



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-16-000007
ISSUANCE DATE: June 16, 2016
CLOSING DATE: June 30, 2016
4:00 p.m. Jakarta time

SUBJECT: Solicitation for Offshore Hire U.S./Third Country Nationals Personal Services Contractor (US/TCN PSC) of Forestry Management Advisor, GS-13

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens and Third Country Nationals to provide services as Forestry Management 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 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/

Andrea Plucknett
Contracting Officer
USAID/Indonesia

ATTACHMENT 1

Solicitation for Offshore Hire U.S./Third Country Nationals Personal Services Contractor (US/TCN PSC) of Forestry Management Advisor, GS-13

SOLICITATION NO.: SOL-497-16-000007

ISSUANCE DATE: June 16, 2016

**CLOSING DATE/
TIME FOR RECEIPT OF APPLICATIONS:** June 30, 2016 at 4:00 p.m. Jakarta time

POSITION TITLE: Forestry Management Advisor

MARKET VALUE: GS-13 (\$73,846 - \$96,004 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS-13 pay range will not be entertained or negotiated**

PERIOD OF PERFORMANCE: This position will be for 11 (eleven) months.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

AREA OF CONSIDERATION: US Citizens and Third Country Nationals.

SUPERVISORY CONTROL: None

POSITION TITLE OF DIRECT SUPERVISOR: SCAPES Team Leader

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 of

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. OVERVIEW & BACKGROUND

The candidate selected for the position of Forest Management Advisor will be a key member of the USAID Indonesia Environment Office, and will serve as the key technical advisor for forest and sustainable landscapes (SL) issues on the Land and Seascapes (SCAPES) Team.

S/he will advise the SCAPES Team Leader and Deputy Office Director, as well as appropriate USG from other agencies, on subjects related to climate change, forest conservation and management, land use planning and biodiversity protection. As an expert in these areas, s/he also plays an important advisory role in developing forest conservation and sustainable landscapes strategies, policies, and guidelines. The Forest Management Advisor will be a key staff person responsible for collaboration with the Ministry of National Development Planning, Ministry of Environment and Forestry and other relevant GOI entities, the U.S. Embassy, and multiple implementing partners, to ensure project implementation addresses USAID Indonesia's strategic objectives and Indonesia's relevant international commitments.

The incumbent will draw upon other sectors in the Mission, and his/her counterparts in USAID/Washington and the Regional USAID Offices in Bangkok for technical and administrative support and assistance as well as providing technical assistance to other members of the Mission and USG agencies in her/his area of expertise. This role requires technical leadership, results-oriented analysis, advocacy, and constant and clear communication with all entities. The incumbent represents USAID Indonesia in technical, policy and strategic planning meetings that are relevant to the forest sector, including meetings with collaborators and donor agencies.

Under the direct supervision of the SCAPES Team Leader, the Forest Management Advisor will manage day-to-day activities under the forest/SL portfolio, including performing the duties of the Agreement Office's/Contracting Officer's Representative (AOR/COR) and oversight for specific SCAPES activities with crosscutting, multi-sectoral approaches across the Mission. S/he will be actively involved in the planning, design, procurement, implementation, management and evaluation of Team activities. S/he will be responsible for reviewing and providing technical input on the Annual Work plans, Performance Management Plan, as well as drafting and finalizing significant sections of the SCAPES Team program areas of the Annual Operations Plan and Performance Reports for the Environment Office.

B. DUTIES & RESPONSIBILITIES

A. Program/Technical Management: 60%

1. The incumbent supports all aspects of USAID sustainable landscapes (SL) portfolio. The incumbent takes an active role to oversee effective implementation of projects and activities, develop proposal to introduce new initiatives, and prepare related reports, memoranda, and other written documents. The incumbent will support the management a portfolio of programs with a total life-of-program budget of over \$100 million. The incumbent gives technical advice and monitors implementation of designated forest/SL activities to ensure consistency with USAID guidelines and achievement of stated objectives. S/he participates in the development of project work plans to ensure implementation of activities will result in achievement of USAID objectives and follow Agency guidelines. S/he conducts regular site visits and meets regularly with representatives of each organization to review progress, drawing attention to programmatic and/or management issues when necessary.
2. The incumbent provides technical direction in the design of new activities such as grants, contracts and/or cooperative agreements for SCAPES programs that are scientifically sound and incorporate USG policies and lessons learned. The incumbent works with the Agency grants and contracts office, to ensure that most current program relevant methodologies are included in the signed grant, contract or cooperative agreement.
3. Working closely with SCAPES project managers and Environment Office leadership, the incumbent supports the SCAPES Team in activities to monitor, evaluate, document, and report how the Team's stated objectives and results are achieved. In coordination with the Mission Monitoring and Evaluation (M&E) specialists, the incumbent ensures that appropriate M&E management systems to monitor objectives and indicators for SCAPES programs are in place and analyzes the information to provide advice and recommendations.
4. The incumbent stays abreast of developments in the region and globally, and integrates these developments into USAID programming as appropriate. S/he incorporates the most up to date technical information about forest management, community rights, forest governance, and environmental advocacy into USAID activities. The incumbent responds to requests from the USG, NGOs, the GOI, and other relevant stakeholders for information and technical assistance and on strategies related to the relevant areas of SCAPES activities.
5. On an as needed basis, the incumbent will serve as Contracting Officer Representative (COR), Agreement Officer Representative (AOR), or Activity Manager for SCAPES contracts, cooperative agreements, and grants. In this role, the incumbent will oversee and monitor project implementation and ensure compliance with USAID rules and regulations and achievement of intended

objectives. As COR, AOR or activity manager, the incumbent maintains files and records for all activities.

B. Administrative Management: 20%

1. The incumbent is responsible for monitoring SCAPES Project budgets. This includes reviewing budget requests for appropriateness; monitoring use of funds and burn rates to ensure timely spending; reviewing quarterly pipeline reviews/budget status reports; following up on irregular audit findings; providing advice for realignments of budgets; and reviewing accruals.
2. As necessary, the incumbent contributes to the development of the USAID Operational Plan and the Annual Performance Report, and other reports, for Agency and post management, other USG agency officials, and USAID headquarters offices. The incumbent prepares regular and frequent oral and written reports to the Environment Office Deputy Director, and other interested parties, on the progress of SCAPES activities.
3. Assists with the preparation of briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serve as spokesperson as required. The incumbent serves as control officer for site visits for agency and inter-agency USG senior-level officials.
4. The incumbent maintains files and records specific to the activities/programs for which incumbent is responsible. The incumbent is responsible for information integrity and security of information and other program files including reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, programmatic and administrative analysis, panels, and awards. Whenever possible, these records will be filed electronically.

C. Coordination: 20%

1. The incumbent represents USAID Indonesia at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies, Agency officials, Environment Office and interested officials of other USG agencies. As appropriate, the incumbent prepares summaries on the results of such meetings.
2. The incumbent leads coordination with USAID Washington on Agency wide efforts such as the Low Emissions Development initiative, and serves as the ENV Office point of contact for the annual submission of the Agency Operating Plan and the Annual Performance Report.

C. PERIOD OF PERFORMANCE/TIMING

The contract will be for eleven (11) months. The desired selection start date for the position is o/a December 2016.

D. POSITION ELEMENTS

- a. Supervision Received: Directly supervised by the SCAPES Team Leader.
- b. Available Guidelines: Uses USAID Mission Orders, Administrative Notices, USG Federal Acquisition Regulations, other guidance and directives from the Automated Directives System (ADS), and any applicable GOI regulations and policies.
- c. Exercise of Judgment: Required for independent and professional judgments on the quality and effectiveness of SCAPES projects. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the US, senior level staff of other agencies and the GOI.
- d. Authority to Make Commitments: As Agreement Office's/Contracting Officer's Representative (AOR/COR), the incumbent will have authority and responsibility as delegated by the signed AOR/COR agreement to carry out agency cooperative agreement support commitments. Incumbent has no authority to make financial commitments.
- e. Nature, Level and Purpose of Contacts: The incumbent must provide consistent and credible representation of USAID, GOI, donors, private sector and other partner contacts and coordination bodies for technical, policy and program management issues. S/he will have frequent contacts with GOI officials and other partners to define and/or reorient strategies, discuss policies related to SCAPES projects, and translate policy into program action. S/he will represent USAID to multi-lateral donor coordination bodies and in defining donor technical, policy and program agenda with GOI. The incumbent will interact on a regular basis with a wide range of PVOs/NGOs and other development organizations as USAID representative.

Time required performing full range of duties after entry into the position: Immediate

E. MEDICAL AND SECURITY CLEARANCE

The selected candidate must obtain a U.S. Government security and medical clearances. 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. citizens or Third Country Nationals. The candidate must meet the minimum qualifications listed below. Consideration and selection will be based on a panel evaluation of the evaluation criteria factor below. 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.

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 selection criteria factors listed below.

a. Education (10 points)

Minimum of a Master or Ph. D Degree in Natural Resources Management, one of the Life Sciences, Forestry, Conservation Biology, Resource Economics, Agricultural Economics, International Development, Public Administration or Policy, and/or related field of discipline is required.

b. Prior Work Experience (20 points)

- A minimum of 5 years of professional experience – of which at least two years were in a developing country.
- Experience implementing and/or managing projects directly or funded by an international development or diplomacy agency, or a multi-lateral development organization

c. Language Proficiency (10 points)

Level IV (fluent – speaking/reading/writing) English is required. Some ability in Bahasa Indonesia is desired.

d. Job Knowledge (30 points)

Understanding of issues related to forest conservation and natural resources management in a developing country, including program design, implementation and evaluation is desired. More importantly, a demonstrated ability to build and maintain close counterpart relationships with staff, organizations, government, donors, the private sector or other key counterparts; and work collaboratively and effectively in a high performance environment and under tight deadlines.

e. Skills and Abilities (30 points)

Strong oral and written communications skills are required to develop and maintain effective, productive working relationships with national and international working partners. Strong leadership skills are required to lead results-driven project teams and workgroups. The ability to quickly learn USAID policies, procedures and guidelines and exercise considerable ingenuity and tact in applying them to unique and different settings. Intermediate user level of word processing, spreadsheets and databases is required.

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: Forestry Management Advisor, GS-13)**

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-497-16-000007
Forestry Management Advisor, GS-13**

VII. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **June 30, 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 PSC is authorized the following benefits and allowances listed in this section

1. BENEFITS:

- (1) Employee's FICA Contribution – US Citizens only
- (2) Contribution toward Health & Life Insurance
- (3) Pay Comparability Adjustment
- (4) Eligibility for Worker's Compensation
- (5) Annual & Sick Leave

2. ALLOWANCES (if applicable):

- (1) Lodging Allowance (Section 120) – N/A
- (2) Living Quarters Allowances (Section 130) – N/A
- (3) Post Allowance (Section 220) – N/A
- (4) Supplemental Post Allowance (Section 230) – N/A
- (5) Separate Maintenance Allowance (Section 260) – N/A
- (6) Education allowance (Section 270) – N/A
- (7) Educational Travel (Section 280) – N/A
- (8) Post differential (Chapter 500) – beginning of day 43.
- (9) 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 US/TCN PSCs

Once the Contracting Officer (CO) informs the successful applicant that s/he has been selected and as needed, the CO will provide the candidate with instructions to complete and submit the following forms:

- (1) Contractor Employee Biographical Data Sheet (AID 1420-17)
- (2) Medical Clearance Form (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.

******END OF SOLICITATION******

SOLICITATION NO: SOL-497-16-000007
ISSUANCE DATE: June 16, 2016
CLOSING DATE: June 30, 2016
4:00 p.m. Jakarta time

Clearance:

ENV: attached

Date: attached

EXO: _____

Date: _____

CO: _____

Date: _____