



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO: SOL-497-14-000011**  
**ISSUANCE DATE: JANUARY 3, 2014**  
**CLOSING DATE: JANUARY 30, 2014**  
**3:00 PM JAKARTA TIME**

**SUBJECT: Solicitation for Resident Hire US/TCN Personal Services Contractor (US/TCN PSC) for the position of HEALTH PROGRAM SPECIALIST**

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 Health Program Specialist 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-497-14-000011@usaid.gov](mailto:SOL-497-14-000011@usaid.gov).

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

Sincerely,

/s/

Henny Hariyani  
Supervisory Executive Specialist  
USAID/Indonesia

**ATTACHMENT 1**

**Solicitation for Resident Hire US/TCN Personal Services Contractor (US/TCN PSC)  
HEALTH PROGRAM SPECIALIST**

**SOLICITATION NO.: SOL-497-14-000011**

**ISSUANCE DATE: JANUARY 3, 2014**

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: JANUARY 30, 2014  
at 3:00 P.M. JAKARTA TIME**

**POSITION TITLE: Health Program Specialist.** This is a Resident Hire US/TCN Personal Services Contractor (US/TCN PSC) position.

**MARKET VALUE:** GS 13 (\$71,674 - \$93,175 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 a two-year contract with an option to renew.

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

**SUPERVISORY CONTROL:** Minimal. Incumbent is expected to act independently with only broad guidelines and direction in setting of objectives, and will work within determined timelines.

**POSITION TITLE OF DIRECT SUPERVISOR:** Deputy Director of the Office of Health (who is also the Maternal and Child Health Lead) in the Health Office

**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. POSITION DESCRIPTION**

**A. BASIC FUNCTIONS OF THE POSITION**

The purpose of this statement of work is to procure the services of a Health Program Specialist for USAID/Indonesia. The incumbent will serve in the Office of Health within USAID/Indonesia, and report to the Deputy Director of the Office of Health (who is also the Maternal Child Health Team Lead). As a member of the Health Office team, the

incumbent will have primarily responsibility for managing a portfolio of activities including maternal/child health, nutrition, water sanitation and hygiene, family planning with other donors, and basic health services in Eastern Indonesia.

Primary duties will be to: 1) serve as project manager and Contract/Agreement Officer's Representative (COR/AOR) for selected Health Office programs; 2) within USAID/Indonesia's new strategy, serve as a member of the team for Development Objective (DO) Two, "Essential Human Services for the Poorest and Most Vulnerable Improved"; 3) provide oversight and guidance for the Health Office on Maternal Child Health (including family planning, Nutrition and other activities), and Water Sanitation and Hygiene programs related to Intermediate Result (IR) 2.1 "Services to Reduce Preventable Deaths Particularly among Women and Children Improved" of USAID/s new strategy; and 4) provide oversight and guidance on health programs in Eastern Indonesia related to IR 1.4, "Sustainable Development in Targeted Districts in Eastern Indonesia Enhanced".

S/he will also participate in various cross-mission groups, including the USAID multi-sectoral working group on Papua, and the Mission (Embassy-led) Papua working group. S/he will manage Health Office information related to activities in Papua and the Maluku. The Health Program Specialist will be a key point of contact to Health Office Leadership, USAID Mission Management and other DO teams, implementing partners, Government of Indonesia (GoI) counterparts, Embassy working groups, donors, non-government organizations, and other key institutions and stakeholders for the program elements within his/her portfolio.

## **B. DUTIES AND RESPONSIBILITIES**

### **Major Duties and Responsibilities**

The Health Program Specialist should be a highly motivated person, capable of operating within a complex and fluid environment in an independent manner. S/he will be expected to work independently and exercise judgment and decision making on issues related to implementation of MCH (Maternal and Child Health) projects. S/he will be required to navigate a varied work environment with many stakeholders and guidelines. In addition, this person should be able to analyze and respond to the challenges posed by Indonesia's vast geography, cultural diversity, and decentralized governance to identify realistic solutions and create opportunities for progress. Completed work will be reviewed from in term of feasibility, compatibility with other work, and effectiveness in meeting requirement or expected results.

**1. Serve as an Activity Manager and Contract/Assistance Officer's Representative (AOR/COR):** The Health Program Specialist will be required to serve as an activity manager on a number of important activities related to maternal/child health including family planning, water sanitation and hygiene, nutrition, and Eastern Indonesia, and may act as the AOR/COR for assigned contracts and grants within the Health portfolio. Duties as an AOR/COR include providing technical analysis and direction to implementing partners (contractors or grantees) in the implementation and oversight of programs; interact

as needed with the Government of Indonesia counterparts for revisions or adjustments to interventions in order to increase program effectiveness; oversee all contract and procurement related issues such as processing obligation actions and other requests to the Mission's Office of Acquisition and Assistance; ensure appropriate monitoring and evaluation of activities so the program meets its targets and objectives; prepare all necessary internal USAID program implementation documentation; prepare and overseeing all required reporting; and manage financial matters related to program activities such as providing administrative approval of vouchers, plan and prepare for annual incremental funding amendments and other administrative activities as needed to ensure that fiscal needs of the recipient, GoI, United States Government (USG), and other partners are met in a timely manner. Specific duties could also include preparing scopes of work, requests for proposals/applications, Acquisition and Assistance requests, decision memos, trip reports, minutes, Congressional Notifications, and inter-agency agreement letters. As a member of the Health Office, the Specialist may also be called upon to provide support for other Health programs and activities.

**2. Provide Technical Analysis and Guidance:** The Health Program Specialist will provide leadership and technical and organizational input into the analysis of a selected portfolio of health issues in Indonesia. This includes assisting the Health Office to engage with and support the revitalization of Family Planning in Indonesia; and support nutrition initiatives under Scaling up Nutrition (SUN). It also includes work on USAID's water sanitation and hygiene initiatives to improve child health and nutrition; and multi-sectorial efforts to expand health and basic services in Eastern Indonesia. As a member of the DO2 team, the incumbent will be expected to contribute significantly to program and activity design processes for activities under IR2.1. This may include designing and participating in assessments and analysis, and providing writing and analytical reporting for use in DO2 activity design documents required by USAID. The incumbent will also be expected to serve as a member of the Mission's Papua Multi-Sector Team. S/he will provide analysis, writing, and key technical inputs to support a multi-sectorial program in Eastern Indonesia that includes access to basic services in malaria and maternal and child health. S/he will be expected to direct and influence the work of implementing partners and influence the action of Government of Indonesia counterparts. This critical work which involves responsiveness to international, USG and local political priorities, demands a high level of creativity, diplomacy and coordination to bring the program to achieve its results. This incumbent will need to apply critical thinking and problem solving to his/her daily tasks. The incumbent may also be called upon to contribute technical inputs for other design teams within USAID's new cross-cutting strategy.

**3. Provide Programmatic Analysis and Guidance:** the incumbent will provide the Health Office and related Mission teams with analysis and guidance on programmatic, administrative, and financial oversight of activities in maternal child health including family planning, water/san, nutrition and Eastern Indonesia to ensure project objectives are being effectively met within USAID guidelines and regulations. S/he will help develop and maintain results-based indicators, data collection systems, and performance monitoring plans for new and on-going activities. The incumbent will be able to identify gaps in knowledge and information, and be able to seek new information to inform the program.

**4. Serve as a Liaison/Program Coordinator:** The Health Program Specialist will be required to develop and maintain close contacts with a wide variety of individuals and associations in the Health sector in Indonesia. The purpose of maintaining the contacts is to encourage changes in implementation of GoI policy, or improved policy with regard to improved and coordinated MCH outcomes. It is also better harmonize and leverage donor-funded activities around the areas of MCH, nutrition, water, and programming in Eastern Indonesia. S/he will need to establish close working relationships with other donors and development partners such as such as the Millennium Challenge Corporation, UNFPA , Australian Department for Foreign Affairs and Trade , Gates Foundation , UNICEF, and other bilateral and multi-lateral actors, and will provide analysis and recommendations to expand donor coordination and collaboration on particular activities and broader policy issues in the incumbent's portfolio. The Incumbent will interface directly with mid- and senior-level Government of Indonesia counterparts at the local and national level, including in the Ministry of Health (MOH), the National Population and Family Planning Agency (BKKBN), and District and Provincial Health Offices and other local government institutions. The incumbent will support USAID's role as co-chair of Family Planning 2020 (FP2020) in Indonesia along with UNFPA, and will provide analysis, recommendations, and representational functions to improve coordination among partners and advance the FP2020 agenda. S/he will need to establish close relationships with civil society organizations working in relevant program areas, particularly Family Planning. The Incumbent will work closely with other USG agencies and U.S. Embassy personnel, including the Centers for Disease Control, Millennium Challenge Corporation, and relevant State Department sections. S/he will be a main point of contact on family planning, water sanitation and hygiene, nutrition, and basic services in Eastern Indonesia for the Health Office and will represent the Health Office to USAID stakeholders, external development partners, and relevant GoI counterparts in a wide variety of events, including working groups, conferences, donor meetings and other relevant forums.

### **C. POSITION ELEMENTS**

#### Guidelines

Guidelines are broadly stated and non-specific. The incumbent will be expected to apply good judgment to apply and interpret and align with guidelines and policies including from USAID (FAM, FAH, FAR, ADS, Mission Orders and Mission Notices), other USG agencies, various GoI stakeholders and international initiatives (FP 20/20, COIA, EPCMD, etc.).

#### Contacts

The incumbent will work both within the USG, as well as with local Indonesian stakeholders – senior level government, civil society, and academics; international donors – WHO, UNICEF, UNFPA and World Bank, and with other bilateral donors – particularly Australian AID in a variety of formal and informal settings. Daily work will also involve working with and guiding international and local implementing partners. The incumbent will provide technical advice on MCH in the development and implementation of programs.

## **D. TERM AND PERIOD OF PERFORMANCE**

1. This contract is for a resident hire US/TCN personal services contractor. The term of the contract will be for two years with an option to renew. 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-13 position. The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate. Salaries over and above the top of the GS 13 pay range will not be entertained or negotiated.

## **E. SKILLS, EXPERIENCE AND QUALIFICATIONS**

The successful candidate should have the following skills, experience and qualifications:

- Education: Master's degree in Public Health, International Development, or a related discipline.
- Prior Work Experience: minimum five (5) years professional experience in international public health with an emphasis on maternal child health; excellent project management skills, with 2-3 years project management experience of public health activities of similar scope and complexity; experience representing projects or public health technical areas of MCH to international government partners and other stakeholders in a variety of venues; experience planning, implementing and monitoring activities and experience writing reports, assessments, evaluations or papers about MCH topics or program implementation (U.S. or international); experience in the global best practice and make recommendations on their application or study in Indonesia
- Language Proficiency: Level IV fluency in English, excellent oral communications skills with a demonstrated ability to establish and manage successful relationships with donors and other development partners ; excellent writing and editing skills with a demonstrated ability to write high quality materials for international donors and development partners
- Knowledge: Mastery over technical field in Maternal and Child Health (MCH); familiarity with United States Government (USG) or other donor systems; excellent knowledge of public health and development issues in Indonesia, particularly as they relate to MCH.
- Skills and Ability: Professional training in an area of project management, budget/finance, computer systems, or related areas; excellent interpersonal skills including communication, diplomacy, problem solving, and cultural awareness; able to use initiative, research, and prior knowledge to apply to their work in a variety of ways; able to work well as a member of a team.

## II. EVALUATION CRITERIA:

### Evaluation/Selection Criteria

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

1. **Education, knowledge and skills (30 points):**
  - Master's degree in Public Health, International Development, or a related discipline;
  - Familiarity with United States Government (USG) or other donor systems
  - Excellent knowledge of public health and development issues in Indonesia, particularly as they relate to MCH
  - Professional training in an area of project management, budget/finance, computer systems, or related areas.
2. **Work Experience (40 points):**
  - A minimum of five (5) years professional experience in international public health, with an emphasis on maternal child health
  - Excellent project management skills, with 2-3 years project management experience of public health activities of similar scope and complexity
  - Experience representing projects or public health technical areas of MCH to international government partners and other stakeholders in a variety of venues.
  - Experience planning, implementing and monitoring activities
  - Experience writing reports, assessments, evaluations or papers about MCH topics or program implementation (U.S. or international).
3. **Written and oral communication skills (15 points):**
  - English language fluency, native speaker
  - Excellent oral communications skills, with a demonstrated ability to establish and manage successful relationships with donors and other development partners
  - Excellent writing and editing skills, with a demonstrated ability to write high quality materials for international donors and development partners
4. **Team work and interpersonal skills (15 points):**
  - Excellent interpersonal skills including communication, diplomacy, problem solving, and cultural awareness
  - Excellent ability to work well as a member of a team

Maximum Points Available: 100 points

## 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

**E-MAIL:**     [SOL-497-14-000011@usaid.gov](mailto:SOL-497-14-000011@usaid.gov)

## **U.S. MAIL**

Ms. Margaret Healey  
Supervisory EXO  
American Embassy Annex  
Unit 8200 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)

**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-497-14-000011@usaid.gov](mailto:SOL-497-14-000011@usaid.gov)**

## **V. MARKING INSTRUCTIONS**

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

**Solicitation Number SOL-497-14-000011  
HEALTH PROGRAM SPECIALIST**

## **VI. CLOSING DATE**

Applications must be in the EXO Office, USAID/Indonesia, no later than **JANUARY 30, 2014 at 3:00 P.M. Jakarta Time.**

## **ATTACHMENT 2**

### **ADDITIONAL INFORMATION**

As a matter of policy, and as appropriate, an off-shore USPSC or TCNPSC may be authorized the following benefits (Note: an individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1 below).

#### **1. BENEFITS**

- a. Employee's FICA Contribution (USPSC only, N/A for TCNPSC)
- 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.

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