



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-16-000004
ISSUANCE DATE: March 23, 2016
CLOSING DATE: April 6, 2016
4:00 PM JAKARTA TIME

SUBJECT: Solicitation for Resident Hire US/TCN Personal Services Contractor (US/TCN PSC) for the position of SOUTH-SOUTH & TRIANGULAR COOPERATION SPECIALIST (PART TIME)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Nationals and Third Country Nationals (TCN) to provide services as a Part Time South-South & Triangular Cooperation Specialist under a Personal Services Contract, as described in the attached solicitation.

U.S. National 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.

This is considered a Resident Hire position and as such no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.). 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 accepted. 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 Resident Hire US/TCN Personal Services Contractor (US/TCNPSC) - SOUTH-SOUTH & TRIANGULAR COOPERATION SPECIALIST (PART TIME)

SOLICITATION NO.: SOL-497-16-000004

ISSUANCE DATE: March 23, 2016
+
CLOSING DATE/TIME
FOR RECEIPT OF APPLICATIONS: April 6, 2016 at 4:00 P.M. JAKARTA
TIME

POSITION TITLE: South-South & Triangular Cooperation Specialist. This is a Resident Hire US/TCN PSC Part Time position for **20 hours/week**.

MARKET VALUE: **GS-11 (\$25,905 – 33,677 per annum) for 20 hours/week work.**
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-11 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: This position will be for a one year contract with a possible one-year extension.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

AREA OF CONSIDERATION: **U.S. Citizens, U.S. Resident Alien, and Third Country Nationals.**

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

POSITION TITLE OF DIRECT SUPERVISOR: The Director of Democratic, Rights, and Governance Office or his/her designee.

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. BASIC FUNCTIONS OF THE POSITION

The Specialist serves as the Mission's South-South and Triangular Cooperation (SSTC) Specialist. The Specialist will work under the supervision of the Democracy, Rights and Governance (DRG) Office Director or his/her designee and will be USAID's focal point as it relates to SSTC policy, programming communication, and coordination.

This Scope of Work includes travel; interaction with Mission-funded contractors and grantees; coordination with other development partners, and Embassy colleagues; and dialogue with leading counterparts in both the public and the private sector.

Background

The Government of Indonesia (GOI) has engaged in international development cooperation since 1981. Over the past 10 years, the GOI estimates that it has provided approximately \$42 million in South-South and Triangular Cooperation (SSTC) programs. Paradoxically, Indonesia continues to benefit from development assistance as it also embarks on its own program of providing foreign assistance.

While Indonesia's contributions to development cooperation are promising, especially its ability to share its own experiences and technical knowledge, there are still coordination issues. Multiple ministries manage and implement development assistance. There is no one clear specific development cooperation unit managing or facilitating the flow of development assistance to third countries. In 2010, to improve coordination among the ministries, the GOI established the National Coordination Team (NCT) on SSTC comprised of four ministries, the Ministry of National Planning (BAPPENAS), Ministry of Foreign Affairs (KEMLU), Ministry of the State Secretariat (Setneg) and the Ministry of Finance, to bring more coordination and focus to SSTC. BAPPENAS leads the coordination efforts within the NCT. Coordination is improving, but it is definitely challenging to coordinate and plan with all of the implementing agencies (more than 40) involved in the provision of development cooperation from the Ministries of Health and Public Works, to public research institutes and private institutions. Additionally, staff managing development cooperation and assistance stress the need for capacity in development cooperation issues such as the project design cycle, including planning, monitoring and evaluation, procurement and implementation mechanisms and outreach so that GOI's financial contributions make sustainable impact under SSTC.

As seen with other emerging donors, Indonesia is a middle-income country with many unresolved domestic socio-economic issues. In this context, the appropriateness of establishing institutionalized development cooperation as a government policy area remains a delicate issue and the discussion on the most adequate institutional framework to support it requires deeper exploration.

Specific issues and challenges include:

- Different GOI partners implement development cooperation through different channels
- Knowledge of development practices within GOI staff still minimal
- Cumbersome budgeting process through each ministry
- Insufficient staff capacity of relevant ministries to implement projects and activities
- Budget and procurement infrastructure for providing bilateral assistance still to be developed

Lack of domestic constituency for international development cooperation is an issue. The country still has large pockets of poverty, and sending money abroad for development could be controversial. The initial desk review of country case studies, consultations and interviews reveal a range of challenges and issues in establishing an international development agency in Indonesia. Additionally, establishing yet another new institution could put significant strain on Indonesian cooperating institutions. The GOI has determined in the short term it will use the NCT institutional framework to administer SSTC. Under the GOI's commitment to aid effectiveness and development cooperation the institutional framework should be an efficient and effective way of coordinating its development assistance. The GOI, Japan International Cooperation Agency (JICA) and the University of Indonesia stated in a 2013 report on SSTC lessons learned that "Coordination among line ministries for [SSTC] is necessary for future program development ... It is expected that Indonesia can develop comprehensive program mapping under SSTC." The GOI believes definitions of assistance and a set of criteria for determining what falls within SSTC assistance will help provide a key coordination and tracking mechanism under the NCT.

One part of this coordination includes understanding how many financial resources are spent abroad in financial assistance. While the Government of Indonesia is taking positive steps to calculate how much it has spent to date on South-South Cooperation (SSC) (estimated at \$42 million over the last ten years, plus \$7 million in humanitarian assistance in the past two years) it is still unclear the exact amount and manner of assistance it provides to third countries.

Since there is no central coordinating mechanism to track development coordination this is a conservative estimate. While \$4 million a year may not warrant a separate agency yet, officials agree that the impact from the \$42 million investment has been limited. An important factor is that the Indonesian Parliament (DPR) plays a key role in the budgeting process and convincing the DPR of the importance of international assistance remains controversial. Additionally, by Indonesia's international commitments under the Busan Partnership for Effective Development Co-Operation, GOI is committed to transparent,

accountable and results driven aid effectiveness. As part of these commitments, governments should report their development assistance to the OECD (Organization for Economic Co-operation and Development (OECD) and the Development Assistance Committee (DAC).

The NCT is currently working on a three-phase Grand Design for SSTC through 2025, however the Grand Design documents are currently being finalized within higher levels of government, but in discussions with the NCT they have expressed support to help align this USAID project with the un-finalized blueprints for SSTC and the Standard Operating Procedures (SOPs) to coordinate triangular cooperation. While it is unclear how the GOI roadmap will bring a coordinated focus to SSTC under the current fragmented environment, it is clear that Indonesia is committed to South-South and Triangular Cooperation (SSTC) and sharing its experiences on the world stage.

B. DUTIES AND RESPONSIBILITIES

Major Duties and Responsibilities

The incumbent will work in the USAID Democracy, Rights and Governance Office. S/He will work closely with the South-South and Triangular Cooperation National Coordination Team (NCT) under the Directorate for International Cooperation at BAPPENAS. S/He will advance the concepts and practices of South-South and Triangular Cooperation, further outlined in the MOU between the USG and Indonesia and contemplated in USAID's Country Development Cooperation Strategy (CDCS).

Specifically, the incumbent is expected to:

Develop and implement strategies for SSTC (60%)

- Actively participate in National Coordination Team meetings, events, and monitoring and evaluation visits to gain a deeper understanding of current issues to ensure host country buy-in, alignment, and division of labor among stakeholders in the SSTC arena.
- Provide analysis of briefs and papers to guide policy advocacy and program development efforts.
- Promote achievement of tangible results by operationalizing the MOU and work with the National Coordination Team and interagency/other USAID Missions to identify SSTC pilot programs b/w the U.S., Indonesia, and a third country.
- Scan development practices in the region and via other USAID Missions, etc., coordinate production of analysis of best practices, lessons learned (both good and bad examples) and promote networks from Government, private sector, civil society and other development partners to strengthen the use of South-South and Triangular Cooperation as a development tool.

SSTC Engagement Technical Assistance for Mission Personnel (15%)

- Maintain and follow SSTC protocol to keep relevant stakeholders up to date on SSTC.

- Facilitate brown bags, draft fact sheets and updates as well as generate general outreach materials to promote a better understanding of SSTC within the USG and GOI.
- Develop an options paper of management issues on how to further enhance equal partnership.
- Initiate resource mobilization and intensify institutional/development partnership efforts.
- Provide guidance to the SSTC project team in managing projects and activities.

Program/Policy Analysis and Reporting (15%)

- Ensure that activities are appropriately documented in required reports and regular updates given to USAID stakeholders and external development partners, including the Operational Plan, Performance Plan and Report, portfolio reviews, annual budget, congressional presentations, briefs and talking points.
- Prepare concept papers and other relevant documents, and initiate and describe project ideas and initiatives in accordance with USAID/Indonesia’s strategy, the current environment in Indonesia, the institutional capabilities of potential partners, and purposes of potential USAID assistance.

Other (10%)

- Any other duties as assigned by the Director of the DRG Office or his/her designee that furthers the effectiveness and efficiency of the office in carrying out its functions.
- Travel required.

C. POSITION ELEMENTS

- a) Supervision Received: The South-South and Triangular Cooperation Specialist will work under the direct supervision of the Democracy, Rights and Governance Office Director or his/her designee. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required. The incumbent is expected to work with a high degree of independence and should be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be proactive as well as self-motivated.
- b) Available Guidelines: In instances not covered by written guidelines, the incumbent will use her/his professional, well-informed judgment with full knowledge and understanding of the nature and goals of the position and of the program budget. The incumbent must use substantial judgment to interpret for Mission staff Agency guidelines, requirements, and agency policies and is

expected to be a resource for Mission staff having questions about these guidelines.

- c) Exercise of Judgment: Considerable judgment is required; the incumbent works with procurement-sensitive information and must be discrete in handling this information. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct. The incumbent will have frequent contact with senior development partners and GOI officials and is expected to represent the Agency's interests effectively in such fora.
- d) Nature, Level, and Purpose of Contacts: Incumbent maintains day to day contacts with business leaders, foundation and NGO personnel, senior and intermediate GOI officials, USAID/Washington key officials, officials of the U.S. Embassy and its Consulates, as well as staff of other multilateral (World Bank, Asian Development Bank, etc.) and bilateral donor agencies. The incumbent will have frequent contact with senior development partners and GOI officials and is expected to represent the Agency's interests effectively in such fora.
- e) Supervision Exercised: Oral guidance from the immediate Supervisor and specific detailed written instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall program and budget activities within USAID/Indonesia, including but not limited to USAID's program planning policies as set forth in the Agency's Automated Directives System (ADS), USAID's gender and evaluation related policies and guidance, Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.
- f) Authority to Make Commitments: The Specialist must take action and establish priorities based on available guidelines and professional judgment. Guidance should be sought when needed, and the supervisor informed of activity and project status.
- g) Time Required to Perform Full Range of Duties After Entry Into The Position: One year with the option to extend. Based on completion of the required probationary period and on an overall summary rating of Good (or better i.e., exceptional) on the annual Employee Performance Report (EPR).

D. PERIOD OF PERFORMANCE

1. The contract will be for one year with a possible one-year extension.
2. This position is equivalent to a GS-11 position. The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate.

II. REQUIRED QUALIFICATIONS

- a) Education: Minimum education requirement of a Bachelor's degree in International Relations, Social Science, Economics, and other relevant academic discipline.
- b) Prior Work Experience: Minimum of 5-7 years of experience in the development field including policy development, program planning and management, or related field; Minimum of 3 years in international advisory or program management positions; Country office/regional experience in developing resource mobilization strategy and competency in inter-governmental partnership is desirable; Knowledge of South-South and Triangular Cooperation is desirable; Experience in advocacy activities is desirable.
- c) Post-Entry Training: The incumbent is expected to learn the skills and knowledge required to understand USAID's internal processes and perform the duties/responsibilities of this position. USAID provides mandatory training for all new employees in order to meet these criteria. All new staff are required to take training focused on the Agency's established policies, procedures, and regulations that govern USAID project design, budgeting, procurement and activity management roles and responsibilities.
- d) Language Proficiency: Candidates must be in fluent in English. Given the nature of the position, effective written and oral communications skills are critical to perform successfully in the position. Incumbent must be able to communicate effectively, sensitively, and accurately with: 1) Indonesian and international businesses and social enterprises; 2) foundations; 3) NGOs; 4) USAID project beneficiaries and participants 5) all categories of Mission employees; 6) Government of Indonesia officials at the Minister level, provincial and district; 7) other international and local organizations, donors, UN and other embassies; 8) counterparts of USAID in Washington and at the State Department (at the US Embassy in Jakarta and in Washington; and 9) the general public. The incumbent is required to be able to assist in the preparation of briefing documents, including participation in the drafting of certain sections of annual technical, programmatic and financial reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.

The applicant should have a demonstrated ability to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior USG officials, private businesses, corporations, foundations, NGOs other non-traditional development organizations, other donors, and foreign government officials. Applicant will need to possess or rapidly develop the ability to explain USAID objectives and procedures as well as U.S. government legislation relating to development assistance to external partners and colleagues, both technical and

non-technical colleagues. In the same vein, must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission management.

- e) Knowledge: The incumbent must be skilled in project management, monitoring and evaluation methodologies, and some knowledge of planning and budgeting processes. The incumbent should have thorough knowledge of the Government of Indonesia (GOI) national development priorities, policies and procedures.

- f) Skills and Abilities: Proven ability to work independently with minimal supervision or guidance is required. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts both inside and outside USAID in order to explain USAID objectives and procedures as well as U.S. government legislation relating to development assistance. A high degree of technical, analytical, and quantitative skills required for analysis of markets, business development and related policies required; significant technical, analytical and quantitative skills related to development activities and policies preferred. The following skills and abilities are also sought: strong quantitative and analytical skills, operational and management skills, computer skills including ease and skill in using word processing programs, email, databases and spreadsheets; manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically. The Mission is seeking a self-starter to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and adapt to the existing management team. In addition, the position will require an entrepreneurial, goal-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. The above responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.

III. EVALUATION CRITERIA

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

1. **Education: (10 points)** Minimum education requirement of a Bachelor's degree in International Relations, Social Science, Economics, and other relevant academic discipline.

2. **Prior Work Experience: (20 points)** Minimum of 5-7 years of experience in the development field including policy development, program planning and management, or related field; Minimum of 3 years in international advisory or program management positions; Country office/regional experience in developing resource

mobilization strategy and competency in inter-governmental partnership is desirable; Knowledge of South-South and Triangular Cooperation is desirable; Experience in advocacy activities is desirable.

3. **Language Proficiency: (10 points)** Candidates must be in fluent in English. Given the nature of the position, effective written and oral communications skills are critical to perform successfully in the position. Incumbent must be able to communicate effectively, sensitively, and accurately with: 1) Indonesian and international businesses and social enterprises; 2) foundations; 3) NGOs; 4) USAID project beneficiaries and participants 5) all categories of Mission employees; 6) Government of Indonesia officials at the Minister, provincial and district levels 7) other international and local organizations, donors, UN and other embassies; 8) counterparts at USAID/Washington and at the State Department (at the U.S. Embassy in Jakarta and in Washington; and 9) the general public. The incumbent is required to be able to assist in the preparation of briefing documents, including participation in the drafting of certain sections of annual technical, programmatic and financial reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.
4. **Knowledge (30 points):** The incumbent must be skilled in project management, monitoring and evaluation methodologies, and have some knowledge of planning and budgeting processes. The incumbent should have thorough knowledge of the Government of Indonesia (GOI) national development priorities, policies and procedures as they relate to SSTC matters
5. **Skills and Abilities (30 points):** Proven ability to work independently with minimal supervision or guidance is required. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts both inside and outside of USAID and in order to explain USAID objectives and procedures as well as U.S. government legislation relating to development assistance. A high degree of technical, analytical, and quantitative skills related to the analysis of markets, business development and related policies required; significant technical, analytical and quantitative skills related to development activities and policies preferred. The following skills and abilities are also sought: strong quantitative and analytical skills, operational and management skills, computer skills including ease and skill in using word processing programs, email, databases and spreadsheets; manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically. The Mission is seeking a self-starter to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and adapt to the existing management team. In addition, the position will require an entrepreneurial, goal-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. The above responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.

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

Maximum Points Available: 100

V. 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.

VI. HOW TO APPLY

- A. Please send a completed and signed Form AID 302-3 and 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 example, 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:

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

VI. MAILING ADDRESS

Interested candidates should send the above information via U.S. or International mail to the attention of: **Ms. Susan L. Cheung, Supervisory EXO**, at one of the following addresses

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. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB. 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.

Please submit all electronic submissions to the above email address.

VII. MARKING INSTRUCTIONS

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

**SOLICITATION # SOL-497-16-000004
SOUTH-SOUTH & TRIANGULAR COOPERATION SPECIALIST
(PART TIME)**

VIII. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **April 6, 2016 at 4:00 P.M. JAKARTA TIME.**

IX. ADDITIONAL INFORMATION

As a matter of policy, and as appropriate, a Resident Hire employee may only be eligible for the benefits listed under item 1 below:

1. BENEFITS

- a. Employee's FICA & Medicare Contribution (U.S. Citizens)
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

2. LIST OF REQUIRED FORMS FOR PSCs

1. 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).

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

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