



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: SOL-497-16-000011
(revised issuance and closing date)
ISSUANCE DATE: September 13, 2016
CLOSING DATE/TIME: September 27, 2016
4:00 p.m. JAKARTA TIME

SUBJECT: SOLICITATION FOR A RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACT (USPSC)/THIRD COUNTRY NATIONAL (TCN) CLIMATE RESILIENCE, ENERGY AND WATER (CREW) TEAM LEADER. GS – 12

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified persons (US and TCN citizens) to provide services under contract as described in this solicitation. The place of performance for this position will be Jakarta, Indonesia.

Application must be in accordance with **Attachment 1, Sections I. through V** of this Solicitation. Incomplete or unsigned applications received after the closing date and time contained in this Solicitation will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in noway obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

Any questions regarding this solicitation should be in writing and directed to jktrecruitmentpsc@usaid.gov. **Phone calls or e-mails 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

Solicitation for Resident Hire U.S. / TCN PSC (United States/Third Country Nationals Personal Service Contractor) for CLIMATE RESILIENCE ENERGY AND WATER (CREW) TEAM LEADER

I. GENERAL INFORMATION

SOLICITATION NO.: SOL 497-16-000011

ISSUANCE DATE: September 13, 2016

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: September 27, 2016
4:00 p.m. JAKARTA TIME

POSITION TITLE: CLIMATE RESILIENCE, ENERGY AND WATER (CREW) TEAM LEADER.

MARKET VALUE: GS-12 (Salary range \$62,101.00 - \$80,731.00 per annum). This is a Resident Hire Personal Services Contract (PSC) position. Resident Hire Personal Services Contractor means a U.S. Citizen or Third Country National who, at the time of hiring as a PSC, resides in Indonesia and as such, no offshore benefits and allowances will be provided (i.e. housing, post differential, education allowance, etc.). 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 12 pay range will not be entertained or negotiated.**

PERIOD OF PERFORMANCE: This position will be for a period of one year with option to renew for one additional year.

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

AREA OF CONSIDERATION: U.S. Citizens/Third Country Nationals.

SUPERVISORY RELATIONSHIP: Deputy Director of the Environment Office, or his/her Designee.

SUPERVISORY CONTROL: Directly responsible for three FSNs, manages a team of seven.

MEDICAL CLEARANCE: The apparently successful applicant must be able to obtain required medical clearance as a pre-condition for employment and/or residence in Indonesia.

SECURITY CLEARANCE: The successful applicant shall be required to obtain a Facilities Access level security clearance as a pre-condition for employment.

POSITION DESCRIPTION

A. BASIC FUNCTION OF POSITION

The incumbent is a supervisory team leader and key technical advisor to the USAID Indonesia Environment Office. S/he will advise the Environment Office Director and Deputy Director as well as appropriate USG agencies and interagency working groups related to climate change adaptation, water and sanitation and hygiene (WASH) services, clean energy development and disaster resilience in Indonesia. As an expert in these areas, s/he also plays an important advisory role in developing country-level strategies, policies, and guidelines. S/he will serve as the Team Leader for the Climate Resilience, Energy and Water Team (CREW).

CREW Team Leader is the principal staff responsible for programmatic and administrative management of the programs of USAID Indonesia related to the CREW Team. S/he will be the lead USAID staff responsible for all CREW related activities for collaboration with the Ministry of National Development Planning, the Ministry of Public Works, Ministry of Energy and Mineral Resources, Ministry of Environment and Forestry and other relevant GOI entities, Indonesian Water and Energy Utilities, the American Embassy, and multiple implementing partners to ensure project implementation addresses USAID Indonesia's strategic objectives and Indonesia's relevant international commitments.

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

Under the direct supervision of the Deputy Director of the Environment Office (ENV), the CREW Team Leader will supervise team members and spearhead management of day-to-day activities of the team portfolio including the functions of Agreement Office's/Contracting Officer's Representative (AOR/COR) and oversight for specific CREW activities with crosscutting, multi-sectoral approaches across the Mission. S/he will serve as a technical expert for all CREW activities and will be actively involved in the planning, design, procurement, implementation, management and evaluation of Team activities. S/he will be responsible for reviewing and providing technical input on the Annual Workplans, Performance Management Plan, as well as drafting and finalizing significant sections of the CREW Team program areas of the Annual Operations Plan and Performance Reports for the Environment Office.

B. MAJOR DUTIES AND RESPONSIBILITIES

A. Program/Technical Management: 40%

1. As the CREW Team Lead, the incumbent provides programmatic leadership for USAID Indonesia's climate adaptation and disaster resilience, clean energy, and water, sanitation and hygiene activities within the CREW portfolio. The incumbent takes an active role in working with CREW team members to oversee effective implementation of CREW projects and activities, develop proposal to introduce new initiatives, and prepare related reports, memoranda, and other written documents. As the team lead, the incumbent has overall responsibility of managing a portfolio of programs with total life of program budget of over \$70 million.
2. The incumbent provides technical direction for proposals that result in a grant, contract and/or cooperative agreement for CREW programs that are scientifically sound and incorporate USG policies and lessons learned. The incumbent works with the Agency grants and contracts office, as well as partner representatives, to ensure that most current

program relevant methodologies are included in the signed grant, contract or cooperative agreement.

3. In collaboration with CREW team members, the incumbent gives technical advice and monitors implementation of all CREW activities to ensure consistency with USAID guidelines and achievement of stated objectives. S/he participates in the development of project workplans to ensure implementation of activities will result in achievement of USAID objectives and follow Agency guidelines. S/he conducts regular site visits and meets regularly with representatives of each organization to review progress, drawing attention to programmatic and/or management issues when necessary.
4. Working closely with CREW project managers and Environment Office leadership, the incumbent oversees the management of all CREW projects and activities to monitor, evaluate, and report how the stated objectives and results are achieved. In coordination with the Mission Monitoring and Evaluation (M&E) specialists, the incumbent ensures that appropriate M&E management systems to monitor objectives and indicators for CREW programs are in place and analyzes the information to provide advice and recommendations.
5. The incumbent stays abreast of developments in the field of clean energy, WASH, climate change adaptation and disaster resilience within the region and globally, and integrates these developments into USG Indonesia programming as appropriate. S/he provides and incorporates into USAID activities the most up to date technical information as it becomes available. The incumbent responds to requests from the USG, NGOs, the GOI, and other relevant stakeholders for information and technical assistance and on strategies related to the relevant areas of CREW activities.
6. The incumbent prepares regular and frequent oral and written reports to the Environment Office Director and Deputy Director, Mission Director, inter-agency USG committees, and other interested parties on the progress of CREW activities.
7. On an as needed basis, the incumbent will serve as Contracting Officer Representative (COR), Agreement Officer Representative (AOR), or Activity Manager for CREW contracts, cooperative agreements, and grants. In this role, the incumbent will oversee and monitor project implementation and ensure compliance with USAID rules and regulations and achievement of intended objectives. As COR, AOR or activity manager, the incumbent maintains files and records for all activities.

B. Administrative Management: 40%

1. The incumbent is responsible for supervising three senior Foreign Service Nationals (FSN) and oversees all related administrative processes for the members of CREW Team. This includes day to day management of the staff and completion of annual performance reviews, reviews of position descriptions, and leave approvals for the three senior FSNs. S/He will provide guidance and advice to the senior FSNs in their in their own supervisory capacity. The incumbent will also advise, consult, and notify the Deputy and the Director of ENV on personnel matters relevant to the team that require actions from the other support offices.
2. The incumbent is responsible for monitoring CREW budgets. This includes reviewing budget requests for appropriateness; monitoring use of funds and burn rates to ensure timely spending; reviewing quarterly pipeline reviews/budget status reports; following up on irregular audit findings; providing advice for realignments of budgets; and reviewing accruals.
3. As necessary, the incumbent prepares progress reports on CREW Team activities. These include the annual USAID Operational Plan and the Annual Performance Report. Readers of these reports include Agency and post management, other USG agency officials, and USG headquarters offices.
4. Prepares and presents briefings for Congressional and Executive delegations, industry leaders and other high-level visitors; participates in making arrangements for visits and serve as spokesperson as required. The incumbent serves as control officer for site visits for agency and inter-agency USG senior-level officials.
5. The incumbent maintains files and records specific to the activities/programs for which incumbent is responsible. The incumbent is responsible for information integrity and security of information and other program files including reports, meeting summaries and minutes, copies of all grants/cooperative agreements/contracts, programmatic and administrative analysis, panels, and awards. Whenever possible, these records will be filed electronically.

C. Coordination: 20%

1. The incumbent represents USAID Indonesia at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies, senior Agency

officials, Environment Office and interested officials of other USG agencies. As appropriate, the incumbent prepares summaries on the results of such meetings.

2. In coordination with the Deputy and Director of the Environment Office, the incumbent discusses financial commitment targets for CREW Team programs at administrative and strategic planning meetings including discussions with the other USG agencies involved in CREW related sectors.
3. The incumbent serves as the lead on relevant USG technical working groups to ensure effective coordination of work plan development, implementation strategies, and evaluation plans for all CREW related activities in Indonesia. The incumbent serves on intra- and inter-branch and Agency working groups and projects, frequently taking the leading role when appropriate.

C. POSITION ELEMENTS

- a. *Supervision Received:* Directly supervised by Deputy Director of the Environment Office.
- b. *Available Guidelines:* Uses USAID Mission Orders, Administrative Notices, USG Federal Acquisition Regulations, other guidance and directives from the Automated Directives System (ADS), and any applicable GOI regulations and policies.
- c. *Post Entry Training:* Familiarization training in USAID-specific procedures, regulations, and methods. Orientation to working from a donor-Agency perspective, etc. will be provided. Formal contract and agreement management certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds
- d. *Exercise of Judgment:* Required for independent and professional judgments on the quality and effectiveness of CREW projects. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of the US, senior level staff of other agencies and the GOI.

- e. *Authority to Make Commitments:* As Agreement Office's/Contracting Officer's Representative (AOR/COR), the incumbent will have authority and responsibility as delegated by the signed AOR/COR agreement to carry out agency cooperative agreement support commitments. Incumbent has no authority to make financial commitments.
- f. *Nature, Level and Purpose of Contacts:* The incumbent must provide consistent and credible representation of USAID to the GOI, donors, private sector and other partner contacts and coordination bodies for technical, policy and program management issues. The Environment Office Director may at times delegate to the incumbent representation responsibilities to the highest levels of the GOI and others. The incumbent will have frequent contacts with GOI officials at the Director General level and below as well as with other mid-level partners to define and/or reorient strategies, discuss policies related to CREW projects, and translate policy into program action. The incumbent will interact on a regular basis with a wide range of PVOs/NGOs and other development organizations as USAID representative.
- g. *Supervision Exercised:* Directly responsible for three FSNs, manages a team of seven.

Time required to perform full range of duties after entry into the position: One Year

D. PERIOD OF PERFORMANCE

This position will be for a period of one year with option to renew for one additional year based on the performance of the contractor, the continue need for the position, and the availability of funds.

Within seven days 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 Contractor shall proceed to Post to perform the above services.

This position is equivalent to a GS-12 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-12 pay range will not be entertained or negotiated.**

E. MEDICAL AND SECURITY CLEARANCE

The selected candidate must obtain a US Government Facilities Access level 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 or a Third Country National. Consideration and selection will be based on a panel evaluation of the evaluation criteria factor below. Please note that only shortlisted/finalist applicants will be interviewed or contacted. USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

Interviews, a writing exercise, and a language test 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.

a. *Education (10 points)*

Master's Degree in Urban and City Planning, Renewable Energy, Water and Sanitation, Environmental Health, Environmental Management, Climate Change Adaptation, Disaster Risk Reduction, Public Administration or Policy, and/or related field of discipline is required.

b. *Prior Work Experience (15 points)*

- A minimum of 5 years of professional experience.
- Experience with developing, implementing or evaluating projects that involve coordination with an international development agency or international implementing partner.
- Must demonstrate experience in strategic planning, leadership, or program management and have supervision experience.

c. *Language Proficiency (5 points)*

Level IV (fluent – speaking/reading/writing) English is required.

- d. *Job Knowledge (30 points)*
- Understanding of international development is required. Understanding of clean energy, WASH, climate change adaptation and disaster resilience sectors, including program design, implementation and evaluation is desired.
 - A demonstrated ability to effectively supervise and mentor staff is required.
 - A demonstrated ability to work collaboratively and effectively in a high performance environment and under tight deadlines is required.
- e. *Skills and Abilities (40 points)*
- Strong oral and written communications skills are required to develop and maintain effective, productive working relationships with national and international organizations, government, donors, the private sector or other key counterparts.
 - Strong leadership skills are required to lead results-driven project teams and workgroups and to build and maintain close counterpart relationships.
 - The ability to quickly learn USAID policies, procedures and guidelines and exercise considerable ingenuity and tact in applying them to unique and different settings is required.
 - Intermediate user level of word processing, spreadsheets and databases is required.

Maximum Points Available: 100

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 results achieved during the performance of the contract.

III. HOW TO APPLY

- A. Please send a completed and signed Form AID 302-3 and curriculum vitae containing the following information. Forms is available at the USAID website, <https://www.usaid.gov/forms>
1. Personal Information: full name, mailing address (with Zip Code) day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held)

2. Education: high school name, city and state (Zip Code if known), date of diploma or GED; colleges and universities names, cities and states (Zip Code if known), majors, type and year of any degrees received
3. Work Experience: give the following information for paid and non-paid work experience related to the job for which applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employers' names and addresses, supervisors' names and phone numbers, starting and ending dates (month and year), hours per week, salary; indicate if we may contact 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 example, 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 three pages that demonstrates how the candidate's qualifications meet the work requirements
2. A curriculum vitae that, at a minimum, describes education, latest experience and career achievements
3. Applicants must provide at least two recent writing samples with application. The samples should be 350 to 1,500 words each (preferably 750-1,000 words). They can be excerpts from larger articles or papers and do not have to concern development or be written specifically for this solicitation. The samples should demonstrate the applicant's ability to clearly and lucidly communicate complex ideas to the public. The samples must be by the applicant; co-written articles are not accepted.
4. Names, current and accurate contact numbers (e-mail and phone) of three professional references who 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

(Subject: U.S. / TCN PSC Resident Hire Climate Resilience Energy and Water (CREW) 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 **will 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-497-16-000011

U.S. / TCN PSC Resident Hire Climate Resilience Energy and Water (CREW) Team Leader

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **September 15, 2016 at 4:00 p.m., Jakarta Time.**

ATTACHMENT 2

ADDITIONAL INFORMATION

Contract Information Bulletins (CIBs) or Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

AAPDs and CIBs contain changes to USAID Policy and General Provisions in USAID regulation and contract. Please refer to USAID website to locate relevant AAPDs and CIBs.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendix D or J also applies to PSCs can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1 below).

BENEFITS

1. Employer's FICA Contribution
2. Contribution toward Health & Life Insurance
3. Pay Comparability Adjustment
4. Annual Increase (pending a satisfactory performance evaluation)
5. Eligibility for Worker's Compensation
6. Annual and Sick Leave

LIST OF REQUIRED FORMS

1. Offeror Information for PSCs Form (AID 302-3)
- *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. Fingerprint Cards (SF-87) for two sets of finger prints

NOTE:

The U.S. PSC's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: U.S. PSC are not exempt from payment of Federal Income Taxes.

*The forms listed 2 through 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

(END OF SOLICITATION)