



AMENDMENT NUMBER: 01 (Re-advertisement)
SOLICITATION NUMBER: 72049721R00002
ISSUANCE DATE: December 11, 2020

SUBJECT: RE-ADVERTISEMENT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC) - General Development Specialist, GS-12

Dear Prospective Offerors:

This amendment is issued to (1) re-advertise the solicitation for Resident Hire U.S. Personal Service Contractor (USPSC) General Development Specialist, GS-12 position with the new closing date; and (2) revise the following sections of the solicitation. The revised solicitation with tracked changes is attached to this amendment.

Accordingly, the following information is provided, and the solicitation is amended as specified herein:

1. COVER PAGE - Solicitation closing date

Delete: November 19, 2020

Replace with: January 14, 2021

2. COVER PAGE - SUBJECT

Delete: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC) - General Development Specialist, GS-12

Replace with: RE-ADVERTISEMENT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC) - General Development Specialist, GS-12

3. I. GENERAL INFORMATION, 12. STATEMENT OF DUTIES - 2. Statement of Duties to be Performed

Delete: Coordinate budget with appropriate personnel on various technical and support teams to determine how Mission funds will be utilized for HCP Office activities and communicate important requirements and updates to the HCP Director or his/her designee.

4. II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Delete: 1. Education: Bachelor level or higher degree in international development, international relations, or similar social science field.

2. Work Experience: Minimum of five (5) years of experience in an international development.

Replace with: 1. Education: Bachelor level or higher degree in international development, international relations, statistics, English or similar field.

2. Work Experience: Minimum of five (5) years of experience in an international setting.

5. III. EVALUATION AND SELECTION FACTORS

Delete: the entire subsection under **EVALUATION FACTOR**

Replace with:

EVALUATION FACTOR:

Applications which clearly meet the minimum qualification required for this position will be evaluated and ranked based on the following selection factors. These selection factors will be evidenced by the cover letter and curriculum vitae/resume, as well as interviews and reference checks (if applicable).

1. Technical knowledge (15 points):

Bachelor level or higher degree in international development, international relations, Statistic, English, or similar fields. Technical expertise in one of the following areas: higher education, vocational education/workforce development, economic growth, private sector engagement, STEM (Science, Technology, Engineering, and Mathematics) education, training/adult learning preferred.

2. Work Experience (30 points):

Demonstrated experience in program and personnel management, including:

- Minimum of five (5) years' experience in international engagement.
- Experience managing multiple projects simultaneously.
- Experience working in a multicultural environment and managing individuals from another culture than their own.

- Experience managing complex activities and engaging relevant stakeholders, including other donors, NGOs, government counterparts, the private sector, etc.

3. Interpersonal and management skills (30 points):

Strong management and organizational skills, a demonstrated ability to interact with a broad range of internal and external partners, and 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 analytical, writing, and oral presentation skills, preparation of contractual scopes of work, technical reports, and policy briefs.

Maximum Points Available: 100

6. IV. SUBMITTING AN OFFER, under subsection A. Offerors must include in their applications package as follows

Add: 6. As per Section I.5 of this solicitation, a Resident Hire U.S. Personal Service Contractor (USPSC) means a U.S. citizen 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.). Provide a written statement clearly describing the candidate's current residency in Indonesia and the candidate's current status of their IMTA/Work Permit and KITAS/Stay permit, or the ability to obtain them. This requirement does not apply to holders of Diplomatic or "No-Fee" passports.

7. IX. ADDITIONAL CONTRACT PROVISIONS WITH A RESIDENT HIRE USPSC

Delete: entire paragraph under subsection: **IMTA/Work Permit and KITAS/Stay Permit.**

Replace with:

IMTA/Work Permit and KITAS/Stay Permit. In line with host country regulations, the Contractor must obtain, and pay for an IMTA/Work Permit and KITAS/Stay permit approval from the host country government. These costs are not reimbursable.

The Contractor cannot start his/her work until he/she can provide to the Contracting Officer the approved IMTA and KITAS. Failure to obtain and maintain these permits may result in contract termination. This requirement does not apply to holders of Diplomatic or "No-Fee" passports.

****END OF SOLICITATION AMENDMENT NO.01****



SOLICITATION NUMBER: 72049721R00002
ISSUANCE DATE: October 21, 2020
CLOSING DATE: January 14, 2021
CLOSING TIME: 4:00 p.m. (Jakarta Time)

SUBJECT: **RE-ADVERTISEMENT:** Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC) - General Development Specialist, GS-12

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified U.S. Citizens to provide personal services under contract as described in this solicitation.

Applications must be in accordance with the guidance described in **Attachment, from section I to IV** of this solicitation, at the place and time specified. Incomplete, unsigned, or late application packages will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/s/
Nathan Olah
Supervisory Contracting Officer
USAID/Indonesia

ATTACHMENT

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72049721R00002 -**Re-advertisement**
2. **ISSUANCE DATE:** See cover letter
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** See cover letter
4. **POINT OF CONTACT:** Any questions about this solicitation may be directed to Ms. Yulian Christanti, A&A Specialist, e-mail at ychristanti@usaid.gov.
Note: No in-person appointments or telephone calls will be entertained unless you require more information about this solicitation.
5. **POSITION TITLE:** Resident Hire USPSC General Development Specialist

Resident Hire U.S. Personal Service Contractor means a U.S. citizen 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.).
6. **MARKET VALUE:** \$66,167 - \$86,021 per annum, equivalent to **GS-12**.

Final compensation will be negotiated within the listed market value. Salaries over and above the top of the salary range will not be negotiated nor entertained.
7. **PERIOD OF PERFORMANCE:** One year, with four additional one-year option periods. If said options are exercised, the contract's period of performance may not exceed five years.
8. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia.
9. **ELIGIBLE OFFERORS:** U.S. citizens and must not appear as an excluded party in the System for Award Management (SAM.gov).
10. **SECURITY LEVEL REQUIRED:** The final selected candidate must be able to obtain a Facility Access clearance. USAID will provide details regarding this requirement. If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.
11. **MEDICAL CLEARANCE:** The final selected candidate must be able to obtain required medical clearance as a pre-condition for employment.

12. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract

The General Development Specialist (GDS) will assist in managing the Office of Human Capacity and Partnership, which improves the quality of education, promotes human capacity development, and increases economic growth and private sector engagement in Indonesia. S/he will be the HCP Office's primary point of contact and liaison with the Program Office. S/he will manage and lead communication on HCP Office's behalf. Examples of these tasks include HCP project monitoring and evaluation and performance reporting. The incumbent will collaborate closely with other USG agencies, Government of Indonesia (GOI) counterparts, foreign donors and private sector partners. The General Development Specialist will directly supervise one or more Cooperating Country Nationals (CCN) employees and oversee the management of the projects those CCNs manage. S/he will work collaboratively with the Director and/or his/her designee and other colleagues in the HCP Office to ensure that each activity successfully progresses in achieving its goals.

The incumbent will be expected to establish effective working relationships within USAID, USG, Government of Indonesia, and the international community when necessary and appropriate. The nature of the position requires that the individual be knowledgeable of development assistance programs, policies and budget and be able to coordinate with a range of technical experts, management and program staff, while managing priorities and working independently to accomplish tasks.

2. Statement of Duties to be Performed

The General Development Specialist will carry out the following specific duties as listed:

- Act as a liaison and point of contact between the HCP and Program Offices and proactively plan for and respond to reporting requirements and inquiries, as well as lead coordination between the two offices and their staff.
- Assist HCP Office programs integrate with other technical office activities to successfully meet Mission objectives.
- Draft, review, and edit documents for internal and external review, including, but not limited to, the U.S. Ambassador and USAID Mission Director's, USAID/Washington, and the Government of Indonesia.
- Identify challenges and lessons learned on program management-related issues related to the office's portfolio and support innovative strategies to resolve them and improve decision-making.
- Develop and maintain working relationships with other USAID/Indonesia offices, other USG Agencies, and the Government of Indonesia (GOI).
- Coordinate budget with appropriate personnel on various technical and support teams to determine how Mission funds will be utilized for HCP Office activities and communicate

~~important requirements and updates to the HCP Director or his/her designee.~~

- May be required to represent USAID/Indonesia in meetings, seminars and conferences in matters directly related to USAID programming.
 - Report regularly to the Office Director and, when necessary, the USAID/Indonesia Mission Director relevant topics, including, but not limited to, present/future reporting requirements, and activity progress.
 - Supervise and mentor CCN staff members in their project management duties, interactions with Mission personnel, and GOI counterparts, including completing annual employee performance reports.
 - The incumbent will work together with the Office Director or his/her designee to develop deadlines, projects, and work to be done and will consult regularly with the Office Director and his/her designee on policy interpretations, keeping his/her informed of progress as assignments are carried out. The incumbent has latitude to take initiative and act independently when planning, designing and providing support for HCP programming. The supervisor will evaluate work for technical soundness and effectiveness in meeting work objectives.
3. **USAID Consultation or Orientation (if applicable).** Will be provided if and as applicable.
 4. **Supervisory Relationship.** The incumbent will work under the direction of the U.S. Direct Hire HCP Director or his/her designee.
 5. **Supervisory Controls.** The General Development Specialist is a supervisory position. The incumbent is expected to supervise one up to two Cooperating Country Nationals (CCNs) staff, while demonstrating a high level of independence, professionalism, judgment and responsibility.
13. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, offerors must meet the minimum qualifications listed below. Applications will be pre-screened and only those that complete and meet the minimum qualifications will be considered for further review.

1. **Education:** Bachelor level or higher degree in international development, international relations, statistics, English, or similar field.
2. **Work Experience:** Minimum of five (5) years of experience in an international setting.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

EVALUATION FACTOR:

Applications which clearly meet the minimum qualification required for this position will be evaluated and ranked based on the following selection factors. These selection factors will be evidenced by the cover letter and curriculum vitae/resume, as well as interviews and reference checks (if applicable).

1. Technical knowledge (15 points):

Bachelor level or higher degree in international development, international relations, Statistic, English, or similar fields. Technical expertise in one of the following areas: higher education, vocational education/workforce development, economic growth, private sector engagement, STEM (Science, Technology, Engineering, and Mathematics) education, training/adult learning preferred.

2. Work Experience (30 points):

Demonstrated experience in program and personnel management, including:

- Minimum of five (5) years' experience in international engagement
- Experience managing multiple projects simultaneously.
- Experience working in a multicultural environment and managing individuals from another culture than their own.
- Experience managing complex activities with and engaging all relevant stakeholders, including other donors, NGOs, government counterparts, the private sector, etc.

3. Interpersonal and management skills (30 points):

Strong management and organizational skills, a demonstrated ability to interact with a broad range of internal and external partners, and an 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 analytical, writing, and oral presentation skills, preparation of contractual scopes of work, technical reports, and policy briefs.

Maximum Points Available: 100

SELECTION PROCESS:

After the closing date for receipt of offers, an evaluation committee will convene to review all offers that meet the requirements and evaluate them in accordance with the above selection factors. Applications from offerors who do not meet the requirements indicated in the solicitation will not be considered for the review.

Competitive Range – The Contracting Officer may choose to establish a competitive range. If this happens the evaluation committee must create a ranking of the most highly rated and technically qualified offerors based solely on the selection factors.

Interviews - The evaluation committee may conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer. If the Contracting Officer established a competitive range and the evaluation committee elected to conduct interviews, the evaluation committee must interview all individuals within the competitive range.

Reference checks - Before a final offeror is selected for the position, the evaluation committee must perform reference checks based on the offeror's application or other relevant sources. The Contracting Officer, in consultation with the evaluation committee, will decide at what stage such reference checks will be conducted.

IV. SUBMITTING AN OFFER

A. Offerors must include in their applications package as follows:

1. A completed and signed the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms/aid-309-2>
2. A cover letter of no more than three (3) pages that demonstrates how the offeror's qualifications meet the evaluation and selection factors.
3. A current resume or curriculum vitae which responds to the requirements of the

position.

4. Names, current and accurate contact numbers (email and phone) of three professional references that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. It is the responsibility of the offeror to ensure that references are available to provide a written or verbal reference in a timely manner. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror.
5. A written statement certifying that 1) the candidate will start work as soon as valid medical and security clearance are obtained and 2) the length of time for which the offeror is available for the position.
6. As per Section I.5 of this solicitation, a Resident Hire U.S. Personal Service Contractor (USPSC) means a U.S. citizen 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.). Provide a written statement clearly describing the candidate's current residency in Indonesia and the candidate's current status of their IMTA/Work Permit and KITAS/Stay permit, or the ability to obtain them. This requirement does not apply to holders of Diplomatic or "No-Fee" passports.

NOTE: Submission of a resume/CV alone **IS NOT** a complete application. All the above information must be included in the application package for the package to be considered complete.

B. Delivery Instruction:

1. Offers must be received by the closing date and time specified in **Cover letter**, and submitted to the proposals-indo@usaid.gov, to the attention of **Mr. Nathan Olah, Supervisory Contracting Officer**, with a copy to Ms. Yulian Christanti at ychristanti@usaid.gov. Incomplete, unsigned, or late application packages will not be considered.
2. Offeror submissions must clearly reference the solicitation number and position title in the subject of email.
3. The attachment to e-mail must be in Word format (.doc) or Adobe Acrobat format (.pdf). The attachment should be formatted with a 10MB limit per email. Package in zip or other compressed formats will be rejected. The U.S. Government will not be responsible for incomplete/corrupted or missing information in electronic submission. USAID will not ensure quality or completeness of electronic files attached to the e-mail.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance, as applicable.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Resident Hire USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance (terms and conditions apply)
- Pay Comparability Adjustment
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual and Sick Leave

2. ALLOWANCES: No allowances provided for Resident Hire USPSC.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at: <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See: <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

IX. ADDITIONAL CONTRACT PROVISIONS WITH A RESIDENT HIRE USPSC

IMTA/Work Permit and KITAS/Stay Permit. In line with host country regulations, the Contractor must obtain, and pay for an IMTA/Work Permit and KITAS/Stay permit approval from the host country government. These costs are not reimbursable. The Contractor cannot start his/her work until he/she can provide to the Contracting Officer the approved IMTA and KITAS. Failure to obtain and maintain these permits may result in contract termination. This requirement does not apply to holders of Diplomatic or “No-Fee” passports.

MEDICAL AND SECURITY CLEARANCE. The selected offeror must obtain a U.S. Government Facility Access 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. Government security and medical clearance will be provided once a job offer is made and accepted. The selected offeror must be available to start work as soon as valid medical and security clearance are obtained. This availability must be indicated in applicants’ package.

EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002). The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws.

COMBATING TRAFFICKING IN PERSONS (FAR 52.222-50). Contractor shall not engage in severe forms of trafficking in persons during the period of contract, procure commercial sex acts during the period of the performance of the contract, or use forced labor in the performance of the contract.

FINAL OUT BRIEF REPORT. Submission of final out brief report by the Contractor to the designated Supervisor prior to departure. The final out brief report will summarize the activities undertaken and the result during the performance of the contract.

****END OF SOLICITATION****