



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO: SOL-497-14-000016**  
**ISSUANCE DATE: MARCH 13, 2014**  
**CLOSING DATE: APRIL 11, 2014**  
**3:00 PM JAKARTA TIME**

**SUBJECT: Solicitation for Resident Hire US/TCN PSC (Personal Services Contractor) for the position of COORDINATOR FOR EASTERN INDONESIA PROGRAMS**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. Citizens and Third Country Nationals (TCN) to provide services as a Coordinator for Eastern Indonesia Programs under a Personal Services Contract, as described in the attached solicitation. 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 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 [SOL-497-14-000016@usaid.gov](mailto:SOL-497-14-000016@usaid.gov).

**Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.**

Sincerely,

/s/

Margaret A. Healey  
Supervisory Executive Officer  
USAID/Indonesia

**ATTACHMENT 1**

**Solicitation for Resident Hire U.S. and TCN Personal Services Contractor**

**COORDINATOR FOR EASTERN INDONESIA PROGRAMS**

**SOLICITATION NO.: SOL-497-14-000016**

**ISSUANCE DATE: March 13, 2014**

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: April 11, 2014  
at 3:00 P.M. JAKARTA TIME**

**POSITION TITLE: Coordinator Eastern Indonesia Programs.** This is a Resident Hire U.S. and TCN PSC (Personal Services Contract) position.

**MARKET VALUE: GS 14 (\$85,544 - \$111,203 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 term of the contract will be for two years.

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

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

**POSITION TITLE OF DIRECT SUPERVISOR: The Decentralization Program Manager**

**SECURITY ACCESS:** A background check and security clearance will be required.

**PHYSICAL DEMANDS:** The selected candidate must be able to obtain a medical clearance allowing him/her to work in the position in Jakarta.

**I. STATEMENT OF WORK**

**A. PURPOSE**

The incumbent will serve as USAID/Indonesia's Coordinator for Eastern Indonesia programs. The position is based in Jakarta but undertakes frequent travel to provinces in Eastern Indonesia, primarily North Maluku, Maluku, Papua, and West Papua. Reporting to the USAID/Indonesia **Decentralization Program Manager**, he/she will be responsible for

coordinating, communication, outreach, and maintenance of strategic relationships on behalf of USAID development programming in Eastern Indonesia, including both ongoing activities and newly designed activities which are part of the Mission's new (fiscal year) 2014-2019 Country Development Cooperation Strategy (CDCS). Current USAID interventions include local governance, education, health, environment, and economic growth activities. Further, in the coming year, anticipated new programming includes a stand-alone multi-sectoral instrument focused on community dialogue, enhanced local governance, civil society capacity, improved basic service provision, and reducing gender based violence. The new instrument is also anticipated to serve as the logistics platform and strategic center for USAID programming in East Indonesia. Additional significant interventions in the areas of education, health and environment are anticipated during the CDCS period.

This position requires outstanding leadership, program management, teamwork and communication skills, as well as the ability to coordinate effectively with host country institutions, multiple USG agencies, other donors, NGOs, the private sector, and across all technical and support offices and bureaus in USAID. The incumbent provides region-specific contextual and strategic advice as well as logistical and outreach support to US Embassy and USAID leadership, and project managers who travel frequently to Eastern Indonesia. The incumbent will also be expected to routinely represent USG and USAID to GOI, donors, and USAID partners in the region.

Ideal candidate must have strong analytical capacity to allow her/him to articulate and inform USG and USAID policy and strategic goals in Eastern Indonesia, the incumbent must also have demonstrated program/project management skills combined with superior teamwork, interpersonal, and communications skills to coordinate effectively with donors, NGOs, the private sector, the Government of Indonesia and USG agencies. Position will require extended /extensive temporary duty travel (TDY) to Eastern Indonesia. The position may evolve and require relocation to Eastern Indonesia depending on the needs of USAID.

This position supports the entire USAID mission and reports directly to the **Decentralization Program Manager** for program management. The incumbent will also work in close coordination with USAID/Indonesia's Papua Multi-Sector Team, and the Democratic Governance Development Objective Team for strategic oversight. Additionally the position will coordinate closely with USAID Offices of Environment, Health, and Education on activities within each of these portfolios which take place in Eastern Indonesia. Finally, the position will participate as a virtual member of the US Embassy Papua Task Force and provide development-relevant information to this task force on an as-needed basis.

## B. **MAJOR DUTIES AND RESPONSIBILITIES**

Over the course of the contract, the USAID Coordinator for Eastern Indonesia will:

- a. Serve as AOR/COR or as principle activity manager for USAID/Indonesia's Eastern Indonesia Multi-Sectoral Project (anticipated start date 4<sup>th</sup> quarter FY 2014 or 1<sup>st</sup> quarter FY 2015). This will include all normal AOR/COR tasks and duties.
- b. Provide high quality, relevant, timely, data-driven analysis and reporting on the progress and impact of USAID programs in Eastern Indonesia and keeping USAID abreast of evolving socio/political circumstances that might affect development program impact. Field updates will be expected on a weekly basis with analytically informed reports being due on a monthly basis and other reporting periodically required.
- c. Coordinate, monitor and report on other USAID projects in the region on behalf of activity managers as needed and requested.
- d. Provide outreach support for USAID programs in the region.
- e. Serve as the front-line face of USAID in Eastern Indonesia liaising with GOI and community leaders and other stakeholders, planning, facilitating, and attending coordination meetings, planning meetings, project and other events in the target provinces as needed.
- f. Assist USAID technical offices and Development Objective team leaders in the design of new programs. This will include conceptual development, technical reviews, ensuring appropriate indicators are used, and coordinating with Program Office on meeting mission vetting requirements.
- g. Contribute to the preparation and processing of procurement documents as needed.
- h. Track, follow-up and monitor procurement actions being handled by OAA related to eastern Indonesia.
- i. Prepare correspondence, reports, and analysis on program progress for internal USAID needs and external communication purposes as required.
- j. Provide program related administrative support as requested.
- k. Work with team members to support special events that take place in Eastern Indonesia or involve topics critical to development efforts there such as workshops, VIP visits, conferences, etc.

## **GOI Relationship Management**

- a. Oversee and manage administrative aspects of the USAID relationship with the Government of Indonesia in target provinces of eastern Indonesia.
- b. Initiate, track, monitor and or coordinate needed correspondence and reporting with the GOI regarding the implementation of the USAID programs in eastern Indonesia.
- c. On an on-going basis, compile and submit USAID implementing partner narrative reports to the GOI.
- d. Develop and manage database for the implementing partners on USAID programs, donor programs, and GOI development efforts in eastern Indonesia.

## **Other duties**

- a. Available for travel, when required.
- b. Available for weekend work, when required
- c. Maintain an organized and professional work environment at all times.
- d. Provides assistance to visitors, TDYers and guests, as requested.
- e. Provide/organize and or manage translation and interpretation support, as needed.

## **C. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

### **Education:**

Masters degree is required in relevant field, such as social science, international development, conflict management, anthropology, project management, public administration, political science or other relevant degree.

### **Experience:**

Seven years of progressive responsibilities in project management, including five years in specifically working on development projects in Eastern Indonesia.

### **Post entry training:**

Programming Foreign Assistance (or similar course) and/or Project Development and Management (or similar course). Monitoring and Evaluation for Program Managers (or similar training course), ADS and relevant USAID training as provided by the Mission

### **Language and Communication Skills:**

Given the nature of USAID's programs in Eastern Indonesia, oral and written fluency in English are required, and oral and written fluency in Bahasa Indonesia will be given strong consideration.

### **Knowledge:**

The successful candidate will be required to have an excellent working knowledge of USAID and/or International Donor program and project management procedures and guidelines, particularly managing for results and monitoring and evaluation. The USAID manager for eastern Indonesia must have a thorough knowledge of the developmental challenges in eastern Indonesia with a particular emphasis on knowledge and experience in

Papua. A sound knowledge of the concepts, principles, techniques and practices of development assistance, local and national governance, challenges in the GOI's decentralization process and providing essential services for its communities in eastern Indonesia will equally be essential. A sound knowledge of host-country economic, social, cultural, environmental and political characteristics is necessary. The incumbent will be required to be proactive in keeping abreast of evolving news and information in this region and providing regular and timely updates to USAID program managers and team leaders.

Helpful but not necessary is knowledge of USAID/Indonesia's established administrative operating procedures, guidelines and policies which affect overall program activities within the Mission, including but not limited to Participant Training guidelines, the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, Operational Plan, FACTS indicators, and strategic documents, such as USAID/Indonesia's CDCS and USAID Forward.

**Skills and Abilities:**

Person must possess excellent organizational skills, demonstrated ability to work independently and in collaboration with other team members and units. The ability to establish and maintain contacts with counterparts in relevant host-government and private sector organizations is required. The ability to communicate effectively, both orally and in writing, is necessary. The ability to obtain, evaluate and interpret factual data and to prepare precise, accurate and complete reports is necessary. The ability to recognize significant developments and trends reflected from collected data and bring it to the attention of supervisors is required. Proficiency with word processing, spreadsheet, email, and presentational software is necessary. Ability to work under pressure and demonstrate discreet independent judgment and political tact are required.

**D. POSITION ELEMENTS**

**a. Supervision Received**

This position will be supervised by the **Decentralization Program Manager** but will work closely with the AORs/CORs from different technical offices and the Development Objective One team leader. This position is expected to work independently, seeking only major or unusual policy guidance from the DG Director, Deputy Director, Development Objective One Team Leader and/or program activity managers. Incumbent is responsible for establishing his/her own work priorities subject to approval of supervisor.

**b. Supervision Exercised**

Will eventually supervise at least one Foreign Service National program management assistant and possibly other FSN staff. Incumbent will manage one or more contracts, cooperative agreements, or grants and exercise appropriate supervision of contractor or agreement holder in that role.

**c. Available Guidelines**

ADS, USAID Handbooks, TFM, OMB circulars, and Mission Orders.

**d. Exercise of Judgment**

Need to exercise considerable judgment in providing advice on the performance monitoring aspects of USAID/Indonesia's portfolio in Eastern Indonesia, and during interactions with Government of Indonesia, implementing partners, consultants, TDYers and other US Embassy offices.

**e. Authority to make Commitments**

Authorized to make all commitments necessary with respect to scheduling and organizing all activities within the statement of assigned responsibilities. Does not make monetary or contractual commitments unless provided written consent by DG Director or his/her designee.

**f. Nature, Level, and Purpose of Contacts**

Deals with the middle and senior levels of GOI counterparts and implementing partners in order to plan and meet USAID program/project management reporting requirements including SOAg reporting requirements. Must be able to obtain and analyze a variety of privileged information from such officials in order to review and analyze performance monitoring data and prepare written reports of findings and recommendations for the same. Work with all DG staff and technical teams, and collaborate with other USAID/Indonesia offices, including PRO, and OAA, as well as Development Objective

**g. Time Required to Perform the Full range of Duties**

Time Required to perform the full range of duties is twelve (12) months.

**F. TERM AND PERIOD OF PERFORMANCE**

1. This contract is for a resident hire U.S./TCN personal services contractor. The term of the contract will be for two years. Within four weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall report for duty.

2. This position is equivalent to a GS-14 position. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and education background. Salaries over and above the top of the GS 14 pay range will not be entertained or negotiated.

**II. EVALUATION CRITERIA**

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

**1. Education (5 points)**

Masters degree is required in relevant field, such as social science, international development, conflict management, anthropology, project management, public administration, political science, or other relevant degree.

**2. Professional Experience (30 points)**

Seven years of progressive responsibilities in project management, including five years in specifically working on development projects in Eastern Indonesia.

**3. Knowledge (30 points)**

The USAID Coordinator for eastern Indonesia will be required to have a good understanding of USAID and/or international donor program and project management procedures and guidelines, particularly managing for results and monitoring and evaluation. Must have a thorough understanding of administrative operating procedures, database management, accounting policies and formats. A sound knowledge of the concepts, principles, techniques and practices of development assistance, local governance, decentralization, good governance, gender, basic service provision (education, health, and water/sanitation) and/or citizen participation is required. A sound knowledge of Eastern Indonesia's economic, social, cultural and political characteristics is also necessary.

**4. Skills and Abilities (25 points)**

Incumbent must possess excellent organizational skills, demonstrated ability to work independently and in collaboration with other team members and units. The ability to establish and maintain contacts with counterparts in relevant host-government and private sector organizations is required. The ability to communicate effectively, both orally and in writing, is necessary. The ability to obtain, evaluate and interpret factual data and to prepare precise, accurate and complete reports is necessary. The ability to recognize significant developments and trends reflected from collected data and bring it to the attention of supervisors is required. Proficiency with word processing, spreadsheet, email, and presentational software, is necessary. Ability to work under pressure and demonstrate discreet independent judgment and political tact are required.

**5. Communication (10 points)**

The USAID coordinator for eastern Indonesia will be expected to develop and maintain good communication and working relationships with USAID staff, implementing partners, GOI representatives at the national and local levels. The incumbent must also have excellent interpersonal and communication skills in order to: 1) facilitate productive professional relationships within USAID's culturally diverse team environment; 2) work calmly, tactfully and effectively under pressure; 3) demonstrate extreme flexibility; and 4) effectively manage more than one activity.

**III. HOW TO APPLY**

- A.** Please send a completed and signed Optional Form 612 and a curriculum vitae containing the following information. Forms is available at the USAID website, <http://www.wrc.noaa.gov/wrso/forms/of0612.pdf>

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. Margaret Healey, Supervisory EXO**, at one of the following addresses

**U.S. MAIL**

Ms. Margaret Healey  
Supervisory EXO  
American Embassy Annex  
Unit 8135 USAID  
FPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

**INTERNATIONAL MAIL**

Ms. Margaret Healey  
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)

**E-MAIL:**     [SOL-497-14-000016@usaid.gov](mailto:SOL-497-14-000016@usaid.gov)

**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.

**Please submit all electronic submissions to:** [SOL-497-14-000016@usaid.gov](mailto:SOL-497-14-000016@usaid.gov)

**V.     MARKING INSTRUCTIONS**

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

**Solicitation Number SOL-497-14-000016  
COORDINATOR EASTERN INDONESIA PROGRAMS**

**VI.    CLOSING DATE**

Applications must be in the EXO Office, USAID/Indonesia, no later than **April 11, 2014 at 3:00 P.M. Jakarta Time.**

## ATTACHMENT 2

### 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 Contribution
- 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. Optional Form 612.
- \*2. Contractor Physical Examination (AID Form 1420-62).
- \*3. Questionnaire for Sensitive Positions (for National Security) (SF 86), or
- \*4. Questionnaire for Non Sensitive Positions (SF 85).
- \*5. Finger Print Card (FD 258).

#### 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.  
Form 5 is available from the USAID/EXO.

FEDERAL TAXES: USPSC are required to pay Federal Incomes Taxes and contribute to FICA and Medicare

\*\*\*\*\*