SOLICITATION NUMBER: 72049722R10018
ISSUANCE DATE: September 15, 2022
CLOSING DATE/TIME: September 30, 2022
4:00 p.m., Jakarta time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC – Local Compensation Plan) USAID Project Management Specialist (Maternal, Newborn, Child Health - MNCH), FSN-12 (Full Performance Level)

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1 of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Sean Mendoza
Contracting Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO: 72049722R10018

2. ISSUANCE DATE: September 15, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: September 30, 2022, 4:00 p.m. Jakarta time

4. POINT OF CONTACT: Sean Mendoza, Contracting Officer, via jakarta-usaid-recruitment@usaid.gov.

5. POSITION TITLE: Project Management Specialist (Maternal, Newborn, Child Health - MNCH), FSN-12

6. MARKET VALUE: Salary starts from IDR 575,578,667 per annum - equivalent to FSN-12
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Indonesia. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: 5-years contract period, renewable (Indefinite – type position).

8. PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: All Interested Candidates (Indonesian Citizen).

AIDAR, Appendix J, 1. (b) Definitions:
(6) “Cooperating country” means the country in which the employing USAID Mission is located.
(7) “Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

10. SECURITY LEVEL REQUIRED: Employment Authorization is required as a pre-condition for employment.
11. STATEMENT OF DUTIES

A. General Statement of Purpose of The Contract

The Project Management Specialist – Maternal, Newborn, Child Health (MNCH) facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health (MOH), USAID/Washington counterparts, with other government entities, and with other development partners, donors and non-governmental organizations working in the health sector. The Specialist delivers analytical and technical assistance services to other bilateral/multilateral agencies, Government of Indonesia and civil society in developing and implementing policies and programs based on best practices and innovations in MNCH. Representing the U.S. Government, the jobholder leads national technical working groups and builds alliances with other External Development partners and provides essential communication and liaison within USAID offices and with other USG agencies.

The jobholder serves as the team’s senior advisor on maternal, newborn, and child health issues and provides leadership in identifying opportunities for U.S. Government (USG) engagement in MNCH programming in the cooperating country. The jobholder will have broad experience working with national stakeholders including government, professional associations, and faith-based organizations. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement MNCH programs and activities in the Health Office portfolio. The jobholder serves as the in-house subject matter expert on MNCH and the Mission’s senior representative in policy, strategic and technical engagements with the interagency, cooperating country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of MNCH activities. The jobholder has an understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement Officer’s Representative/Contracting Officer’s Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the jobholder monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with other [team] staff, and/or the Deputy and Office Director, as appropriate.

The Specialist is a key member of the Health Office, MCH/HSS team. The jobholder reports to the Health Office Deputy Director or designate and has supervisory responsibility for up to five team members, including AORs/CORs, and provides mentoring and coaching to the entire Office in the area of maternal, newborn, and child health.

NB: This is a Standard Position Description (SPD), designed for use in multiple locations; for this reason, percentages of time for each Major Duty are omitted.
B. Statement of Duties to Be Performed

A. Technical and Strategic Leadership
1) Serve as USAID/Indonesia’s technical expert and lead on MNCH, providing high level technical guidance to the Mission, the National Government, and other development partners.
2) Provide overall strategic and technical guidance and direction on MNCH activities and ensure that activities are appropriately integrated with Health Office and larger Mission activities.
3) Work closely with leadership across the Health Office and USAID Indonesia to ensure the quality of programs implemented by implementing partners are adequately addressed.
4) Through literature review, research, and regular communication with local and international stakeholders, keep abreast of emerging developments in MNCH approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID’s approaches.
5) Identify opportunities for integrated “state of the art” approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide expert oversight and guidance to USAID implementing partners on newly emerging and highly efficacious approaches to MNCH program implementation.
6) Provide strategic leadership in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
7) Identify and arrange for procurement of short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission MNCH portfolio.
8) Organize site visits and prepare orientation materials for delegations from Mission leadership, USAID Headquarters (HQ), Department of State, other agencies and Congress.

B. Program/Project/Activity Management
1) Lead the design of strategies, project mechanisms and activities for improved health service delivery for MNCH.
2) Serve as AOR/COR or Activity Manager for the Mission’s MNCH activities, and supervise and provide guidance to subordinate staff serving as AORs/CORs for additional projects, including: reviewing and approving implementing partners’ (IPs) annual work plans, facilitating IP relationships and coordinating with local stakeholders (other IPs, host government counterparts, other development partners/donors, etc.) maintaining a schedule for and conducting regular site visits to review program implementation and meet with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with
bilateral government agreements, and with performance expectations; ensuring IPs are in compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the strategic and operational planning processes such as the USAID Country Development Cooperation Strategy (CDCS) and USAID Operational Plan (OP). Keep the Health Office Director regularly informed of program implementation progress, results, and issues/problems on a timely basis.

3) Participate in and ensure the effectiveness of site and other field visits to ensure successful activity implementation and ensure that sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight.

C. Representation and Reporting

1) Represent USAID at designated national, regional and international meetings that relate to MNCH, including regular participation and leadership in national level technical working groups, professional associations, and related committees.

2) As requested by the Mission Director, Health Office Director and/or Unit Leader, represent USAID at meetings outside of the MNCH field when needed.

3) As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from Mission leadership, USAID/Washington and Congress.

4) Establish strategic working relationships with senior MOH and other relevant Ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to MNCH, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

D. Supervision, Coaching/Mentoring and Staff Support

1) Supervise cooperating country national staff, which includes developing annual work objectives, mentoring and coaching, and facilitation of professional development. Conduct regular performance reviews and address any performance challenges that may arise.

2) Work with direct reports to determine training needs, help identify appropriate training opportunities and ensure fair participation in training.

3) Provide expert advice and guidance to direct reports on matters relating to MNCH and how best the other program components could contribute to ensure an effective service cascade.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
C. Position Elements

a) **Supervision Received**: The Supervisory USAID Project Management Specialist (MNCH) reports to the Health Office Deputy Director, or his/her designee. Most assignments are self-generated and occur in the normal course of work and the jobholder exercises independence in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

b) **Supervision Exercised**: The Supervisory USAID MNCH Team Lead will supervise up to five professional staff.

c) **Available Guidelines**: Federal Acquisition Regulation (FAR); AID Acquisitions Regulations (AIDAR); AID Automated Directives System (ADS Series); Contract Information Bulletins (CIBs); Office of Procurement Acquisition Memorandum (OPAMS); U.S. Department of State Standardized Regulations; Federal Travel Regulations; Office of Management and Budget (OMB), Circulars and Controller General Decisions, USAID Mission Orders, Project Papers, Mission Strategy, and other documents available, USAID policies and procedures, Technical Documents and Policy Papers. The jobholder is required to understand Mission and Agency-specific policies and procedures that govern project activity management in addition to administrative operating procedures, policies and formats established by the Department of State. The jobholder will be required to be proactive in keeping abreast of evolving guidelines and policies which affect MNCH programming.

d) **Exercise of Judgment**: The jobholder will exercise a high degree of independent judgment and initiative to plan, prioritize and conduct the activities entailed in fulfilling major duties and responsibilities. The jobholder will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues) to advance the Mission’s objectives. In the event that no formal guidance exists, the jobholder will use her/his own personal, well-informed judgment, making independent decisions that can be defended as necessary and seeking input when appropriate.

e) **Authority to Make Commitments**: When fully designated as AOR/COR s/he will have full authority and responsibility as delegated by ADS, Mission, and USAID guidelines. However, because of the jobholder’s expertise and professional standing in his/her field, substantial weight will be given to his/her recommendations while commitments are made by those with the authority to do so.

f) **Nature, Level, and Purpose of Contacts**: The jobholder occupies a high profile and important position in the Mission. S/he represents USAID in engagements with high levels of a variety of MOH officials at the district, provincial and national levels, donors, private and non-governmental organizations, and provides policy recommendations as
well as strategic and programmatic advice to senior USAID and USG officials, other donors/development partners, and implementing partners. S/he is required to establish and maintain an extensive range of professional contacts/relationships with senior officials, heads of Agencies, and leaders of private and nongovernmental sector institutions that partner on MNCH activities. The purpose of the contacts is to seek and leverage funding, obtain and interpret information relevant to program activities, develop, influence and/or clarify strategy, and to transmit and interpret cooperating country government attitudes and concerns to senior USAID officials. Internally, the jobholder has routine and frequent contact with senior officials of the other members of the USAID Mission, personnel at the U.S. Embassy, USAID/Washington and other USG agencies such as the CDC, partnering organizations, institutional contractors and consultants.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application to meet the below minimum qualifications for this position.

1. Education: Master’s degree or local equivalent from an accredited program in Public Health, International Development, Health, Social or Behavioral Sciences, Epidemiology, Biology, Infectious Disease, Medicine, Pharmacy, Nursing, or Nutrition.

   Note: Supporting documentation (i.e. copy of bachelor’s degree must be included in the application for eligibility purposes).

2. Prior Work Experience: A minimum of seven (7) years of progressively responsible experience in MNCH. Prior experience working with or for bilateral or multilateral donors/stakeholders such as the World Bank, the Global Fund, UN agencies, or national-level public or private sector projects and ensuring compliance with U.S. Government rules and regulations is required.

3. Language: Level IV fluency in English and the appropriate host-country business language (Bahasa Indonesia), both written and spoken, is required. Language competence may be tested.

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.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

1. **Education (10 Points):** as in point II.1. above.

2. **Prior Work Experience (25 Points):** as in point II.2. above.

3. **Language Proficiency (10 Points):** as in point II.3. above.

4. **Job Knowledge (30 Points):** Expert-level knowledge and understanding of MNCH approaches and interventions. Demonstrated senior-level knowledge of the overall health sector context as well as the key aspects of USG foreign assistance to Expert-level knowledge and understanding of MNCH approaches and interventions. Demonstrated senior-level knowledge of the overall health sector context as well as the key aspects of USG foreign assistance to the country. Working knowledge of USG and USAID’s strategic direction, its chief accomplishments and its challenges. the country. Working knowledge of USG and USAID’s strategic direction, its chief accomplishments and its challenges.

5. **Skills and Abilities (25 Points):** The jobholder must possess strong technical and analytical skills in MNCH. The jobholder must possess strong skills in communication, advocacy and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results.

This position requires an outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. The jobholder must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. S/he exercises individual judgment in his/her roles. S/he takes initiative and offers leadership in reviewing the progress of programs and projects under his/her personal and team’s responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact

**Maximum Points Available:** 100
IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following document:
   a) A cover letter of no more than 3 pages that demonstrates how the candidate’s qualifications meet the work requirements.
   b) A completed and signed Form DS-174 which is available at https://eforms.state.gov/Forms/ds174.pdf;
   c) A curriculum vitae which, at a minimum, describes education, latest experience and career achievements.
   d) 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.
   e) Supporting documents such as educational certificate (diplomas or degrees).

Failure to provide the required documentation will result in removal from further consideration.

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I.

Mailing Address:
Interested candidates should send the above information to the attention of Mr. Sean Mendoza, Supervisory Executive Officer, Subject: Solicitation 72049722R10018 USAID Project Management Specialist (Maternal, Newborn, Child Health - MNCH), FSN-12 (Full Performance Level) at the following addresses:

For hardcopy submission:
USAID Human Resources Office c/o American Embassy
Jl. Medan Merdeka Selatan 3-5 Jakarta 10110, Indonesia

For electronic submission:
E-MAIL: jakarta-usaid-recruitment@usaid.gov.

Note: 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.

3. Offeror submissions must clearly reference the Solicitation number 72049722R10018 on all offeror submitted documents.
V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. Selected candidate for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate’s ability to secure the necessary certifications. The Human Resources will provide instructions about how to complete and submit mandatory forms if and after an offeror is selected for the contract award.

2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. **BENEFIT AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized benefits and allowances in accordance with the Indonesia Mission Policy, which may include annual bonus, Contribution toward Health Insurance, Annual and Sick Leave, Premium Pay, Contribution toward Local Retirement Plan.

VII. **TAXES**

The U.S. Mission does not withhold money from your salary for payment of Indonesian income taxes. It is your responsibility to personally meet your obligation in this respect.

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

USAID regulations and policies governing **CCNPSC** and **TCNPSC** awards are available at these sources:


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.

5. **PSC Ombudsman**
   The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information: https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman.

   The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

***END OF SOLICITATION***