



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

SOLICITATION NO: INDONESIA 09-005
ISSUANCE DATE: April 20, 2009
CLOSING DATE: May 22, 2009
3:00 PM Jakarta time

**SUBJECT: Solicitation for Personal Service Contractor (PSC) for
SENIOR ENVIRONMENT ADVISOR**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Optional Form 612) from qualified U.S. Citizens to provide services as a Senior Environment Advisor 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 considered. USAID/Indonesia will not consider an extension to the submission deadline for this procurement.

Any questions regarding this solicitation should be in writing and directed to the undersigned Contracting Officer at the following e-mail address: rfp09-005@usaid.gov.

Phone calls regarding this position will not be accepted.

Sincerely,

Dale J. Gredler
Contracting Officer
USAID/Indonesia

U.S. Agency for International Development
American Embassy, Jl. Medan Merdeka Selatan No. 3-5 Jakarta 10110 – Indonesia
Tel: (62 21) 3435-9000
Fax: (62 21) 380-6694

Solicitation for Personal Service Contract (PSC) Senior Environment Advisor

SOLICITATION NO.: Indonesia 09-005

ISSUANCE DATE: April 20, 2009

CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: May 22, 2009
3:00 P.M. Jakarta time

POSITION TITLE: Senior Environment Advisor

MARKET VALUE: GS-15 (\$98,156 - \$127,604). The actual salary will be negotiated depending on qualifications and previous salary history of the successful candidate.

PERIOD OF PERFORMANCE: The contract will be for a period of one year with two one-year options.

PLACE OF PERFORMANCE: USAID/Indonesia, Jakarta, Indonesia

SUPERVISORY CONTROL: Minimal. Incumbent is expected to act independently with little direction.

POSITION TITLE OF DIRECT SUPERVISOR: The Contractor will report to the Director of the Office of Environment.

PHYSICAL & SECURITY CLEARANCE: The selected candidate must be able to obtain medical and security clearance.

STATEMENT OF WORK

I. BACKGROUND

A. Mission Program

As the world's largest Muslim country, fourth largest democracy, and a key U.S. trading partner, Indonesia plays a fundamental role in efforts to maintain political and economic stability in Southeast Asia. USAID/Indonesia's portfolio of U.S. foreign assistance activities is the cornerstone of U.S. Government (USG) efforts to promote transformational diplomacy in the fourth most populous and the largest Muslim-majority country in the world.

Developments in Indonesia have profound implications for U.S. strategic interests in fighting global terrorism, preserving regional stability, strengthening democracy and promoting increased trade and investment. With the advent of the new Foreign Assistance Framework, USAID works more closely than ever with other USG Agencies to implement a coherent, coordinated and robust foreign assistance strategy for Indonesia. USAID programs focus on governing justly and democratically by strengthening decentralized government and the rule of law; investing in people by increasing access to quality education and providing basic

human services, such as environment care, clean water, and environmental protection; increasing environment by improving the investment climate; and providing humanitarian assistance and responding to the frequent natural disasters that plague Indonesia. USAID/Indonesia is also responsible for implementing the world's largest (\$55 million) Millennium Challenge Corporation (MCC) Threshold Program focused on anti-corruption and improving immunization coverage and the Agency's largest (\$24 million) Avian Influenza program.

B. Environment Program

USAID/Indonesia in its new strategy 2009-2014 will help Indonesia achieve its national objectives in managing the sustainable use of declining natural resources and addressing the climate change. Indonesia is the world's third largest forest stocks and has the world's largest marine biodiversity. However, misuse, weak policies and the lack of effective enforcement and institutional capacity jeopardize the assets for future generations. Furthermore, 100 million Indonesians are still does not have access to safe drinking water and sanitation facilities.

To address the problems, USAID/Indonesia new strategy has three intermediate results:

IR1: Improved management of forest ecosystems

IR2: Improved management of marine ecosystems

IR3: Increased access to safe drinking water and adequate sanitation.

In implementing the four intermediate results, USAID/Indonesia will work with GOI (Ministry of Environment, Ministry of Fisheries and Marine Affairs (MFMA), Ministry of Forestry, PDAMs, BAPPENAS, other donors, NGO/PVOs, and private sectors.

II. POSITION DESCRIPTION

The Senior Environment Advisor (SEA) has the responsibility of helping to strengthen the USAID environmental program in Indonesia as well as help to manage and guide USAID Environment staff. Program components include forest management, marine management, safe drinking water and adequate sanitation.

A. Basic Function of the Position

The SEA will serve as senior expert, liaison and representative to the GOI and private sector, key strategic planner, advisor on technical matters pertaining to all aspects of the environmental portfolio, and a provide guidance to USAID/Indonesia staff.

The SEA will be responsible for strategic thinking on environmental issues to implement the Mission's next environment strategy (2009-2014), development of key activities and provision of assistance across the Mission, to donors, private sectors and to the GOI. The SEA will perform a full range of management, planning, advisory and administrative functions for environment. Environment programs command a significant share of the Mission's resources and include sizeable teams of technical assistance providers.

The SEA will report to the Director of the Office of the Environment on policy and technical matters, and on program management and coordination issues. The SEA will be responsible for oversight of key activities and processes related to the planning, design, and implementation of environment-related programs.

As a senior-level advisor, the SEA will have significant responsibilities on matters of policy and technical direction, and will assist the Environment Office Director to make decisions that ensure successful program implementation. The SEA will interact with cooperative partners and grantees. In consultation with the Environment Office Director, the SEA will provide assistance to senior Mission and Embassy/Jakarta management and will advise senior-level USG, donor, private sector, and host government officials on USAID strategy and program priorities and direction. S/he may also represent USAID at local, regional and international forums that address environment issues. The SEA will have a key role as liaison with the private sector, and will be responsible for developing public-private partnerships as well as developing market-based approaches to natural resource management issues. The SEA will also serve to strengthen cooperation and joint activities for mutually benefit to promote improved success, sustainability and spread of USAID-funded environmental activities. This will be particularly important as the USG Mission in Indonesia becomes increasingly focused on a strengthened strategic partnership in the environment.

The work is complex in that it requires a high degree of awareness and familiarity with environment development policies and activities in an overall Mission objective context. The SEA must be proactive and innovative in formulating approaches to effectively utilize limited Mission resources by leveraging the private sector and other multilateral and bilateral donor programs. Cross-cultural communications, cultural and ethnic sensitivities will be central to the success of this work.

B. Duties and Responsibilities

The Senior Environment Advisor's specific duties and responsibilities are as follows:

1. Actively lead the formulation of environment-related policies and programs that promote improved environmental management in Indonesia;
2. Actively participate in the implementation of the environment component of the new USAID/Indonesia 2009-2014 strategy;
3. Guide, develop and manage comprehensive technical assistance and training initiatives related to environment policy formulation and implementation with senior GOI counterparts, executive managers in the private sector, cooperating donors and politically aware civil society leadership;
4. Ensure that environment activities and programs are fully integrated within Agency-wide environment strategies;
5. Liaise directly and perform a representation role with the GOI to strengthen collaborative partnership across the environmental sector;
6. Liaise directly with the private sector to develop public-private partnerships as well as market-based solutions to environmental problems;

7. In collaboration with the Environment Office Director, provide guidance to Environment staff to achieve results;
8. Establish and maintain strong and effective working relations and coordination with senior-level officials within the national and local government(s) of Indonesia, the multilateral and bilateral donor community, including the Indonesian and international civil society organizations (NGOs and PVOs) to shape overall environment policy in Indonesia and to formulate and implement an effective USAID environment support strategy in Indonesia;
9. Represent USAID/Indonesia in meetings, seminars, and conferences on environment issues locally, regionally and internationally;
10. Supervise and maintain direct liaison and communications with key USAID contractors/grantees/cooperative agreement partners, as well as with AID/Washington and RDMA/Bangkok
11. On a daily basis, design, manage, implement, coordinate and monitor components of the environment portfolio;
12. Respond to requests and meeting reporting requirements;
13. Prepare or oversee the preparation of relevant periodic status reports, monthly progress reports and other reports and documents as required by the Mission, Asia Bureau, Embassy/Jakarta, Congressional Committees and official USG bodies;
14. Prepare environment-related briefings and informational documentation for official purposes;
15. Under direction of the Environment Office Director, advise USAID/Indonesia's Mission Director, Embassy/Jakarta staff, senior USAID/Washington personnel and technical offices, and the GOI regarding key environment development-related issues affecting policy, strategic planning, technical direction, programming, activity design, budgeting, implementation, monitoring, managing for results, and other USAID program management matters; and
16. Perform other tasks, as required by senior mission managers, and which are consistent with the advisory, managerial, and reporting requirements of this position.

C. Position Elements

1. **Supervisory Controls:** The SEA is expected to demonstrate a high level of independence, professionalism, judgment and responsibility. The SEA will report to the Director of the Office of the Environment.
2. **Authority to make Commitments:** The SEA will have no authority to make commitments of U.S. Government financial, technical, or personnel resources. However, the SEA will play a key informational and analytical role in determining the Mission's positions on funding for grants and contracts approval or renewal, provision of technical assistance, training opportunities and other program elements regarding economic governance activities and budgets. The SEA will also play a key role in helping the

Environment Director to manage resources, including personnel, to achieve results.

3. **Nature, level and purpose of contacts:** The SEA will work on a daily basis with Environment Director, Mission Management, USAID staff (USDHs, FSNs & other USPSCs), Embassy officials, AID/Washington, RDMA/Bangkok, senior host government officials, international donors, partners and grantees. As COTR for field activities, the SEA will serve as the Mission point of contact with senior Indonesian Government officials for designated activities under existing strategy or new strategy. The SEA is also expected to interact with other USAID Strategic Objective Teams and with private sector business associations and other civil society actors (NGOs & PVOs).
4. **Supervision exercised:** The SEA will assist the Environment Director with supervision of Foreign Service Nationals in a team setting. In this capacity, the SEA will function as a team member assigning and/or receiving tasks commensurate with the staff's level of capabilities and monitor and encourage staff skill development.

D. Reports

The Senior Environmental Advisor shall:

1. Prepare annual work objectives within 30 days of arriving at post and, thereafter, no later than each anniversary date of this contract. The work objectives shall be submitted to the Environment Director or his designee, for review and approval.
2. Prepare brief semi-annual reports for the Environment Director or his designee on activities undertaken, success stories, and any issues and problems.
3. Prepare a report 30 days prior to the anniversary date of this contract, which summarizes the activities undertaken during the year including the Advisor's contribution to achieving environment strategic objectives and intermediate results. The report will include a summary of the Advisor's contributions to the policy dialogue with the Government of Indonesia and relevant private-sector parties, a brief (1-2 page) summary of each technical assistance or programmatic activity (e.g., new strategy or activity design) completed during the year, and such other information about technical assistance activities of the Mission as is appropriate.

E. Relationships and Responsibilities

All activities of the SEA shall be supervised by and receive technical direction from the Environment Director. The SEA will coordinate with the entire Environment Team, other USAID/Indonesia technical teams and Support Offices, USAID/Washington Office, the USAID Regional Development Mission in Bangkok, high ranking GOI counterparts such as the Ministry of Environment, Ministry of Forestry, PDAMs, Ministry of Fisheries and Marine Affairs (MFMA), BAPPENAS and other involved institutions, other

development partners (e.g. World Bank) senior Indonesian and American/International business executives, influential civil society leaders.

F. Skills and Qualifications

This is a senior position within USAID/Indonesia. This position requires a broad combination of technical, analytical and managerial abilities, combined with excellent interpersonal, communications and writing skills. Substantial work within the host government and with the local private sector is highly desirable. We are seeking a strategic thinker with strategy, design and implementation skills. Strong managerial and administrative experience are highly desirable. Previous USAID experience will be valued, but not required. The incumbent must also demonstrate a mastery of a range of highly specialized environment skill sets, including but not limited to, experience in one or more of the following areas: forestry management, climate change, marine management, water and sanitation. The varied duties and responsibilities also call for broad professional education, training and knowledge, especially in the post 9/11-world of issues impacting U.S. Foreign Policy. Ability to obtain USAID security clearance involving a comprehensive background investigation performed by the appropriate U.S. Government agency is required. A State Department issued Medical Clearance will also be required. Candidates offered the position will be requested to provide security and medical information for these clearances. This information **IS NOT** required at the time an application is submitted.

III. REQUIRED QUALIFICATIONS AND EVALUATION CRITERIA

In order to be considered for the position, a candidate **shall** be a U.S. citizen and **must** submit an application in accordance with the guidance below in Section E - How to Apply. In addition, a candidate **must** meet the Selective Factors listed below. Consideration and selection will be based on panel evaluation of the Evaluative Factors. 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 Evaluative Factors listed below.

The candidates must also have effective computer skills particularly in MS Office. The selected candidate must be willing to travel extensively in Indonesia.

The selected candidate must be able to obtain both security and medical clearances. The security clearance involves a comprehensive investigation performed by the appropriate U.S. Government agency. Details on how to obtain U.S. Department of State Medical Unit clearance will be provided once a job offer is made and accepted.

IV. PERIOD OF PERFORMANCE

The contract will be for a period of one year with two separate one-year options to extend depending on the need for continuation of such services, availability of funds and satisfactory of performance.

V. SALARY

This position is classified at the General Schedule Grade 15 range. The actual salary will depend on past salary history and experience of the successful candidate.

VI. SELECTION CRITERIA

The Senior Environment Advisor GS-15 selection criteria are as follows:

- 35 Points Relevant experience in field of international environmental management**
Minimum of twelve (12) years of relevant and practical experience in such fields as forestry management, climate change, marine management, water and sanitation is required. It is highly desirable that at least 5 of these years have been spent in Indonesia or another country in ASEAN region.
- 25 Points Government and private sector experience and relationship building**
Experience in developing strong relationship with the host government and collaboration to achieve greater success, spread and sustainability of USAID projects is critical. Experience in developing public-private partnerships and market-based solutions to environmental problems are also important. Having worked inside the Government of Indonesia or in the Indonesian private sector related to the environment will be valued.
- 20 Points Interpersonal, communication, organizational, managerial, skills.**
Demonstrated leadership in a team environment and ability to work in a collegial and persuasive fashion is required. Demonstrated effective management and mentoring experience is a must. Excellent English skills, both oral and written, are required. The Offeror must be articulate and able to respond appropriately in a variety of situations, including meetings with high-level counterparts under tight time limits and stressful conditions. Ability to speak conversational Indonesian will be valued.
- 15 Points International technical assistance experience including knowledge of donor programs**
Experience in international development work in an emerging economy is required. Knowledge of and experience with USAID and/or other donor organization processes and regulations and procedures is required.
- 5 Points Advanced degree(s) and training in relevant field(s)**
Minimum requirement is a Bachelor's degree in international development, or a field to the duties required for the position. The ideal candidate will have a Master's degree or higher in an environment, or natural resource-related field.

Total: 100 points

E. HOW TO APPLY

Please send a completed and signed Optional Form 612 (OF-612) and a resume which contains the following information.

- 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 (if no degree, show total credits earned and indicate whether semester or quarter hours);
- 3. Work Experience:** Provide the following information of paid and non paid work experience related to the job for which your 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:** Provide all job-related training courses (title & 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).
- 5. Writing Sample:** A relevant writing sample of not more than five pages;
- 6. Skills Narrative:** A brief (no more than one page) narrative addressing each evaluation criteria which demonstrates how the candidate meets or exceeds the criterion.
- 7. References:** Names, current phone numbers and e-mail addresses of five professional references;
- 8. Availability:** A written statement certifying the date and length of time for which the candidate is available for the position.

Please ensure coverage of the above in writing if not explicit in the resume, and attach to the cover letter and resume. Optional Form OF 612 is available at the following website: <http://federaljobs.net/forms.htm>

F. MAILING ADDRESS

Interested candidates should send the above information via US or International mail to the attention of: **Mr. Dale Gredler, Contracting Officer**, at one of the following addresses:

U.S. MAIL

Office of Procurement
American Embassy Jakarta
Unit 8135 USAID
FPO AP 96520-8135 (allow 2 to 3 weeks for delivery)

INTERNATIONAL MAIL

Office of Procurement
USAID/Indonesia
American Embassy
Jl. Medan Merdeka Selatan No. 3-5
Jakarta 10110, Indonesia (allow 2 to 3 weeks for delivery)

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.

Please submit all electronic submissions to rfp09-005@usaid.gov

G. MARKING INSTRUCTIONS:

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

**RFP Number Indonesia 09-005
Senior Environment Advisor**

H. CLOSING DATE

Applications must be in the Office of Procurement, USAID/Indonesia, no later than **May 22, 2009 at 3:00 pm Jakarta time.**

I. ADDITIONAL INFORMATION

As a matter of policy, and as appropriate, an off-shore USPSC may authorized the following benefits (Note: an individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1. below):

1. BENEFITS

- a. Employee's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase
- e. Eligibility for Worker's Compensation
- f. Annual & Sick Leave

2. ALLOWANCES (if applicable) *

- a. Temporary Lodging Allowance (Section 120)
- b. Housing (Section 130)
- c. Post Allowance (Section 220)
- d. Supplemental Post Allowance (Section 230)
- e. Separate Maintenance Allowance (Section 260)
- f. Education Allowance (Section 270)
- g. Education Travel (Section 280)
- h. Post Differential (Chapter 500)
- i. Payments during Evacuation/Authorized departure (Section 600), and
- j. Danger Pay (Section 650)

LIST OF REQUIRED FORMS FOR USPSCs

- 1. Form OF-612
- 2. Physical Examination (Form DS-1843 and DS-1622)
- 3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- 4. Questionnaire for Non-Sensitive Positions (SF-85)
- 5. Finger Print Card (FD-258)

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