United States Government (USG) stakeholders. The incumbent will serve as a senior manager, advisor, and mentor, providing advice and guidance to the Mission. The incumbent's role will be twofold: 1) support implementation of USAID/Indonesia's Country Development Cooperation Strategy (CDCS) 2014 - 2018; and 2) support the Program Office's day-to-day operations. This would include serving as the Acting Program Office Director (a Senior Foreign Service Officer position) in the absence of the Program Office Director.

The Senior Program Advisor is expected to provide recommendations on the implementation of the five-year strategy, as well as advising on program design and development as the mission implements the approved CDCS under the reshaped Development Objective (DO) and technical team structure, including FSN leadership of these teams. S/he will also guide the Mission on program budgets, policy formulation, private sector engagement, portfolio reviews, monitoring and evaluation (M&E), gender integration, and Mission compliance with ADS regulations.

The incumbent will be expected to establish effective working relationships within USAID, USG, Government of Indonesia (GOI), and the international community, as appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, in order to effectively represent the Agency among the various entities. The Senior Program Advisor will engender critical thinking, within the Mission and the interagency, that examines assumptions and fully explores alternatives in Mission plans, operations, and resources. S/he will resolve complex situations as they arise and exercise good judgment when confronted with sensitive/difficult issues. The Senior Program Advisor will counsel the Mission Director of issues of strategic importance on foreign assistance policy in Indonesia.

B. DUTIES AND RESPONSIBILITIES

The Senior Program Advisor will carry out the following specific duties:

1. Development Policy Advice and Guidance (30%)

The incumbent is expected to provide expert advice on USAID management issues to Senior Mission management, and most particularly to the Mission Director and at times the Ambassador on a variety of issues including advancing the CDCS. This includes, but is not limited to:

- Advising on new developments in Indonesia and their implications for the CDCS – strategic direction and implementation.
- Identifying and analyzing barriers and issues to policy implementation, etc.
- Provides support to the Mission Director on the application of development paradigms and aid effectiveness principles with host country and international partners on matters of broad USG interest.

- Preparing recommendations for implementation of new processes, systems, procedures or organizational change; and assisting management in monitoring the implementation of new processes, procedures and systems as related to helping the Mission function more efficiently and effectively.
- Supporting the training of both new and local personnel in the application of new processes, systems, and procedures. Involving staff extensively in the work of the unit, exposing them to increasing levels of responsibility, substance and independence. This may include mentoring new staff as needed.
- Supporting and advocating for donor coordination and strategic engagement to leverage development resources with external partners, including non-traditional partners.
- Preparing and negotiating program agreements with GOI. This requires excellent problem-solving skills to resolve unforeseen complications.
- Assisting the Mission to pursue more alliances with companies, foundations, etc. and seeking greater Indonesian contribution and ownership in assistance programs as directly related to the implementation of the CDCS.
- Advising the Donor community of USAID work and coordinating our strategic response to Government of Indonesia priorities that may arise.

2. Strategic Planning and Project Design (30%)

The Senior Program Advisor is expected to play a key role related to the conceptualization, design, documentation, and/or management of programs and/or projects that focus on USAID/Indonesia's development programs. To do so, s/he serves as the subject matter expert so that s/he:

- Advises and guides strategic planning including the work of technical and DO teams on strategic analysis, implementation of USAID/Indonesia's CDCS, and the Agency's program cycle. The incumbent will also assist the Mission to ensure that the CDCS continues to be data driven and evidence-based.
- Directs Mission review of proposed project and advises on activity design based on the Mission strategy, results framework, and expert project development analysis.
- Advises the Mission Director, Senior Mission management and senior staff on critical key issues/constraints affecting Indonesia programs. The incumbent also provides programmatic management input on high visibility projects, consulting with professionals in various sectors.
- Supports the continued alignment of the Mission's portfolio to the CDCS structure.
- Promotes collaboration by technical and DO teams, including collaboration with host country and inter-agency priorities.
- Identifies actual or potential implementation problem areas and recommends corrective action, with particular emphasis on helping to identify areas of analytical inquiry that should be pursued to strengthen activity implementation.

3. Implementation Support (35%)

The incumbent supports the Mission's implementation and reporting requirements by providing advice on planning, budgeting and performance reporting processes as follows:

- Provides expertise on budgeting of foreign assistance resources and applies an understanding of budget cycle and resource management processes including legislative requirements to optimally align activity and project budget resources with strategy and policy objectives. Analyzes budget data in order to propose budget solutions to pipeline issues, changes in the country context, USG priorities and programmatic performance.
- Enhances project and program monitoring by leading the implementation of change management. The incumbent advises on Agency performance management procedures and assists in applying learning to project design and implementation.
- Contributes to the Mission's assessment of program objectives and the review of performance progress. S/he will play a key role in the Mission's performance reviews, including the Portfolio Reviews of each DO/technical team and any special performance reviews.
- Supports the selection, recruitment, mentoring, recognition and retention of Program Office personnel. Mentors and helps focus professional/technical throughout the Mission to develop and implement impactful programs.
- Advises on the preparation of mandated reports to Washington by coordinating overall preparations and submission of the annual Operational Plan (OP), Performance Plan and Report (PPR), Mission Resource Request (MRR), Congressional Budget Justification (CBJ), and Congressional Notifications.
- Advises on outreach and communication with various external entities including the Embassy Public Affairs Section and the Bureau of Legislative Affairs to support development and foreign policy objectives. The incumbent articulates Agency policies and US foreign policy, communicates well with people at all levels and effectively facilitates discussions and/or meetings. This may include high-level briefings and presentations to various internal and external audiences on all strategic and programmatic issues.
- Mentors across cultures and across disciplinary specialties, skillfully wielding influence where there is no direct line of authority, and provides rapid assessment of opportunities and constraints.
- Responds flexibly and capably to a wide range of work-related requests such as: (1) U.S. Embassy and USAID/Washington requests; 2) stakeholder requests for program information; 3) advice on unsolicited proposals; and 4) carrying out ad hoc assignments as dictated by unforeseen operational requirements at the discretion of Senior Management.
- Carries out other duties as assigned by senior management.

4. Other Duties (5%)

- All other duties as assigned and appropriate.

C. POSITION ELEMENTS

1. **SUPERVISION RECEIVED**: Incumbent will report to the Program Office Director or his/her designee, but the incumbent is expected to work independently in carrying out responsibilities. At times, the incumbent will work directly for the Mission Director as needed.
2. **AVAILABLE GUIDELINES**: Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Federal Acquisition Regulation (FAR), AID Acquisition Regulation (AIDAR), 22CFR226, Automated Directives System (ADS), Mission Orders and Mission Notices. In addition, the incumbent will have to absorb, comprehend and apply relevant GOI regulations and guidelines.
3. **EXERCISE OF JUDGMENT**: The incumbent's responsibilities include a variety of duties and processes requiring extensive exercise of leadership, judgment, decision-making, teamwork, and communications management. The knowledge, methods and techniques from the project/program management field are well defined, but require choices or alternate courses of action. They provide opportunity for adaptation and the exercise of judgment and interpretation in their application. Experienced judgment is required to analyze, interpret, and adapt prior experience, and to be innovative in order to successfully advance the Mission's objectives.
4. **AUTHORITY TO MAKE COMMITMENTS**: No.
5. **SCOPE AND EFFECT**: The work of this position will have a wide-ranging impact on the design, direction, monitoring and evaluation and success of USAID development assistance programs and projects in Indonesia. This in turn will help determine the degree of success and sustainability the U.S. Government's development program has in the country. In addition, as a trainer and mentor, the incumbent will impact the careers and work of a number of USAID/Indonesia employees.
6. **NATURE, LEVEL, AND PURPOSE OF CONTACTS**: The incumbent's contacts are with GOI officials, other development agencies, U.S. Embassy personnel, USAID/Washington, and U.S. and local implementing partners, the private sector, and local and international media. Assists the Mission to leverage USAID resources with other development agencies, and pursue more alliances with companies, foundations, etc. and seek greater Indonesia contribution and ownership in assistance programs.
7. **SUPERVISION EXERCISED**: Mentor and help focus Program Office staff and Mission professional/technical staff to develop and support the implementation of impactful programs.
8. **TIME REQUIRED TO PERFORM FULL RANGE OF DUTIES**: The incumbent is expected to perform the full range of duties within this period.

D. PERIOD OF PERFORMANCE/TIMING

The desired selection start date for the position is o/a June 2016. The contract will be for 3 (three) months with an option to extend for 3 (three) additional months and a further 3 (three) additional months.

E. MEDICAL AND SECURITY CLEARANCE

The selected candidate must obtain a U.S. Government security clearance and medical clearance. 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. Department of State Medical Unit 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 & SELECTION CRITERIA

In order to be considered for the position, a candidate shall be a U.S. citizen or Third Country National and must submit an application in accordance with the guidance below – How to Apply.

Consideration and selection will be based on the evaluation criteria factors listed below. 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 evaluation criteria factors listed below.

10 Points

Education

The successful candidate must have at least a Bachelor 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.

30 Points

Work Experience

Minimum of 15 years' experience, including senior leadership and management in a large organization as well as in program and project design, and or bilateral/multilateral assistance programs / organizations. Experience working in Indonesia is desirable not required.

15 Points

Language Proficiency

Outstanding written English and communications skills,

analytical ability, and editorial skills are necessary. Knowledge of Bahasa Indonesia is highly desirable.

20 Points

Knowledge

Thorough knowledge of international affairs, U.S. foreign policy; demonstrated ability to work on project design. S/he must have and demonstrate knowledge of aid and development effectiveness principles and supports donor coordination and assists in U.S. government interagency coordination to achieve common USG objectives.

25 Points

Skills and Abilities

The Senior Program Advisor 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.

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/forms>
- 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: Senior Program Advisor, GS-15)

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-497-16-000002
SENIOR PROGRAM ADVISOR

VII. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **March 25, 2016 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) pertaining 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 USPSC may authorized for the following benefits:

1. BENEFITS:

- Employee's FICA & Medicare Contribution (US Citizens)
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- 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) – beginning of day 43.
- Payments during Evacuation/authorized Departure (Section 600), and
- Danger Pay (Section 650) – N/A

3. FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.

LIST OF REQUIRED FORMS FOR USPSCs

1. Offeror Information for PSCs Form (AID 302-3)
2. 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. Fingerprint Cards (SF-87) for two sets of finger prints

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.

SOLICITATION NO: SOL-497-16-000004

Clearances:

PRO: _____ DATE: _____

EXO: _____ DATE: _____