



SOLICITATION NUMBER: 72049724R10005
ISSUANCE DATE: February 15, 2024
CLOSING DATE/TIME: March 1, 2024
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 (HIV/AIDS Care and Treatment), FSN-11 (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 this 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 as specified in Attachment 1.

We thank you for your time and interest.

Sincerely,

Sean Mendoza
Supervisory Executive Officer
USAID /Indonesia

ATTACHMENT 1**I. GENERAL INFORMATION**

1. **SOLICITATION NO:** 72049724R10005
2. **ISSUANCE DATE:** February 15, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 1, 2024, 4:00 p.m. Jakarta time
4. **POINT OF CONTACT:** Sean Mendoza, Supervisory Executive Officer
via jakarta-usaid-recruitment@usaid.gov.
5. **POSITION TITLE:** USAID Project Management Specialist (HIV/AIDS Care and Treatment)
6. **NUMBER OF VACANCY:** 1 (one) Position
7. **MARKET VALUE:** IDR 445,996,176 per annum - equivalent to FSN-11
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Indonesia. Final compensation will be negotiated within the listed market value.
8. **PERIOD OF PERFORMANCE:** 5-years 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.
9. **PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** Indonesian citizens only
11. **SECURITY LEVEL REQUIRED:** Employment Authorization is required as a pre-condition for employment.

12. STATEMENT OF DUTIES**1. General Statement of Purpose of The Contract**

The USAID Project Management Specialist (HIV/AIDS Care and Treatment) serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of programs/projects/activities

designed to address HIV/AIDS care and treatment including TB-HIV coinfection. The Specialist serves as the in-house subject matter leader on HIV/AIDS. The Specialist acts as a representative for both the Mission and the U.S. Government (USG) in policy, strategic, and technical discussions with the Ministry of Health (MOH) of Indonesia, as well as various international and bilateral organizations and donor agencies. The incumbent's role is to address technical issues and facilitate coordination among these stakeholders in the implementation of HIV/AIDS activities.

The Specialist serves as a Program/Project Manager and also acts as a Contracting/Agreement Officer's Representative (COR/AOR) for significant and targeted bilateral and centrally awarded activities. Furthermore, the incumbent provides technical assistance to the relevant host-country Ministry in developing host-country policies related to HIV/AIDS. The Specialist is also responsible for designing and managing in-country programs, projects, and activities that adhere to best practices in HIV/AIDS.

In addition to these duties, the Specialist works in collaboration with the host government and other donors to ensure a well-coordinated approach to addressing both TB and HIV coinfection.

The position is located in the USAID Office of Health. The incumbent reports to the HIV Team Lead and has no supervisory responsibility.

2. Statement of Duties to Be Performed

a) Technical and Strategic Leadership 40%

The Specialist will serve as the in-house subject matter expert on addressing HIV/AIDS care and treatment including coinfection with TB in a setting where each disease is managed through discreet programs. The incumbent will represent the Mission in policy, strategic, and technical engagements related to HIV/AIDS. The Specialist will provide high-level technical guidance on addressing TB and HIV coinfection and will make recommendations to the Ministry of Health and other stakeholders. The Specialist will also provide oversight and direction in designing, implementing, monitoring, and evaluating HIV/AIDS programs, projects, activities, and interventions.

The Specialist will work closely with other units within the Health Office and across the USAID Mission to optimize cross-sectoral integration and resource leveraging. They will ensure adequate planning towards uninterrupted availability of key commodities, including essential laboratory reagents and equipment, by collaborating with all Health Office teams.

Through regular communication with local and international stakeholders and literature review, the Specialist will keep abreast of emerging developments in the HIV/AIDS landscape and advise accordingly on how policies, strategies, and technical

guidelines can be most effectively incorporated to maintain program fidelity and relevance.

The Specialist will oversee and guide USAID Implementing Partners on newly emerging and highly efficacious approaches to HIV/AIDS program implementation, advise on the development of tools that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS activities.

Through literature review, research and regular communication with local and international stakeholders, the Specialist keeps abreast of emerging developments in the national and global HIV/AIDS landscape, and advises accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its HIV/AIDS programs. The Specialist provides advice and guidance to other Health Office and HIV/AIDS Team colleagues on matters relating to HIV/AIDS Care and Treatment, and how best the other program components could contribute to ensure an effective service cascade.

The Specialist provides oversight and guidance to USAID Implementing Partners newly emerging and highly efficacious approaches to addressing HIV/AIDS and will advise on the development of tools that support continuous learning and adapting to further improve and evolve the USAID knowledge base and data management capability related to HIV/AIDS Care and Treatment activities; and advises on targeted analyses of HIV/AIDS data to inform program/project/activity planning and implementation.

b) Program/Project/Activity Management 30%

The Specialist serves as a Contracting or Agreement Officer's Representative (COR/AOR) and the Activity Manager for Mission HIV/AIDS programs. The incumbent keeps the supervisor informed regularly of program implementation progress, results, and issues/problems on a timely basis; perceives, determines, and arranges for procurement of Short-Term Technical Assistance (STTA), ensuring that objectives and outcomes of the technical assistance are consistent with and support the furtherance of the Mission HIV/AIDS objectives.

c) Representation and Reporting 30%

The Specialist will represent USAID at designated national, regional, and international meetings, particularly those relating to HIV/AIDS care and treatment. The Specialist will establish strategic working relationships with senior host-government officials at the national and district levels, donor agencies, civil society organizations, private-sector health counterparts, and medical associations to enhance the sharing of information on HIV/AIDS care and treatment, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs/projects/activities.

3. Position Elements

- a) **Supervisory Received:** The Specialist works under the very general supervision of the Health Office Director and the closer but general supervision of the HIV Team Lead. The HIV Team Lead 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 Health Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
- b) **Supervisory Exercised:** Continuing supervision of other Health Office and/or Mission staff is not contemplated. Oversight of short- and medium-term technical contractors and TDYs is contemplated, requiring the Specialist to prepare interim performance assessments for long-term TDYs and contractors. The Specialist provides mentoring and coaching in key areas of HIV/AIDS Care and Treatment, especially on newly emerging evidence and approaches to foster common knowledge across the portfolio.

13. **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:** This position requires a master's degree in: Public Health, Social Work, International Development, Social and Behavioral Sciences, Epidemiology, Biology, Infectious Disease, or a closely related field.

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

- 2. Prior Work Experience:** The position requires clinical care experience, preferably experience treating people with HIV infection and or Tuberculosis. The Specialist must have at least five years of progressively responsible experience in the field of public health programming in developing or middle-income countries with a focus on HIV/AIDS and/or Tuberculosis care and treatment. This experience must demonstrate that the Specialist has developed skills in strategic planning, program management, planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.

3. **Language:** Level 4 (fluent proficiency) English and local language proficiency, both oral and written, is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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 who clearly meet the aforementioned minimum education and work experience qualification requirements maybe further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range maybe established of the highest-ranked offerors, who maybe further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations maybe conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors maybe interviewed either in person or virtually at USAID's discretion.

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: Public Health, Social Work, International Development, Social and Behavioral Sciences, Epidemiology, Biology, Infectious Disease, or a closely related field.

2. **Prior Work Experience (20 Points):**

The position requires clinical care experience, preferably experience treating people with HIV infection and or Tuberculosis. The Specialist must have at least five years of progressively responsible experience in the field of public health programming in developing or middle-income countries with a focus on HIV/AIDS and/or Tuberculosis care and treatment. This experience must demonstrate that the Specialist has developed skills in strategic planning,

program management, planning, policy experience, and problem-solving skills while working on complex programs/projects/activities in a highly sensitive environment.

3. Language Proficiency (20 Points):

Level 4 (fluent proficiency) English and local language proficiency, both oral and written, is required.

4. Job Knowledge (20 Points):

The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing HIV/AIDS care and treatment activities in the host country, and the problems and policies of the host country from the business, political, civil society, and social perspectives. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country and the region; development problems in the HIV and AIDS sectors in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of USG legislation, policy, and practice relating to HIV/AIDS Care and Treatment activities, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

5. Skills and Abilities (30 Points):

The Specialist must be able to provide technical leadership in HIV/AIDS Care and Treatment; and apply this knowledge to advanced programming in the host country and the region. The Specialist must have the ability to present information, analyses, and recommendations in clear written and oral formats. The ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work projects, to drive high-level performance and outcomes of USAID HIV/AIDS treatment programs is required. The Specialist must possess the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels in a culturally diverse environment, accept divergent points of view and help find consensus to achieve team goals, is required. Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly is required.

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://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 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 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.

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

- 2. Offeror submissions must clearly reference the Solicitation Number **72049724R10005** on all offeror submitted documents.
- 3. Mailing Address:

The above documents should be sent to the attention of Sean Mendoza, Supervisory Executive Officer, via jakarta-usaid-recruitment@usaid.gov. Subject: **Solicitation Number: 72049724R10005 – USAID Project Management Specialist (HIV/AIDS Care and Treatment), FSN-11 (Full Performance Level)**.

- 4. Offers must be sent to the point of contact, as well as received by the closing date and time of this solicitation as specified in Section I. General Information.

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. 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, 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: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]		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	<u>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</u>	JUNE 2023
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USAID DEI 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.

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*****