



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO: SOL-497-14-000014**  
**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 SOUTH-SOUTH & TRIANGULAR COOPERATION 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 South-South & Triangular Cooperation 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-497-14-000014@usaid.gov](mailto:SOL-497-14-000014@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 US/TCN Personal Services Contractor**

**SOUTH-SOUTH & TRIANGULAR COOPERATION SPECIALIST**

**SOLICITATION NO.: SOL-497-14-000014**

**ISSUANCE DATE: March 13, 2014**

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

**POSITION TITLE: South-South & Triangular Cooperation Specialist.** This is a Resident Hire US/TCN PSC (Personal Services Contract) position.

**MARKET VALUE: GS 11 (\$50,790 - \$66,027 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 11 pay range will not be entertained or negotiated.**

**PERIOD OF PERFORMANCE:** This position will be for a one year contract.

**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 **Deputy Program Office Director**

**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 specialist serves as the Mission's South-South & Triangular Cooperation (SSTC) Specialist. The Specialist will work under the supervision of the **Deputy Program Office** and will be USAID's focal point as it relates to SSTC policy, programming communication, and coordination.

This Scope of Work includes travel in Indonesia; interaction with Mission-funded contractors and grantees; coordination with other development partners, and Embassy colleagues; and dialogue with leading counterparts in both the public and the private sector.

## **Background**

The Government of Indonesia (GOI) has engaged in international development cooperation since 1981. Paradoxically, Indonesia continues to benefit from development assistance as it also embarks on its own program of providing foreign assistance.

While Indonesia's contributions to development cooperation are promising, especially its ability to share its own experiences and technical knowledge, there are still coordination issues. Multiple ministries manage and implement development assistance. There is no one clear specific development cooperation unit managing or facilitating the flow of development assistance to third countries. In 2010, to improve coordination among the ministries, the GOI established the National Coordination Team (NCT) on SSTC comprised of four ministries, the Ministry of National Planning (BAPPENAS), Ministry of Foreign Affairs (KEMLU), Ministry of the State Secretariat (Setneg) and the Ministry of Finance, to bring more coordination and focus to SSTC. BAPPENAS leads the coordination efforts within the NCT. Coordination is improving, but it is definitely challenging to coordinate and plan with all of the implementing agencies involved in the provision of development cooperation (more than 40), from the Ministries of Health and Public Works, to public research institutes and private institutions, has been limited. Additionally, staff managing development cooperation and assistance stress the need for capacity in development cooperation issues such as the project design cycle, including planning, monitoring and evaluation, procurement and implementation mechanisms and outreach so that GOI's financial contributions make sustainable impact under SSTC.

As seen with other emerging donors, Indonesia is a middle-income country with many unresolved domestic socio-economic issues. In this context, the appropriateness of establishing institutionalized development cooperation as a government policy area remains a delicate issue and the discussion on the most adequate institutional framework to support it requires deeper exploration.

Specific issues and challenges include:

- Different GOI partners implement development cooperation through different channels
- Knowledge of development practices within GOI staff still minimal
- Cumbersome budgeting process through each ministry
- Insufficient staff capacity of relevant ministries to implement projects and activities
- Budget and procurement infrastructure for providing bilateral assistance still to be developed

Lack of domestic constituency for international development cooperation is an issue. The country still has large pockets of poverty, and sending money abroad could be controversial. The initial desk review of country case studies, consultations and interviews reveal a range of challenges and

issues in establishing an international development agency in Indonesia. Additionally, establishing yet another new institution could put significant strain on Indonesian cooperating institutions. The GOI has determined in the short term it will use the NCT institutional framework to administer SSTC. Under the GOI's commitment to aid effectiveness and development cooperation the institutional framework should be an efficient and effective way of coordinating its development assistance. The GOI, Japan International Cooperation Agency (JICA) and the University of Indonesia stated in a 2013 report on SSTC lessons learned that "Coordination among line ministries for [SSTC] is necessary for future program development... It is expected that Indonesia can develop comprehensive program mapping under SSTC."<sup>1</sup> The GOI believes definitions of assistance and a set of criteria for determining what falls within SSTC assistance will help provide a key coordination and tracking mechanism under the NCT.

The NCT is currently working on a three-phase Grand Design for SSTC through 2025, however the Grand Design documents are currently being finalized within higher levels of government, but in discussions with the NCT they have expressed support to help align this USAID project with the un-finalized blueprints for SSTC and the Standard Operating Procedures (SOP) to coordinate triangular cooperation. While it is unclear how the GOI roadmap will bring a coordinated focus to SSTC under the current fragmented environment, it is clear that Indonesia is committed to South-South and Triangular Cooperation (SSTC) and sharing its experiences on the world stage.

## **B. DUTIES AND RESPONSIBILITIES**

### **Major Duties and Responsibilities**

The incumbent will work in the USAID Program Office under the overall policy guidance of the South-South and Triangular Cooperation National Coordination Team (NCT) under the Directorate for International Cooperation at BAPPENAS, supervised by the Director. He/she will advance the concepts and practices of South-South and Triangular Cooperation, further outlined in the MOU between the USG and Indonesia and contemplated in USAID's Country Development Cooperation Strategy (CDCS).

Specifically, the incumbent is expected to:

#### **Develop and implement strategies for SSTC (60%)**

- Actively participate in National Coordination Team meetings, events, and monitoring and evaluation visits to gain a deeper understanding of current issues, challenges, etc. in the SSTC arena.
- Provide analysis of briefs and papers to guide policy advocacy and program development efforts.
- Promote achievement of tangible results by operationalizing the MOU and work with the National Coordination Team and interagency/other USAID Missions to identify SSTC pilot programs b/w the U.S., Indonesia, and a third country.

---

<sup>1</sup> Republic of Indonesia Case Study for Indonesia's Capacity of South-South and Triangular Cooperation, National Coordinating Team, Japan International Cooperation Agency, Institute of Economic and Social Research, Faculty of Economics, University of Indonesia (LPEM-FEUI), March 2013.

- Coordinate consultations on SSTC to ensure host country buy-in, alignment, and division of labor among stakeholders.
- Provide assistance to the SSTC Project Design team to help develop a future SSTC integrated program, based on consultations with the GOI, development partners, and other key stakeholders. This design will support capacity building of the NCT as well as helping to define a strategic rationale for ongoing joint programming with the GOI.
- Scan development practices in the region and via other USAID Missions, etc., coordinate production of analysis of best practices, lessons learnt (both good and bad examples) and promote networks from Government, private sector and civil society to strengthen the use of South-South and Triangular Cooperation as a development tool.

#### **SSTC Engagement Technical Assistance for Mission Personnel (15%)**

- Maintain and follow SSTC protocol to keep relevant stakeholders up to date on SSTC.
- Facilitate brownbags, draft fact sheets and updates as well as generate general outreach materials to promote a better understanding of SSTC within the USG and GOI.
- Facilitate interregional and intra-regional learning by drawing lessons learnt and making best practices available to partners.
- Identify areas to mainstream SSTC efforts across USAID’s proposed Development Objectives.
- Explore staff exchanges and develop an options paper of management issues on how to further enhance equal partnership.
- Initiate resource mobilization and intensify institutional/development partnership efforts.

#### **Program/Policy Analysis and Reporting (15%)**

- Ensure that activities are appropriately documented in required reports and regular updates given to USAID stakeholders and external development partners, including the Operational Plan, Performance Plan and Report, portfolio reviews, annual budget, congressional presentations, briefs and talking points.
- Ensure indicators to measure impact of SSTC efforts in Indonesia are tracked accurately and used to revise strategy as necessary. Coordinate with USAID/Indonesia to ensure data submitted on activities is complete and consistent for reporting in the annual report, portfolio reviews, annual budget, and other required reporting.
- Prepare concept papers and other relevant documents, and initiate and describe project ideas and initiatives in accordance with USAID/Indonesia’s strategy, the current environment in Indonesia, the institutional capabilities of potential partners, and purposes of potential USAID assistance.

#### **Other (10%)**

- All other duties as assigned and appropriate.
- Travel required

### **C. POSITION ELEMENTS**

- a) Supervision Received: The South-South and Triangular Cooperation Specialist will work under the direct supervision of the **Deputy Program Office Director**. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and

performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; 4) prepare the annual Evaluation Report as/when required; and 5) The incumbent is expected to work with a high degree of independence and should be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be proactive as well as self-motivated.

- b) Available Guidelines: In instances not covered by written guidelines, the incumbent will use her/his professional, well-informed judgment with full knowledge and understanding of nature and goals of the position and of the program budget. The incumbent must use substantial judgment to interpret for Mission staff Agency guidelines, requirements, and agency policy and is expected to be a resource for Mission staff having questions about these guidelines.
- c) Exercise of Judgment: Considerable judgment is required; the incumbent works with procurement-sensitive information and must be discrete in handling this information. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct. The incumbent will have frequent contact with senior development partners and GOI officials and is expected to represent the Agency's interests effectively in such fora.
- d) Nature, Level, and Purpose of Contacts: Incumbent maintains day to day contacts with business leaders, foundation and NGO personnel, the senior and intermediate GOI officials, USAID/Washington key officials, officials of the U.S. Embassy and its Consulates, as well as staff of other multilateral (World Bank, Asian Development Bank, etc.) and bilateral donor agencies. The incumbent will have frequent contact with senior development partners and GOI officials and is expected to represent the Agency's interests effectively in such fora.
- e) Supervision Exercised: Oral guidance from the immediate Supervisor and specific detailed written instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall program and budget activities within USAID/ Indonesia, including but not limited to USAID's program planning policies as set forth in the Agency's Automated Directives System (ADS), USAID's gender and evaluation relate policies and guidance, Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.
- f) Authority to Make Commitments: The Advisor must take action and establish priorities based on available guidelines and professional judgment. Guidance should be sought when needed, and the supervisor informed of activity and project status. The Advisor will on occasion be required to negotiate ad referendum for the supervisor.
- g) Time Required to Perform Full Range of Duties After Entry Into The Position: 12 Months. Based on completion of the required probationary period and on an overall summary rating of Good (or better i.e. exceptional) on the annual Employee Performance Report (EPR).

## **D. PERIOD OF PERFORMANCE**

1. The contract will be for one year.
2. This position is equivalent to a GS-11 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 11 pay range will not be entertained or negotiated.

## **III. REQUIRED QUALIFICATIONS**

- a) Education: Minimum education requirement of a Bachelor's degree in International Relations, Social Science, Economics, and other relevant academic discipline.
- b) Prior Work Experience: Minimum of 5-7 years of experience in the development field including policy development, program planning and management, or related field; Minimum of 3 years in international advisory or program management positions; Country office/regional experience in developing resource mobilization strategy and competency in inter-governmental partnership is desirable; Knowledge of South-South and Triangular Cooperation is desirable; Experience in advocacy activities is desirable.
- c) Post-Entry Training: The incumbent is expected to learn the skills and knowledge required to understand USAID's internal processes and perform the duties/responsibilities of this position. USAID provides mandatory training for all new employees in order to meet these criteria. All new staff are required to take training focused on the Agency's established policies, procedures, and regulations that govern USAID project design, budgeting, procurement and activity management roles and responsibilities.
- d) Language Proficiency: Candidates must be in fluent in English. Given the nature of the position, effective written and oral communications skills are critical to perform successfully in the position. Incumbent must be able to communicate effectively, sensitively, and accurately with: 1) Indonesian and international businesses and social enterprises; 2) foundations; 3) NGOs; 4) USAID project beneficiaries and participants 2) all categories of Mission employees; 3) Government of Indonesia officials at the Minister level, provincial and district; 4) other international and local organizations, donors, UN and other international organizations and other embassies; 5) counterparts the USAID in Washington and at the State Department (at the US Embassy in Jakarta and in Washington; and 6) the general public. The incumbent is required to be able to assist in the preparation of briefing documents, including participation in the drafting of certain sections of annual technical, programmatic and financial reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.

The applicant should have a demonstrated ability to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior USG officials, private businesses, corporations, foundations, NGOs other non-traditional development organizations, other donors, and foreign government officials. Applicant will need to possess or rapidly develop the ability to explain USAID objectives and procedures as well

as U.S. government legislation relating to development assistance to external partners and colleagues, both technical and non-technical colleagues. In the same vein, must be able to transmit and interpret host country government and non-governmental sector program-related concern to senior USAID officials and Mission management.

- e) Knowledge: The incumbent must be skilled in project monitoring and evaluation methodologies, and some knowledge in the planning and budgeting processes. The incumbent should have thorough knowledge of the Government of Indonesia (GOI) national development priorities, policies and procedures.
- f) Skills and Abilities: Proven ability to work independently with minimal supervision or guidance is required. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts both inside and outside of USAID and in order to explain USAID objectives and procedures as well as U.S. government legislation relating to development assistance. A high degree of technical, analytical, and quantitative skills related to the analysis of markets, business development and related policies required; significant technical, analytical and quantitative skills related to development activities and policies preferred. The following skills and abilities are also sought: strong quantitative and analytical skills, operational and management skills, computer skills including ease and skill in using word processing programs, email, databases and spreadsheets; manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically. The Mission is seeking a self-starter to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and adapt to the existing management team. In addition, the position will require an entrepreneurial, goal-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. The above responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.

#### **IV. EVALUATION CRITERIA**

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

1. **Education: (10 points)** Minimum education requirement of a Bachelor's degree in International Relations, Social Science, Economics, and other relevant academic discipline.
2. **Prior Work Experience: (20 points)** Minimum of 5-7 years of experience in the development field including policy development, program planning and management, or related field; Minimum of 3 years in international advisory or program management positions; Country office/regional experience in developing resource mobilization strategy and competency in inter-governmental partnership is desirable; Knowledge of South-South and Triangular Cooperation is desirable; Experience in advocacy activities is desirable.
3. **Language Proficiency: (10 points)** Candidates must be in fluent in English. Given the nature of the position, effective written and oral communications skills are critical to

perform successfully in the position. Incumbent must be able to communicate effectively, sensitively, and accurately with: 1) Indonesian and international businesses and social enterprises; 2) foundations; 3) NGOs; 4) USAID project beneficiaries and participants 2) all categories of Mission employees; 3) Government of Indonesia officials at the Minister level, provincial and district; 4) other international and local organizations, donors, UN and other international organizations and other embassies; 5) counterparts the USAID in Washington and at the State Department (at the US Embassy in Jakarta and in Washington; and 6) the general public. The incumbent is required to be able to assist in the preparation of briefing documents, including participation in the drafting of certain sections of annual technical, programmatic and financial reports. The incumbent must also be able to prepare reports, correspondence, and documents in English in a professional and competent manner requiring few or no editorial changes.

The applicant should have a demonstrated ability to produce professional quality analytical pieces and make oral presentations logically and persuasively to senior U.S. Government officials, private businesses, corporations, foundations, NGOs other non-traditional development organizations, other donors, and foreign government officials. Applicant will need to possess or rapidly develop the ability to explain USAID objectives and procedures as well as U.S. government legislation relating to development assistance to external partners and colleagues, both technical and non-technical colleagues. In the same vein, must be able to transmit and interpret host country government and non-governmental sector program-related concern to senior USAID officials and Mission management.

4. **Knowledge (30 points):** The incumbent must be skilled in project monitoring and evaluation methodologies, and some knowledge in the planning and budgeting processes. The incumbent should have thorough knowledge of the Government of Indonesia (GOI) national development priorities, policies and procedures.
5. **Skills and Abilities (30 points):** Proven ability to work independently with minimal supervision or guidance is required. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts both inside and outside of USAID and in order to explain USAID objectives and procedures as well as U.S. government legislation relating to development assistance. A high degree of technical, analytical, and quantitative skills related to the analysis of markets, business development and related polices required; significant technical, analytical and quantitative skills related to development activities and policies preferred. The following skills and abilities are also sought: strong quantitative and analytical skills, operational and management skills, computer skills including ease and skill in using word processing programs, email, databases and spreadsheets; manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically. The Mission is seeking a self-starter to be responsive to client needs with the ability to work calmly, tactfully and effectively under pressure and adapt to the existing management team. In addition, the position will require an entrepreneurial, goal-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. The above responsibilities require the incumbent to demonstrate highly developed professional judgment and to provide technical direction and management oversight.

The applicant must also be able to successfully pass a reference background check.

**Maximum Points Available: 100**

**IV. 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.

**V. 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 8200 USAID  
DPO 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 (allow 2 to 3 weeks for delivery)

**E-MAIL      **SOL-497-14-000014@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. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB. 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 the above email address.**

**VI. MARKING INSTRUCTIONS**

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

**SOLICITATION # SOL-497-14-000014  
SOUTH-SOUTH & TRIANGULAR COOPERATION SPECIALIST**

**VII. 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

### **VIII. 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

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

\*\*\*\*\*