



SOLICITATION NUMBER: 72049724R10010
ISSUANCE DATE: July 12, 2024
CLOSING DATE/TIME: July 29, 2024

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) USAID Supervisory Project Management Specialist (Health Systems Strengthening), 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 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 solicitation.

Sincerely,

Sean Mendoza
Contracting Officer
USAID /Indonesia

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72049724R10010
2. **ISSUANCE DATE:** July 12, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 29, 2024, 4:00 p.m. Jakarta time
4. **POINT OF CONTACT:** Sean Mendoza, Contracting Officer via jakarta-usaid-recruitment@usaid.gov
5. **POSITION TITLE: USAID Supervisory Project Management Specialist (Health Systems Strengthening)**
6. **MARKET VALUE: IDR 589,566,362 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-year contract period, renewable (Indefinite – type position). The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.
8. **PLACE OF PERFORMANCE:** USAID/Indonesia Office of Health, Jakarta, Indonesia with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Indonesian citizens only.
10. **SECURITY LEVEL REQUIRED:** Employment Authorization is required as a pre-condition for employment.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The Supervisory Project Management Specialist – Senior Health Systems Strengthening (HSS) (the “Supervisory Specialist”) serves as an advisor and provides strategic, technical, analytical, and management support on health systems strengthening (HSS). The Specialist provides guidance on the implementation of USAID and interagency policies including the Vision for Health System Strengthening 2030, as well as internationally recognized best practices in health to the USAID/Indonesia Mission and implementing partners. This position is responsible for coordinating with the host country Ministry of Health and other relevant Ministries, and supporting current and

new HSS related initiatives. The Supervisory Specialist serves as a Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager on program/project/activities related to improved health systems. The Supervisory Specialist provides technical guidance to Health Office staff and leaders, the broader USAID Mission, implementing partners (IPs), the host government, and represents USAID with the interagency, in technical working groups, and other fora.

The Supervisory Specialist is a key member of the Health Office, and the Health System Strengthening Team. The Specialist reports to the Office Director, Deputy Director, or his/her/their designee. In this role the Specialist is also responsible for the direct supervision and mentoring of up to three (3) staff, and provides mentoring and coaching to the Health Office staff in the areas of health systems strengthening.

2. Statement of Duties to be Performed

A. Technical and Strategic Leadership

- Provides senior/high level technical guidance to the Mission, the interagency team, the host country government, and to other development partners on issues pertaining to HSS. Provides technical guidance and leadership to the host country government in coordinating HSS support and policy formulation to strengthen health systems, including transparency and accountability. Coordinates exchanges and sharing of best practices among USAID, USG and other stakeholders to strengthen health systems.
- Stays abreast of state-of-the-art knowledge, programming and best practices related to HSS and utilizes this information to improve host country health systems and advises accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID programming.
- Provides technical leadership to teams in the design, implementation, and evaluation of USAID programs in partnership with host country counterparts, USG staff, implementing partners and other institutions in the host country. In collaboration with USAID staff, USG interagency colleagues and host country counterparts, provides technical guidance, identifies and develops health care financing initiatives, key health sector policy initiatives, and other health systems strengthening activities to be supported by USAID in the host country. Ensures that USAID's HSS activities are designed to support and strengthen host country national health programs and promote a sustainable approach to service delivery likely to result in better health outcomes.
- Provides technical guidance and coordination to Health Office colleagues to ensure complementary and coordinated HSS investments that benefit the entire health portfolio and relevant linkages to other portfolio work (e.g. education, economic growth). Advances cross-technical collaboration, including with technical teams, to adequately address HSS barriers impacting health goals.
- Provides guidance to Health Office colleagues to monitor the achievement of milestones of implementing partners (IPs) supporting HSS project

implementation.

- Advances the availability and use of HSS data in programmatic reviews and annual and mid-term planning including the Country Operational Plan and Operational Plan.

B. Program/Project/Activity Management

- Leads planning and design of appropriate strategies and implementation models for USAID's HSS investments in alignment with host country government and Agency strategy and priorities, resource availability, cost-effectiveness, and USAID's comparative advantage in the host country. The Specialist ensures USAID/host country programs for HSS are sustainable, technically sound, cost effective and innovative.
- Serves as COR/AOR or Activity Manager for the Health Office program/project/activities related to improved health systems, with responsibility for providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results and are linked to and enhance attainment of the Health Office, Mission and USG objectives.
- As a senior advisor, the Supervisory Specialist manages and provides oversight on strategy, project implementation, leveraging of public and private sector resources, fostering partnerships and alliances. Supports IPs to conduct robust knowledge management, communications, and outreach, monitoring and evaluation, and reporting as per USAID/Washington, D.C. and host country government requirements; and to disseminate learning/best-practices across the host country, consulates, and with other USAID Missions.
- Conducts site visits as required to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.
- Advances metrics and data systems for monitoring of HSS activities and use of data by implementing partners in achieving anticipated results.
- Assists implementing partners to troubleshoot implementation problems and bring any major management or politically sensitive issues to the attention of relevant offices in USAID.

C. Representation and Reporting

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, within various working groups, and in consultations with other social sector donors, government officials, and IPs. The Specialist has a significant presence and plays an influential role in establishing and sustaining close professional relationships to advance HSS activities, and foster partnerships for USAID investments.
- Conducts negotiations with high level host country government counterparts and other country counterparts regarding the design, development and implementation of health programs and the types and amounts of support to be

provided by each stakeholder. The Specialist has a significant presence and plays an influential role in establishing and sustaining close professional relationships to advance HSS activities, and foster partnerships for USAID investments.

- Prepares ad hoc reports as required for the Mission, USAID/Washington, donor coordination groups, and others.
- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.
- Participates in workshops, special committees, and other fora as a technical advisor on HSS and represents USAID at designated national, regional and international meetings that relate to HSS.
- Organizes site visits and prepares orientation materials for delegations from USAID Headquarters, State Department, and other agencies.

D. Supervision, Coaching/Mentoring and Staff Support

- Supervises Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them in facilitation of professional development. Conducts regular performance reviews and addresses any performance challenges that may arise. Works with direct reports to determine training needs, helps identify appropriate training opportunities and ensures fair participation in training.
- Provides expert advice and guidance to direct reports on matters relating to HSS and how best the other program components could contribute to ensure an effective health service.

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.

3. Supervisory Relationship

The Supervisory Specialist will report to the Office Director, Deputy Director, or his/her/their designee in the Health Office in USAID. S/he/they is expected to work independently in carrying out responsibilities. S/he/they is expected to develop annual work objectives in consultation with his/her/their supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Supervisory Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

4. Supervisory Controls

The Supervisory Specialist (HSS) will supervise up to three professional staff.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

1. **Education:** Master's degree in a field of public health, public administration, international development, human resources, accounting, law, business, finance, contracting, economics, industrial management, and/or organization or management is required.

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, professional-level experience developing, implementing, and/or monitoring and evaluating health systems strengthening activities (such as: health leadership, governance and policy; human resource planning and management; health financing; pharmaceutical supply chain management; health information systems; quality improvement of primary health care; and/or another closely related area of health systems) is required. At least three (3) years of experience collaborating with and/or working for the international organizations, donor agencies, host country government, private-sector institutions, or other organizations.
3. **Language:** Level IV fluency in English, and in the appropriate host-country business language, 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.

Offerors will be evaluated and ranked based on the following selection criteria **to a maximum score of 100 points**:

1. Education (10 Points):

Master's degree in a field of public health, public administration, international development, human resources, accounting, law, business, finance, contracting, economics, industrial management, and/or organization or management is required.

2. Prior Work Experience (20 Points):

A minimum of seven (7) years of progressively responsible, professional-level experience developing, implementing, and/or monitoring and evaluating health systems strengthening activities (such as: health leadership, governance and policy; human resource planning and management; health financing; pharmaceutical supply chain management; health information systems; quality improvement of primary health care; and/or another closely related area of health systems) is required. At least three (3) years of experience collaborating with and/or working for the international organizations, donor agencies, host country government, private-sector institutions, or other organizations.

3. Language Proficiency (10 Points):

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

4. Job Knowledge (30 Points):

In depth knowledge in HSS specialty areas, such as: health leadership, governance and policy; human resource planning and management; health financing; pharmaceutical supply chain management; health information systems; quality improvement of primary health care; and/or another closely related area. Expertise in at least two of the World Health Organization's Systems Strengthening building blocks (service delivery, health workforce, health information systems, access to essential medicines, financing, and leadership/governance) is required. In-depth knowledge of the health sector and challenges in the cooperating country is required. Comprehensive knowledge of the structure and governance issues of the health sector in the cooperating country is required. Knowledge of USG/USAID regulations and programming in the health sector must be demonstrated.

5. **Skills and Abilities (30 Points):**

The Specialist must possess strong skills in communication (verbal and written), advocacy and networking. The Supervisory Specialist 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 Specialist must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. Demonstrated previous experience with use of excel for data analysis and familiarity with data visualization software (such as Tableau). The Specialist takes initiative and offers leadership in reviewing the progress of programs and projects under his/her/their responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. The Supervisory Specialist demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following document:
 - a) A cover letter of no more than 2 pages that summarizes the candidate's qualifications to meet the work requirements.
 - b) A completed and signed Form [DS-174](https://www.usaid.gov/sites/default/files/2023-11/ds174_2025_0.pdf) which is available at https://www.usaid.gov/sites/default/files/2023-11/ds174_2025_0.pdf; Continuous pages are required if your work experience description goes beyond Section-4.
 - c) A curriculum vitae (CV) which, at a minimum, describes education, latest experience, and career achievements.
 - d) Names as well as current and accurate contact information (email and phone) of three (3) professional references that have knowledge of the offeror's abilities to perform the duties set forth in this solicitation.
 - e) Related document(s) to support offeror's qualifications, such as educational certificate(s) (diploma(s) or degree(s)), as per requirement stated in Section II above, including, if available, technical certifications.

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. General Information**.

Mailing Address:

The above documents should be sent to the attention of Sean Mendoza, Contracting Officer, via jakarta-usaid-recruitment@usaid.gov. Subject: Solicitation Number:

72049724R10010 – USAID Supervisory Project Management Specialist – (HSS), FSN-12 (Full Performance Level).

3. Offeror submissions must clearly reference the Solicitation number **72049724R10010** on all offeror submitted documents.

Please be advised that the U.S. Government shall not be responsible for incomplete, corrupted, or missing information in electronic offeror submissions. These electronic offeror submissions may not be accepted. USAID will only confirm receipt and print out the electronic offeror submission received. USAID will not ensure quality or completeness of electronic files attached to emails. The offeror assumes all risk related to their electronic submission.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

USAID will provide further instructions on how to complete and submit necessary documents or information to process a background/security investigation and pre-employment medical check-up after an offeror is selected for the contract award.

The 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.

VI. BENEFITS 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, Holidays and Administrative Leave, Premium Pay, Contribution toward Local Retirement Plan.

Additional information may be provided to the selected offeror.

VII. TAXES

The U.S. Mission does not withhold money from Indonesian CCN salaries for payment of Indonesian income taxes. It is the Indonesian CCN's responsibility to personally meet her/his 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:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National 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>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>		LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –

3. **Acquisition & 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. **Leave and Holidays (OCT 1987) [Deviation (DEC 2020)]**

(a) Annual leave. The contractor may accrue, accumulate, use and be paid for annual leave in accordance with the local compensation plan. The contractor will not be eligible to accrue annual leave if the contract is for less than 90 calendar days. The contractor may carry over unused annual leave under an extension or renewal of this contract if it conforms with Mission policy and practice. With the approval of the Mission Director, and if the circumstances warrant, a contractor may be granted advance annual leave in excess of that accrued, but in no case will a contractor be granted advance annual leave in excess of the amount the contractor would accrue during the remainder of the period of performance. The contractor agrees to reimburse USAID for leave used in excess of the amount accrued during the contractor's period of performance under this contract.

(b) Sick Leave. The contractor may accrue, accumulate, and use sick leave in accordance with the local compensation plan. The contractor may carry over the unused sick leave under an extension of this contract. The contractor will not be paid for sick leave accrued but unused at the completion of this contract.

(c) Holidays and Administrative Leave. The contractor will be entitled to all holidays and administrative leave granted by the Mission to local staff.

(d) Leave Without Pay (LWOP). The contractor may be granted LWOP only with the written approval of the contracting officer or Mission Director.

(e) Compensatory Time. The contractor may be entitled to compensatory time off in accordance with the local compensation plan and Mission policies for approval of such time off. The contractor may use earned compensatory time off in accordance with the local compensation plan.

[End of clause]

5. **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>.

6. **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.

7. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUNE 2023
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8. **USAID DEIA Commitment**

USAID envisions a world where all individuals are valued, have equitable access to opportunities, and are included, respected, and safe in their societies. USAID embraces diversity as outlined in USAID’s EEO Statement. We seek to elevate and include the voices of

the USAID workforce, recognizing and valuing the unique contributions of all stakeholders. USAID also strives to improve equity for underrepresented communities that have historically been denied fair and just treatment and improve accessibility in all facets at USAID.

9. EEO Policy Statement

The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

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