



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: 003 - 2017
ISSUANCE DATE: June 30, 2016

SUBJECT: Cancellation of Solicitation 003 - 2017
USAID DEVELOPMENT PROGRAM SPECIALIST (ASEAN),
FSN-10

Due to anticipated reductions in USAID/Indonesia budget, the solicitation for the position of USAID Development Program Specialist (ASEAN), FSN-10 for the Program Office is canceled.

USAID/Indonesia may re-solicit for this position in the future. Any interested individuals may apply at that time.

Sincerely,

/s/

Nathan Drury
A/ Supervisory Executive Officer
USAID/Indonesia



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

MISSION NOTICE

SOLICITATION NO: 003 - 2017
ISSUANCE DATE: January 12, 2017

CLOSING DATE: January 25, 2017
4:00 p.m. Jakarta time

SUBJECT: Employment Opportunities (USAID) Indonesian Citizens, USAID Development Program Specialist (ASEAN), FSN-10 (Full Performance Level)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Foreign Service Nationals to provide services as USAID Development Program Specialist (ASEAN), FSN-10 (Full Performance Level) under a Personal Services Contract, as described in the attached solicitation. 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 accepted. 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 jktrecruitment@usaid.gov.

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

Sincerely,

/s/

Susan Cheung
Contracting Officer
USAID/Indonesia

ATTACHMENT 1

Solicitation for (USAID) Indonesian Citizens, USAID Development Program Specialist (ASEAN), FSN-10 (Full Performance Level)

SOLICITATION NO.: 003 - 2017

ISSUANCE DATE: January 12, 2017

**CLOSING DATE/
TIME FOR RECEIPT OF APPLICATIONS:** January 25, 2017 at 4:00 p.m.
Jakarta time

POSITION TITLE: USAID Development Program Specialist (ASEAN)

MARKET VALUE: FSN-10 salary starts from Rp 20,147,572. 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 FSN-10 pay range will not be entertained or negotiated**

PERIOD OF PERFORMANCE: 5 year contract period, renewable (Indefinite – type position)

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

AREA OF CONSIDERATION: Bi-Mission U.S. Embassy / U.S. ASEAN Indonesia Employees Only (Indonesian Citizen)

SUPERVISORY CONTROL: None

POSITION TITLE OF DIRECT SUPERVISOR: Senior Project Development Specialist

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:

For a FSN, an Employment Authorization is required as a pre-condition for employment.

I. POSITION DESCRIPTION

A. BASIC FUNCTION OF POSITION

As a member of the Program Office (PRO) team and recognized expert in program and activity design and implementation functions, the Project Development Specialist represents the Program Office on the ASEAN Office and works with the ASEAN Office to carry out Program Office core functions. The incumbent's primary responsibilities include: providing guidance and support to the ASEAN Office for program and project development, which comprises strategic planning, project design, and underlying analyses; program administration and monitoring which entails overseeing obligation of funds along with all aspects of budget planning, reporting and notification; and support for communication and planning; and serves as the Program Office representative to the ASEAN team to provide guidance on various aspects of program implementation, project development, monitoring and evaluation, development outreach, and budget planning. S/he plays a key role on issues related to the implementation of the ASEAN programming, such as the design and implementation of activities, managing the budget/pipeline, and the identification of best practices to be shared Mission-wide. S/he assists in the preparation of outreach and briefing materials on the ASEAN program. The incumbent advises management on regional political and/or economic developments that may impact the ASEAN team's strategic plans and program performance.

The nature of the position requires that the incumbent be highly knowledgeable in the local development context, international and regional development principles and approaches, as well as USAID's implementation, procurement and program monitoring mechanisms and procedures, and budgetary processes. The position requires that the incumbent work independently with minimal direction.

B. DUTIES & RESPONSIBILITIES

A. Support the USAID Indonesia ASEAN Office in Program and Activity Planning, Implementation, Monitoring, and Reporting (65%)

- Assist USAID Indonesia's ASEAN Office in updating existing country and Agency-wide strategies or developing new strategies.
- Lead the Project and Activity Design processes within the ASEAN Office. Facilitate designs from initial concept stage steps through analysis to final project/activity approval. This includes projects and activities involving several factors of complexity and responsibility. To the ASEAN Office, will serve as the subject matter expert on the development of logical and results frameworks,

assessment preparations, and linking designs with U.S. government strategies and initiatives.

- Serve as a core member of project and activity design teams for all activities to be overseen by the ASEAN Office. In this role, will ensure compliance with the USAID Project Design Guidance, including in the development of Project Appraisal Documents (PAD) per Mission Order and Project Design Guidance.
- Support USAID Indonesia's ASEAN Office in preparing bilateral agreements and amendments to agreements to ensure timely obligation of funds. Based on in-depth knowledge of ASEAN assistance programs, recommend changes and make revisions to agreement annexes, and suggest language for the terms and conditions of said agreements.
- Collaborate with PRO Budget Analyst and Financial Analysts to turn pipeline information (obligations, commitments and expenditures) into program management recommendations for USAID Indonesia's ASEAN Office.
- Ensure that programmatic documents produced by USAID Indonesia's ASEAN Office comply with relevant foreign assistance regulations, Agency policy, and mission requirements.
- Ensure that programmatic documents produced by the ASEAN Office are of a high quality by either drafting documents or thoroughly reviewing documents prepared by USAID Indonesia's ASEAN Office (e.g. performance reports, statements of work, budget documents, service and goods requisitions, Requests for Proposals, Requests for Applications, Annual Program Statements, Implementation Letters, waivers, action memoranda, etc.).
- In collaboration with the Mission's Acquisition and Assistance Specialists and USAID Indonesia's ASEAN Office, assist in development of Acquisition and Assistance plans. Support USAID Indonesia's ASEAN Office as necessary to ensure that appropriate procurement documentation is submitted to the Procurement Office in a timely manner.
- Ensure that information concerning the ASEAN Office's team planning and implementation is conveyed consistently to PRO.
- Support USAID Indonesia's ASEAN Office in program and activity monitoring activities. Assist in developing Performance Management Plans (PMPs), Activity Monitoring and Evaluation Plans (AMEP) collecting and assessing data, conducting data quality assessments, and using PMPs and AMEPs as tools for measuring program performance and effectiveness.
- Assist USAID Indonesia's ASEAN Office in identifying potential programmatic areas and/or activities for evaluation. Support USAID Indonesia's ASEAN Office in drafting associated statements of work.
- Assist USAID Indonesia's ASEAN Office in preparing relevant documentation on programmatic results and analyses for portfolio reviews in accordance with the Agency policy and the Mission's Performance Management Plan.
- With input from USAID Indonesia's ASEAN Office, draft Annual Report narratives, including performance reports, Congressional Budget Justifications and Annual Operational Plans.

- Assist the USAID Indonesia ASEAN Office in preparing outreach materials; including compiling success stories and other types of information for the Mission's public website and intranet.
- Mentor USAID Indonesia's ASEAN Office staff members and train them in USAID policy and procedures to build their capacity to design, implement and monitor programs.

B. Support USAID Indonesia's ASEAN Office in Implementation of Cross-Cutting Issues and Policies and Guidance (25%)

- Analyze and evaluate significant ASEAN-promoted regional activities in the technical sectors as well as budget and public finance to determine their effects on USAID activities in a given sector and/or area.
- Assess the effects of legislation coming from the U.S. or ASEAN member states on assigned sectoral activities, programs, and projects.
- Lead and/or participate in incorporating the ASEAN Office into Program Office activities on policy, strategic planning, project design guidance, budgeting, and compliance, and special initiatives, including, but not limited to the Country Development Cooperation Strategy (CDCS), Mission Resource Request (MRR), and Operational Plan (OP).
- Work and coordinate work activities and planning with other donors (e.g. via joint analytical work or joint M&E activities and assessments, etc.)
- Serve as the ASEAN Office's point of contact on cross-cutting issues, including, but not limited to, gender, youth and USAID Forward by supporting USAID Indonesia's ASEAN Office to integrate analysis these and other cross-cutting issues into the design, implementation, and evaluation of projects.
- Liaise with the Policy, Planning and Learning Bureau to inform the development and implementation of strategies relevant to program and activity planning, implementation, monitoring and reporting.

C. Mission Resource/Advisor on Program Implementation (10%)

- Advise USAID Indonesia's ASEAN Office management on host-country political and/or economic developments that may impact program performance.
- Provide feedback to PRO on issues related to implementation of USAID Indonesia's ASEAN programs, such as design of new activities, budget/pipeline, or identification of best practices to be shared Mission-wide.
- As requested, draft mission orders and guidance to clarify Mission procedures for implementing USAID/W guidance and policies set forth in USAID's Automated Directives System (ADS).
- Work with Mission staff to develop potential new programmatic areas for the Mission and draft associated concept papers, as directed.
- Respond to ad-hoc requests for information from USAID/W.

C. PERIOD OF PERFORMANCE/TIMING

5 year contract period, renewable (Indefinite – type position)

D. POSITION ELEMENTS

- a. Supervision Received: The position will be directly supervised by the Senior Project Development Specialist.
- b. Available Guidelines: Automated Directives System (ADS), Mission Orders, Management Notices, Foreign Assistance Act, FAR, AIDAR, 22CFR226, and other relevant guidance.
- c. Exercise of Judgment: Judgment is used to determine how to most efficiently and effectively guide ASEAN Office through the processes of program and activity design, implementation, monitoring and evaluating performance, and reporting. The ASEAN Office's staff, Program Development Team Leader (Program Officer), PRO staff, senior Mission management, and other Mission staff rely on the experience, knowledge and judgment of the incumbent.
- d. Authority to Make Commitments: None.
- e. Nature, Level and Purpose of Contacts: Mid-level ASEAN officials for negotiation of multi-million dollar USAID programs. Leaders of non-governmental and private sector organizations concerning the implementation of USAID activities. USAID Indonesia ASEAN Office members, technical team leaders and office chiefs on a daily basis to assure clarity and conformity with USAID rules and regulations, and to provide advice and guidance on a wide array of programmatic issues.

Time required performing full range of duties after entry into the position: 12 months.

E. MEDICAL AND SECURITY CLEARANCE

The selected candidate must obtain a U.S. Government security and medical clearances. 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 Medical 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 Indonesia Citizens. The candidate must meet the minimum qualifications listed below. 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 and a writing exercise may be requested. Applicants are required to prepare a brief narrative demonstrating how prior experience and/or education and training address selection criteria factors listed below.

- a. Education (10 points)
Minimum Bachelor Degree in international development, business administration, public administration, political science, gender studies, or another relevant subject is required.

Additional Education in these fields is desirable.
- b. Prior Work Experience (25 points)
Minimum of five years of experience working in international development or a related field, for donor organizations, non-governmental organizations or private sector institutions in Indonesia. Experience in strategic planning, project design and management, and monitoring and evaluation.

Additional Experience in these fields is desirable.
- c. Language Proficiency (15 points)
Minimum Level IV English (reading, writing, speaking). Fluent Bahasa Indonesia is required.

Higher levels of Language Proficiency desired
- d. Job Knowledge (25 points)
Superior knowledge of general development principles and approaches, the Indonesian development environment, regional development, and the Government of Indonesia's (GOI) development priorities. In-depth understanding of program design, implementation, financial management, and monitoring and evaluation. Understanding of gender issues and how they influence development.

Additional Job Knowledge in these areas is desirable.
- e. Skills and Abilities (25 points)
Good judgment and strong communication and interpersonal skills. Ability to interpret policy and guidance and follow procedures accurately. Ability to work independently on multiple tasks and meet deadlines. Proven ability to work collaboratively in a team environment and to proactively build consensus.

Additional Skills and Abilities in these areas are desirable.

Maximum Points Available: 100

At USAID's discretion, reference checks and interviews may be conducted as part of the evaluation process.

III. HOW TO APPLY

- A.** Please send a completed and signed Form DS-174 and a 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, 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. 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;

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: jktrecruitment@usaid.gov

(Subject: E05021 USAID Development Program Specialist (ASEAN), FSN-10)

USAID Human Resources Office
c/o American Embassy Annex,
Gedung Sarana Jaya, Jl.Budi Kemuliaan I/1, Jakarta 10110

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.

V. MARKING INSTRUCTIONS

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

Solicitation Number 003-2017

E05021 USAID Development Program Specialist (ASEAN), FSN-10

VI. CLOSING DATE

Applications must be in the EXO Office, USAID/Indonesia, no later than **January 25, 2017 at 4:00 p.m. Jakarta Time**.

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 J also applies to FSN PSCs can be found at:

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

******END OF SOLICITATION*******