



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-16-000006
ISSUANCE DATE: April 22, 2016
CLOSING DATE: May 19, 2016
4:00 PM JAKARTA TIME

**SUBJECT: Solicitation for Off-Shore U.S. Personal Services Contractor (USPSC)
for the position of SENIOR EDUCATION ADVISOR**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens to provide services as a Senior Education 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. Personal Services Contractor (USPSC) for the position of SENIOR EDUCATION ADVISOR

SOLICITATION NO.: SOL-497-16-000006

ISSUANCE DATE: April 22, 2016

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: May 19, 2016 at 4:00 P.M. Jakarta Time

POSITION TITLE: Senior Education Advisor

MARKET VALUE: **GS-14 (\$87,263 - \$113,444 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-14 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: The contract will be for fifteen (15) months

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

AREA OF CONSIDERATION: United States Citizens.

SUPERVISORY CONTROL: The Senior Education Advisor is expected to supervise Foreign Service National (FSN) staff, while demonstrating a high level of independence, professionalism, judgment and responsibility.

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: The selected candidate must be able to obtain required medical and **SECRET** level security clearances prior to the execution of the contract.

POSITION DESCRIPTION

A. OVERVIEW

1. Mission Program

As the world's most populous Muslim country, fourth largest democracy, and a key U.S. trading partner, Indonesia plays a fundamental role in efforts to maintain political and economic stability in Southeast Asia. USAID/Indonesia's portfolio of U.S. foreign assistance activities is the cornerstone of U.S. Government (USG) efforts to promote transformational diplomacy in the fourth most populous and largest Muslim-majority country in the world. Developments in Indonesia have profound implications for U.S. strategic interests in fighting global terrorism, preserving regional stability, strengthening democracy and promoting increased trade and investment. USAID works closely with other USG Agencies to implement a coherent, coordinated and robust foreign assistance strategy for Indonesia.

Under its new five-year strategy, USAID/Indonesia has four objectives: strengthening democratic governance; improving essential human services for the poorest and most vulnerable including maternal and child health; advancing global development priorities of mutual interest including controlling infectious diseases; and increasing collaborative achievement in science, technology and innovation.

2. Education Office Portfolio

USAID/Indonesia's Education Office supports five major activities: 1) basic education; 2) higher education; 3) participant training; 4) workforce development; and, 5) science, technology, and innovation. The Office includes ten FSNs, two USPSCs and three FSOs. Its flagship basic education program will close in mid-2017. The Mission anticipates completing the mid-term review of its Country Development Cooperation Strategy by June 2016. The outcome of this review will affect planning for future activities in the Education Office, particularly for basic education and participant training. Through the Office's higher education activities, it also directly supports the Mission's fourth development objective (DO) regarding achievement in science, technology, and innovation. Over the next year, the Office will begin a higher education activity that focuses on strengthening research capacity at various Indonesian universities through a partnership program with U.S. universities along with an activity enhances the capacity for evidence-based decision making in Indonesia. Additionally, workforce development activities have utilized an innovative co-design and co-creation process which anticipates awards to implementing partners sometime by mid-2016. Finally, the participant training portfolio supports Indonesian students in achieving Masters Degrees at U.S. and Indonesian universities.

B. BASIC FUNCTIONS OF THE POSITION

The Senior Advisor assists in managing the Mission's Education program, which seeks to improve the quality of education and promote human capacity development in Indonesia.

The incumbent collaborates closely with other USG agencies, Government of Indonesia counterparts, foreign donors and private sector partners. The Senior Advisor will directly supervise FSN employees and oversee the management of the projects those FSNs manage. S/he will work collaboratively with the Director and other colleagues in the Education Office to ensure that each activity successfully progresses in achieving its respective goals.

The incumbent will be expected to establish effective working relationships within USAID, USG, Government of Indonesia and the international community, when necessary and appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies and budget, particularly in the field of education, in order to effectively represent the Agency among various entities.

C. DUTIES AND RESPONSIBILITIES

The Senior Advisor will carry out the following specific duties as listed:

- Assist the Office Director in overall management of the Education Office;
- Supervise and mentor FSN staff members in their project management duties, interactions with Mission personnel, and GOI counterparts, including completing annual employee performance reports;
- Advise FSO and PSC team members on best practices for completion of tasks;
- Oversee the process for project close-out and start-up, when and where appropriate;
- Draft, review, and edit documents for internal and external review, including, but not limited to the USAID and Embassy Front Offices, USAID/Washington, and the Government of Indonesia;
- Advise on higher-education supported ST&I activities in accordance with the DO;
- Provide advice to the inclusive workforce development team's activities that focus on poor and vulnerable youth;
- Ensure Education Office activities successfully integrate with other technical office activities to successfully meet development objective goals;
- Develop and maintain working relationships with other USAID/Indonesia offices, other USG Agencies, and the GOI;
- Coordinate budget with appropriate personnel on various technical and support teams to determine how Mission funds will be utilized for Education Office activities;
- Represent USAID/Indonesia in meetings, seminars and conferences on education-related topics, locally, regionally and internationally;

- Report regularly to Office Director and, when necessary, the USAID/Indonesia Front Office on Education Office topics, including, but not limited to, personnel, activity progress, and project expenditures;
- Accompany Education Office and Mission personnel on trips for project monitoring and review;
- Undertake other required tasks, which are consistent with the supervisory, advisory, managerial and reporting requirements of this position.

D. POSITION ELEMENTS

1. Supervision Exercised: FSN staff members in Education Office.
2. Supervision Received: Incumbent will report directly to the Education Office Director.
3. Available Guidelines: Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Federal Acquisition Regulation (FAR), AID Acquisition Regulations (AIDAR), Automated Directives System (ADS), Mission Orders (MO), and Mission Notices.
4. Authority to Make Commitments: No.
5. Nature, Level and Purpose of Contacts: Personal contacts are with USAID and U.S. Embassy Indonesia personnel, USAID/Washington, GOI officials, U.S. and local implementing partners.

E. PERIOD OF PERFORMANCE

The desired selection start date for the position is o/a August 2016. The term of contract will be for fifteen (15) months.

F. MEDICAL AND SECURITY CLEARANCE

The selected candidate must obtain a U.S. Government SECRET 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. 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.

I. REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate shall be a U.S 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:

1. Education and

technical knowledge (15 points): Masters level or higher degree in public education, international development, international relations, or similar social science field. Technical expertise in at least one of the following areas: basic education, higher education, vocational education/workforce development, STEM education, training/adult learning. Demonstrated knowledge of development program administration and management.

2. Work Experience (30 points):

Demonstrated experience in program and personnel management, including:

- Minimum of ten (10) years' experience in international development, particularly with education programming.
- Experience managing multiple projects simultaneously.
- Experience working in a multicultural environment and managing individuals from another culture than their own.
- Experience managing activities with comparable complexity and diversity; and demonstrated effectiveness in engaging all relevant stakeholders including other donors, NGOs, government counterparts, the private sector, etc.
- Experience with problem solving and analysis in relation to complex projects in a highly sensitive environment.

- Experience in higher education and/or STEM education is desirable, but not required.
- Experience in Indonesia is desirable, but not required.

3. Interpersonal and management skills (30 points):

Demonstrated strong management and organizational skills; demonstrated ability to interact with a broad range of internal and external partners; and demonstrated ability to work effectively in a multidisciplinary and multicultural team environment.

4. Communication (25 points):

Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing. Demonstrated ability to prepare briefing documents, presentations, program reports and correspondence in a professional and competent manner requiring little to no editorial changes in English. Demonstrated superior analytical, writing and oral presentation skills, preparation of contractual scopes of work, technical reports, and policy briefs.

Maximum Points Available: 100

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

II. 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.

III. 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.

IV. MAILING ADDRESS

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

E-MAIL: jktrecruitmentpsc@usaid.gov

(Subject: U.S. PSC Offshore Hire Senior Education 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.

V. MARKING INSTRUCTIONS

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

Solicitation Number SOL-497-16-000006
U.S. PSC Offshore Hire Senior Education Advisor, GS-14

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **May 19, 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) 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. 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. Contractor Employee Biographical Data Sheet (AID 1420-17)
- ** 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 Fingerprint Chart (SF-87).

** 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)