



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO: SOL-REQ-497-15-000022**  
**ISSUANCE DATE: MAY 8, 2015**  
**CLOSING DATE: MAY 22, 2015**  
**4:00 PM JAKARTA TIME**

**SUBJECT: Solicitation for Offshore Hire U.S. PSC (Personal Services Contractor) for the position of SCIENCE, TECHNOLOGY, INNOVATION, and PARTNERSHIP (STIP) DEVELOPMENT OBJECTIVE (DO) TEAM LEADER**

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 an Science, Technology, Innovation and Partnership (STIP) Development Objective Team Leader 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](mailto:jktrecruitmentpsc@usaid.gov).

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

Sincerely,

/s/

Susan L. Cheung  
Supervisory Executive Officer  
USAID/Indonesia

**ATTACHMENT 1**

**Solicitation for Offshore Hire U.S. PSC (Personal Services Contractor) for the position of SCIENCE, TECHNOLOGY, INNOVATION, and PARTNERSHIP DEVELOPMENT OBJECTIVE (DO) TEAM LEADER**

**SOLICITATION NO.: SOL-497-15-000022**

**ISSUANCE DATE: MAY 8, 2015**

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: MAY 22, 2015 at 4:00 P.M. JAKARTA TIME**

**POSITION TITLE: Science, Technology, Innovation and Partnership (STIP) Development Objective (DO) Team Leader**

**MARKET VALUE:** GS-15 (\$101,630 - \$132,122 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS-15 pay range will not be entertained or negotiated**

**PERIOD OF PERFORMANCE:** The contract will be for eleven (11) months

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

**SUPERVISORY CONTROL:** The DO 4 Team Leader is expected to demonstrate a high level of independence, professionalism, judgment and responsibility.

**POSITION TITLE OF DIRECT SUPERVISOR:** Deputy Mission Director

**SECURITY CLEARANCE:** SECRET

**I. POSITION DESCRIPTION**

**A. OVERVIEW**

**1. Mission Program**

As the world's largest 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. Science, Technology and Innovation Program**

USAID/Indonesia is implementing its new five year country development cooperation strategy (2014-2019), which comprises of four development objectives (DOs). The overarching goal of DO 4 is to increase collaborative achievement in science, technology, and innovation (ST&I). USAID/Indonesia will partner with the Government of Indonesia (GOI), and other key stakeholders, to strengthen particular areas in Indonesia's scientific ecosystem to achieve three main results: 1) increased supply of high quality research in Indonesia; 2) improved capacity to use evidence in decision-making; and, 3) strengthened mechanisms of use of innovative approaches in development.

USAID/Indonesia is the first, and currently only, USAID mission that has a particular focus on ST&I, as laid out in its CDCS. In conjunction with the recently launched Global Development Lab in Washington, DC, USAID/Indonesia seeks innovative approaches in addressing the challenges the country faces in developing itself as a regional leader in science, research and technology. Current projects that have an ST&I focus include university partnerships between U.S. and Indonesian higher education institutions (HEIs). U.S.-based HEIs provide technical assistance to Indonesian universities in their pursuit of overcoming development obstacles in an array of technical areas, such as biodiversity, marine conservation, public health, and education (e.g., science, technology, engineering and mathematics). Other projects are currently in the design phase.

## **3. Organizational Structure**

There are four technical offices within the USAID Mission (Environment, Education, Health, and Democracy and Governance). The activities in these offices are spread across four cross-cutting development objective teams. The DO 4 Team Lead position would report to the Front Office (Deputy Mission Director), while being situated in the Education Office. The Team Lead will have convening authority for all activities related to DO 4 and USAID/Indonesia is a full service mission under the leadership of a Mission Director and Deputy. The U.S. Embassy also has a focus on science and technology and the DO 4 Team Leader will coordinate and collaborate activities with the positions Embassy counterpart.

### **B. BASIC FUNCTIONS OF THE POSITION**

The DO 4 Team Leader will oversee and supervise the ST&I portfolio for USAID/Indonesia.

**1. Basic Function of the Position:**

The Team Leader will provide leadership, strategic guidance, and oversight to the USAID/Indonesia Mission on all matters related to successfully achieving the goal of DO 4, namely, increasing quality research, improving capacity for evidence-based decision making, and strengthening mechanisms for use of innovative approaches in development. S/he will exercise significant independent judgment on matters of policy, management and technical direction and will make decisions and provide recommendations to help ensure successful program implementation and successful external partnerships.

The work is complex in that it requires a high degree of awareness and familiarity with approaches to ST&I, especially in a middle-income country context. The Team Leader must be proactive and innovative in leading his/her team to formulate approaches to effectively utilize Mission resources by engaging with the public as well as private sector and leveraging other multilateral and bilateral donor programs. S/he will advise the Front Office on all matters related to ST&I and guide the Mission's approach in this sector. Cross-cultural communications, cultural and ethnic sensitivities, and diplomacy will be central to the success of this work. Because this is the first DO specifically related to ST&I, it is of high interest to USAID/Washington.

The incumbent will be expected to establish effective working relationships within USAID, USG, GOI, 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 in order to effectively represent the Agency among the various entities.

**2. Relationships and Responsibilities:**

All activities of the DO 4 Team Leader shall be supervised by and receive direction from the Front Office. In carrying out specific assignments, the Team Leader will be expected to maintain and interact technically and professionally in a highly collaborative manner with USG officials, USAID's partners, and with other key actors including Government of Indonesia officials, international and bilateral donors, NGO leaders, international researchers and academics. The contractor will work collaboratively with USAID/Washington, USAID/RDMA personnel, and other members of the USG community.

**C. PERIOD OF PERFORMANCE/TIMING**

The desired selection date for the position is October 2015. The contract will be for up to 11 months.

**D. DUTIES AND RESPONSIBILITIES**

- Advise the Mission on approaches for enhancing the partnership between the Governments of Indonesia and the United States on relevant ST&I priorities;

- Oversee the continued development of the DO 4 Team by mentoring staff members, particularly FSNs, in topics related to ST&I;
- Lead DO 4 Team meetings related to ST&I activities, including design and implementation;
- Supervise the process by which the technical offices design, implement and monitor their programs to achieve expected results related to ST&I;
- Assist Front Office, Office Directors and other DO Team Leaders in developing procedures for managing DO 4 separately, as well as how it relates to and interacts with other DO teams;
- Advise on new ST&I developments in Indonesia, the donor community, and the private sector;
- Provide programmatic management input on high visibility projects, consulting with professionals in various sectors;
- Advise senior Mission management on key issues/constraints to the development of activities within DO 4;
- Coordinate budget with appropriate personnel on various technical and support teams to determine how Mission funds will be utilized for ST&I activities;
- Lead the development of relationships with the Ministry of Research, Technology, and Higher Education, as well as other government entities and stakeholders, including non-government organizations, civil society organizations, professional associations, academic and research institutions, and the private sector on ST&I matters;
- Coordinate Mission ST&I activities with those of the Embassy and other USG agencies;
- Represent USAID/Indonesia in meetings, seminars and conferences on ST&I topics, locally, regionally and internationally;
- Report regularly to Front Office (Deputy Mission Director) on ST&I progress and activities;
- Undertake other tasks, as required by the Front Office, and which are consistent with the advisory, managerial and reporting requirements of this position.

#### **E. POSITION ELEMENTS**

1. Supervisory Controls: The DO 4 Team Leader is expected to demonstrate a high level of independence, professionalism, judgment and responsibility. The Team Leader will report directly to the Front Office (Deputy Mission Director).
2. Authority to make commitments: The DO 4 Team Leader will have no authority to make commitments of U.S. Government financial, technical or personnel resources. However the Team Leader will play a key informational and analytical role in determining the Mission's positions on funding for grants and contracts approval or renewal, provision of technical assistance, training opportunities and other program elements regarding program activities and budgets.
3. Nature, level and purpose of contacts: The DO 4 Team Leader will work on a daily basis with the Education Office Director, other DO Team Leaders, the Deputy Director,

Mission Management, USAID staff, Embassy officials, senior host government officials, international donors, partners and grantees. The Team Leader will serve as the Mission point of contact with senior Indonesia Government officials for a number of ST&I activities under the USAID strategy. The Team Leader is also expected to interact with other USAID technical teams and with private sector business associations and other civil society partners.

## **F. MEDICAL AND SECURITY CLEARANCE**

The selected candidate must obtain a US Government security clearance and medical clearance. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearance are obtained. This availability must be indicated in your cover letter.

## **II. REQUIRED QUALIFICATIONS & SELECTION CRITERIA**

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

Consideration and selection will be based on the evaluation criteria factors listed below. Interviews and a writing exercise may be requested. Applicants are required to prepare a brief narrative demonstrating how prior experience and/or education and training address evaluation criteria factors listed below.

### **1. Education and technical knowledge (15 points):**

Masters level or higher degree in public medicine, environment, education, technology, or similar natural or social science. Technical expertise in a scientific field related to USAID/Indonesia's core sectors of operation (health, environment, education, or democracy/governance) is preferred. Demonstrated knowledge of development program administration and management.

### **2. Work Experience (30 points):**

Demonstrated significant relevant scientific and practical experience – including extensive experience in research, higher education, program implementation, and policy; demonstrated experience working for an international organization, NGO, bilateral, or multilateral donor is required as well as working with or in academia; demonstrated experience in leading and managing teams and exercising independent judgment. Experience in Indonesia and/or Asia is strongly preferred. In addition, the following demonstrated experience is necessary:

- Minimum of eight (8) years' experience, five (5) of which in a science or technology field.
- Demonstrated experience producing high profile deliverables under tight deadlines.

- Demonstrated experience building partnerships with appropriate stakeholders in order to expand and deepen impact.
- Demonstrated 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.
- Demonstrated strong problem solving and analytical skills working on complex projects in a highly sensitive environment.
- Demonstrated experience in managing Americans and/or FSNs.

**3. Interpersonal and management skills (30 points):**

Demonstrated strong management and organizational skill; 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.

**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.

**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. Susan L. Cheung, Supervisory EXO**, at one of the following addresses

**E-MAIL:** [jktrecruitmentpsc@usaid.gov](mailto:jktrecruitmentpsc@usaid.gov)

**(Subject: Science, Technology, Innovation and Partnership (STIP) Development Objective (DO) Team Leader)**

#### **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-497-15-000xxx  
Science, Technology, Innovation and Partnership (STIP) Development Objective  
(DO) Team Leader**

**VI. CLOSING DATE**

Applications must be in the EXO Office, USAID/Indonesia, no later than  
**May 22, 2015 at 4:00 P.M. Jakarta Time.**

ADDITIONAL INFORMATION

As a matter of policy, and as appropriate, an off-shore USPSC may authorized the following benefits:

1. **BENEFITS:**
  - Employee's FICA Contribution
  - Contribution toward Health & Life Insurance
  - Pay Comparability Adjustment
  - Eligibility for Worker's Compensation
  - Annual & Sick Leave
  
2. **ALLOWANCES:** as applicable.\*
  - Temporary Lodging Allowance (Section 120) – N/A
  - Living quarters (Section 130)
  - Post Allowance (Section 220) – N/A
  - Supplemental Post Allowance (Section 230) – N/A
  - Separate Maintenance Allowance (Section 260) – N/A
  - Education allowance (Section 270) – N/A
  - Educational Travel (Section 280) – N/A
  - Post differential (Chapter 500) – beginning of day 43.
  - Payments during Evacuation/authorized Departure (Section 600), and
  - Danger Pay (Section 650) – N/A
  
3. **FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.

**LIST OF REQUIRED FORMS FOR USPSCs**

1. Form OF-612
2. Physical Examination (Form DS-6561)
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Two Sets of Finger Print Cards (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.

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