



USAID | INDONESIA

FROM THE AMERICAN PEOPLE

MISSION NOTICE

SOLICITATION NO: 72049720R10009
ISSUANCE DATE: August 21, 2020
CLOSING DATE: September 4, 2020
4:00 p.m. Jakarta time

SUBJECT: Employment Opportunity, Indonesian Citizen,
H08004 USAID Project Management Specialist (Knowledge Management), FSN-10
(Full Performance Level)

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Indonesian Citizens to provide services as USAID Project Management Specialist (Knowledge Management), 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.

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 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/

Jeffry Sharp
Supervisory Executive Officer
USAID/Indonesia

Solicitation for Indonesian Citizen, USAID Project Management Specialist (Knowledge Management), FSN-10 (Full Performance Level)

SOLICITATION NO.: 72049720R10009

ISSUANCE DATE: August 21, 2020

**CLOSING DATE/
TIME FOR RECEIPT OF APPLICATIONS:** September 4, 2020 at 4:00 p.m. Jakarta time

POSITION TITLE: USAID Project Management Specialist (Knowledge Management), FSN-10

MARKET VALUE: Salary starts from IDR 327,743,673 per annum equivalents to FSN Grade 10. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Indonesia. 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: All Interested Candidates (Indonesian Citizen)

SUPERVISORY CONTROL: N/A

POSITION TITLE OF DIRECT SUPERVISOR: This position will be supervised by the Senior Advisor for Planning and Reporting or his/her designee.

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 an FSN (Foreign Service National), an Employment Authorization is required as a pre-condition for employment.

I. POSITION DESCRIPTION**A. BASIC FUNCTION OF POSITION**

USAID is a knowledge-driven organization that works on complex issues, often in complicated, rapidly changing environments. Knowledge management and improvement aim to ensure that relevant data, information, and analysis is generated, captured, shared, and applied systematically and strategically to ensure that staff and partners engage in continuous learning, effective collaboration, and organizational improvement that lead to development results and positively impact the countries where USAID works. Knowledge accumulation and sharing stimulate innovative ideas, capitalize on best practices, foster better decision-making, and build a more informed, effective, and results achieving workforce. USAID is committed to institutionalizing knowledge management as a means to strengthen the Agency as a learning organization and thereby achieve better development impact.

USAID/Indonesia seeks to procure the services of a Knowledge Management Specialist for its Democratic Resilience and Governance (DRG) Office. The incumbent will provide advice and other services to the DRG team and other parts of the Mission in all areas related to knowledge management. S/He will be responsible for overseeing the design and implementation of monitoring and evaluation systems for DRG projects and activities, fostering a learning culture within the DRG team and beyond, and documenting DRG's learning and development results, including the identification, production, and dissemination of success stories.

This position supports the entire DRG Office portfolio and DRG Development Objective(s). S/He will serve as a key member of the DRG team and will report directly to the Advisor for Planning and Reporting.

B. DUTIES & RESPONSIBILITIES**Monitoring and Evaluation (M&E) (45%)**

Serve as the DRG Office's expert on results reporting, best practices identification, and knowledge sharing at the activity, project, and portfolio level, to include the role of determining results in design, start-up, implementation, reporting, and close-out. Under this responsibility the job holder will perform the following for the DRG portfolio valued at approximately \$20 million annually:

- At the design stage, assist the DRG team with conceptual development (including results frameworks and theories of change), outcome discussions, and potential co-creation efforts, to ensure the incorporation of appropriate and effective monitoring, evaluation, and learning approaches in accordance with USAID requirements.
- At the start-up stage, serve as a resource for DRG's Agreement/Contract Officer's Representatives (A/CORs) and Implementing Partners in developing and reviewing Activity

Monitoring, Evaluation, and Learning Plans (AMELPs) to ensure that they accurately and adequately measure impact, results, and progress toward activity objectives.

- Assist with identifying indicators, including standard foreign assistance and custom indicators, cross-walking indicators across multiple reporting platforms (including: Operational Plan, IndoPacific Strategy, F Indicators, Standardized Program Structure and Definitions, etc.), establishing baselines, setting targets, and determining disaggregation (e.g. for sex) as necessary.
- During implementation, and in collaboration with A/CORS, review quarterly and annual performance reports to track activity progress, review indicators and results, collect and support the development of success stories, and recommend adjustments to achieve results.
- Annually, assist with the preparation of Agency-wide and Mission-wide mandatory reporting, including the Performance Plan and Report (PPR), Operational Plan (OP - both requesting and reporting), Portfolio Reviews, and other required reporting.
- Collaborate with the Mission's Geospatial Information Specialist (GIS) and the Mission's Monitoring and Evaluation Specialist in designing and maintaining DRG indicator databases in order to easily track activity indicators and maintain and develop activity location maps.
- At mid-term and end, as required, ensure that evaluations of DRG projects and activities are properly planned and carried out in a high-quality and professional manner. Manage the DRG Office's evaluation schedule. Support drafting of Scopes of Work (SOWs) for DRG evaluations and participate in evaluations as needed.
- Conduct site visits of DRG activities, as needed and/or requested.

Foster Culture of Learning (30%)

Ensure that the DRG Office regularly engages in systematic opportunities for reflection, analysis, learning and meaningfully incorporates adaptive management throughout all projects and activities and shares technical information with the broader DRG and development community.

Under this responsibility the job holder will perform the following:

- Serve as Activity Manager for Collaborating, Learning and Adapting (CLA) components under the new Local Governance Enabling Environment (LGEE) and the Towards Inclusion and Resilience (HARMONI) activities. Assist A/CORs and Implementing Partners in developing and reviewing Collaborating, Learning, and Adapting (CLA) plans and products. Serve as a resource in the identification, development, and implementation of CLA efforts.
- In collaboration with the DRG team, identify key learning issues and plan a diverse and dynamic learning agenda for the DRG Office, to include original research, contextual analyses, sector assessments, strategic planning sessions, case studies, outreach materials that capture successes and lessons learned, and "brown bags" on relevant topical issues. Identify appropriate platforms for sharing lessons learned and successes and manage DRG-related information on and across those platforms.
- Utilize data and analysis from M&E and other sources to help A/CORs reflect on new information, explore knowledge gaps, and foster adaptation to ensure that implementation remains responsive to changes in the operational environment, addresses challenges and shortcomings, and makes programmatic and methodological adjustments as necessary.

- Support and actively participate in USAID/Indonesia’s Community of Practice for CLA. Facilitate the link between DRG’s learning agenda and broader Mission learning plans, including serving as a convener for dialogue around pertinent DRG issues.
- Serve as the DRG Office Liaison with USAID/Washington’s Center of Excellence, coordinating with the outreach and lessons learned team in Washington on the development and distribution of outreach materials.
- Coordinate outreach activities with other donors to maximize the effect and spread of USAID/DRG’s lessons learned and successes.
- Facilitate the organization and delivery of learning events to share DRG best practices and lessons learned with key stakeholders, including USAID/Indonesia, USAID Missions, USAID/Washington, international and local donors, Government of Indonesia (GoI) counterparts, and Implementing Partners.

Documentation/Communication (25%)

Lead the documentation and communication of data, analysis, information, and knowledge.

Under this responsibility the job holder will perform the following:

- Develop and manage a system that captures, analyzes, presents, and disseminates DRG success stories, lessons learned, and best practices for internal and external stakeholders using a variety of methods across multiple platforms.
- Coordinate the development and clearance of activity and office Fact Sheets.
- Seek out new opportunities and pathways to elevate awareness of the DRG portfolio and better “tell our story” to key audiences, such as stakeholders in Washington, DC.
- In coordination with the Mission’s Development Outreach and Communication (DOC) team and A/CORs, produce and update high-quality communication and knowledge products such as success stories, project and sectoral factsheets, and briefing materials for high-level visits.
- Monitor DRG-related news stories and track studies and reports produced by USAID, international and local think tanks, NGOs, GoI, and other donors on matters relevant to the DRG portfolio. Summarize key findings and recommendations for DRG team members, the Mission, and others as needed.
- Share information on the DRG portfolio, as required. Summarize key findings and recommendations for DRG team members, the Mission, and others as needed.

C. PERIOD OF PERFORMANCE/TIMING

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

D. POSITION ELEMENTS

- a. Supervision Received: This position will be supervised by the Senior Advisor for Planning and Reporting or his/her designee. The selected candidate must be able to work independently, requiring only major policy guidance from the Supervisor. The selected candidate will be responsible for establishing her/his own work priorities in cooperation with his/her supervisor.

- b. Supervision Exercised: N/A
- c. Available Guidelines: The incumbent is expected to follow standard USAID regulations in carrying out all work responsibilities. Sources include ADS, FAR, USAID handbooks, OMB circulars, FAM, Mission Orders, and all similar governing regulations and policies.
- d. Exercise of Judgment: The selected candidate will be required to exercise considerable judgment in providing advice to DRG leadership, A/CORs, Mission staff, and Implementing Partners regarding effective M&E, CLA, and documentation and communication.
- e. Authority to Make Commitments: Authorized to make commitments necessary with respect to scheduling and organizing activities within the statement of assigned responsibilities. Not authorized to make monetary or contractual commitments.
- f. Nature, Level, and Purpose of Contacts: Deals with middle- and senior-level GoI counterparts and USAID Implementing Partners in order to plan and meet USAID project/activity management reporting requirements. Must be able to obtain and analyze a variety of information and data for the purpose of measuring development objectives. Must be able to capture, analyze, and disseminate best practices and lessons learned across the DRG portfolio. Collaborates with all DRG staff and with other USAID/Indonesia offices, including the Program Office, as well as other technical offices. The nature and purpose of these contacts will require the Specialist to exercise good judgment and flexibility.
- g. Time Expected to Reach Full Performance Level: One year.

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 an Indonesia Citizen. 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's degree from an accredited university in English, journalism, communications, marketing, visual/creative design, statistics, international development, political science, social science, demography, public relations, or other relevant education is required.
- b. Prior Work Experience (20 points):** Minimum five years of progressive work experience in monitoring and evaluation, communications, information technology, or journalism/media is required. Candidates must have experience working with international organizations, donor agencies, donor-funded projects, local civil society organizations (CSOs) or the GoI. Familiarity with monitoring and evaluation methodologies, public service announcements, outreach, and behavior change.
- c. Language Proficiency (20 points):** Fluency (Level IV) in both English and Bahasa Indonesia is required. Selected candidate will be required to independently prepare and edit working documents at a professional level.
- d. Job Knowledge (30 points):** The Knowledge Management Specialist will be required to have a good understanding of USAID or other international donor program and project management procedures and guidelines, particularly in managing for results and monitoring, evaluation, and learning. The Specialist must have a thorough understanding of administrative operating procedures, database management, marketing, public service announcements, and creative design. Familiarity with the concept, principles, and practices of development assistance, local governance, accountability, rule of law, human rights, media, and civil society. A sound knowledge of host-country economic, social, cultural, and political characteristics is necessary. The Knowledge Management Specialist will be required to proactively keep abreast of evolving USAID and U.S Government guidelines and policies that affect overall activities within the Mission, including but not limited to the Indo-Pacific Vision, Journey to Self-Reliance, Automated Directive System (ADS), Mission Orders, Mission Notices, Operational Plan, Standard Foreign Assistance Indicators, USAID/Indonesia Country Development Cooperation Strategy, and other policy documents.
- e. Skills and Abilities (20 points):** Excellent organization skills. Demonstrated ability to think creatively, work independently, and collaborate with other team members and offices. Demonstrated ability to translate complex policy and programmatic findings and reports into communications materials for various target audiences. Excellent communications and interpersonal skills, including establishing and maintaining contacts with relevant counterparts in host government, CSOs, and the private sector. Analytical and research skills are necessary. Proven ability to manage multiple activities or projects with competing deadlines. Ability to

adapt to changes in priorities, workload, and workflow. Strong skills in graphic design and proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook. Excellent oral communication and presentation in fluent English required.

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 containing the following information. Forms is available at <https://eforms.state.gov/Forms/ds174.pdf>

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 to the attention of **Mr. Jeffry Sharp, Supervisory Executive Officer**, at one of the following addresses:

For electronic submission:

E-MAIL: jktrecruitment@usaid.gov

Subject: H08004 USAID Project Management Specialist (Knowledge Management), FSN-10 (Full Performance Level)

For hardcopy submission:

USAID Human Resources Office

c/o American Embassy

Jl. Medan Merdeka Selatan 3-5

Jakarta 10110, Indonesia

Note: Electronic submissions will be accepted for this procurement. Please be advised that the US Government **shall not** be responsible for incomplete/corrupted or missing information in electronic submissions, and these applications may not be accepted. USAID will only confirm receipt and print out the electronic submission, USAID will not ensure quality or completeness of electronic files attached to e-mails. The applicant assumes all risk related to an electronic submission. Applications must be received no later than the due date and time of this solicitation. Late applications or delayed electronic submissions will not be accepted.

V. MARKING INSTRUCTIONS

For hardcopy submission please clearly mark envelopes (on top left side) containing applications as follows:

Solicitation Number 72049720R10009

H08004 USAID Project Management Specialist (Knowledge Management), FSN-10 (Full Performance Level)

VI. CLOSING DATE

All applications submitted by e-mail or hardcopy, must be in the EXO Office, USAID/Indonesia, no later than **September 4, 2020 at 4:00 p.m. Jakarta Time.**

VII. INCOME TAXES

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

ATTACHMENT 2

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/TCN PSC** 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/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
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. **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>

****END OF SOLICITATION****