



# USAID | INDONESIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO:** INDONESIA 10-001  
**ISSUANCE DATE:** October 29, 2009  
**CLOSING DATE:** November 25, 2009  
3:00 PM Jakarta time

**SUBJECT: Solicitation for Personal Service Contractor (PSC) for  
SENIOR ECONOMIC POLICY 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 Economic Policy 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: [rfp10-001@usaid.gov](mailto:rfp10-001@usaid.gov).

Phone calls regarding this position will not be accepted.

Sincerely,

Asuncion L. Juico  
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

## **Attachment 1**

### **Solicitation for Personal Service Contract (PSC) Senior Economic Policy Advisor**

**SOLICITATION NO.: Indonesia 10-001**

**ISSUANCE DATE: October 29, 2009**

**CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:  
November 25, 2009 3:00 P.M. Jakarta time**

**POSITION TITLE:** Senior Economic Policy 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 two years with an option to be extended for two additional years.

**PLACE OF PERFORMANCE:** USAID/Indonesia, Jakarta, Indonesia

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

**POSITION TITLE OF DIRECT SUPERVISOR:** Incumbent will report to the Economic Growth Office Director or his/her designate.

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

## **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 health care, clean water, and environmental protection; increasing economic growth by improving the investment climate; and providing humanitarian assistance and responding to the frequent natural disasters that plague Indonesia.

## **B. Economic Growth Program**

USAID/Indonesia's Economic Growth (EG) Office is currently implementing its 2004-2009 strategy and related activities. Working within the framework of the Government of Indonesia's (GOI) economic reform program and in collaboration with other donors, the EG Office is assisting the GOI in establishing a sound foundation to ensure rapid and sustainable economic growth through the provision of critical technical assistance on a timely basis to a number of key GOI institutions: The Coordinating Ministry for Economic Affairs, Ministry of Finance, Ministry of Trade, Ministry of Agriculture, Ministry of Energy, the Supreme Court, National Development Planning Agency (BAPPENAS), Capital Markets and Non-Bank Financial Institutions Supervisory Agency, private sector associations and civil society organizations, among others.

The current EG Office strategy focuses on assisting Indonesia to accelerate economic growth, create jobs and generate income through an \$80 million plus portfolio of activities for improving the trade and investment climate, increasing agribusiness and industry competitiveness, and strengthening financial sector reforms.

### Improving the investment and trade climate

USAID assists government bodies in the pursuit of economic policy reform. It also works to enhance the capacity of the commercial and anti-corruption courts to create and maintain a transparent and uniform legal and regulatory business climate to eliminate the "hidden costs" of doing business and reduce corruption. It provides technical assistance to support trade sector reforms; streamline business start-up procedures and promote good governance.

### Increasing agribusiness and industry competitiveness

USAID is working to improve the competitiveness of key industries and agribusiness sectors in an effort to fuel growth, exports, jobs and prosperity. These efforts will drive increased productivity and national competitiveness by forging stronger public and private sector partnerships.

### Enhancing financial sector reforms

USAID assistance to Indonesia's key financial sector institutions helps build a sound financial infrastructure, creates a modern deposit insurance system and develops the capacity of insurance industry professionals.

As described below, the Senior Economic Policy Advisor will play a critical role in developing these new activities and in mentoring staff in the implementation of these activities. In addition, with the current economic and financial crisis negatively impacting the Indonesian economy the Senior Economic Policy Advisor will be expected to monitor and advise on actions that may be required to address the economic impact of the crisis.

The EG Office is in the process of designing the new projects that correspond with the proposed strategy now under review. Three new projects are in various stages of design; Agricultural Export Development; Non-Bank Financial Sector Development; and Economic Policy Analysis. In addition three ongoing projects from the current strategy will be ending in CY 2010; the Agribusiness Market Support Project; the Indonesia Anti-corruption and Commercial Court Enhancement Project; and American Chamber of Commerce Intern Program.

## **II. POSITION DESCRIPTION**

### **A. Basic Function of the Position**

The Senior Economic Policy Advisor (SEPA) has the responsibility of strengthening and advancing USAID/Indonesia's economic policy and finance portfolio as well as assisting in the management of existing projects and managing the EG Office's Foreign Service National staff. This is a senior position and as such, the incumbent will be expected to make independent decisions that enhance and implement the Mission's economic policy and finance priorities and programs with limited supervision and oversight. The incumbent is also expected to serve as an expert in advising U.S. Government professionals in the area private enterprise development, economic policy and financial systems development in Indonesia.

The SEPA will be responsible for strategic thinking on economic and financial policy issues for the Mission's next economic growth strategy (2009-2014), development and oversight of key activities and provision of assistance across the Mission, to donors and to the GOI. The SEPA will perform a full range of management, planning, advisory and administrative functions for the EG Office.

The SEPA will report to the EG Office Director on policy and technical matters, and on program management and coordination issues. The SEPA will be responsible for oversight of key activities and processes related to the planning, design, and implementation of key economic and financial policy related programs. The SEPA will establish working relationships with Cabinet/Ministerial level officials on matters of economic and financial policy. For example, the SEPA will coordinate with Ministerial level officials on establishment of the next Millennium Challenge Corporation activity in Indonesia.

As a senior-level advisor, the SEPA will exercise significant independent judgment on matters of policy and technical direction, and will make decisions that ensure successful program implementation. The SEPA will supervise and monitor several multi-

disciplinary Mission-funded teams of advisors and interact with cooperative partners and grantees. In consultation with the EG Office Director, the SEPA will provide reports to senior Mission and Embassy/Jakarta management at the highest level and will advise senior-level USG, donor, and host government officials on USAID economic and financial policy strategy and program priorities and direction. S/he may also represent USAID at local, regional and international forums that address economic and financial policy issues.

The work is complex in that it requires a high degree of awareness and familiarity with economic development policies and activities in the context of overall Mission objectives. The SEPA 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.

The EG Office is in the process of adding FSN economic policy and financial sector advisor positions. The Senior Economic Policy Advisor will be expected to work closely with these new staff and mentor them to assume his/her responsibilities at the end of his/her contract.

## **B. Duties and Responsibilities**

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

1. Lead the formulation of key economic policy and financial sector programs that promote sustainable growth of the Indonesian economy within USAID, among donors, and by the GOI;
2. Under the direction of the EG Office Director, mentor EG Office staff, particularly the macroeconomic and financial sector policy advisors;
3. Under the direction of the EG Office Director, manage the development of the economic policy and financial sector components of the new USAID/Indonesia 2009-2014 strategy;
4. Guide, develop and manage comprehensive technical assistance and training initiatives related to economic and financial policy formulation and implementation with senior GOI counterparts, executive managers in the private sector, cooperating donors and politically aware civil society leadership, including the design of key new economic policy and financial sector related activities under the new USAID/Indonesia 2009-2014 strategy;
5. Ensure that EG Office activities and programs are fully integrated within Agency-wide economic growth strategies;
6. Serve as Acting EG Office Director and Deputy Office Director in their absence;
7. 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, senior Indonesian-American-International private sector executives and Indonesian and international civil society organizations (NGOs and PVOs) to shape overall economic and

- financial policy in Indonesia and to formulate and implement an effective USAID economic reform support strategy in Indonesia;
8. Represent USAID/Indonesia in meetings, seminars, and conferences on economic and financial policy issues locally, regionally and internationally;
  9. Maintain direct liaison and communications with USAID implementing partners;
  10. Serve as Contracting Officer Technical Representative and Agreement Officer Technical Representative (COTR/AOTR) and supervise and maintain direct liaison and communications with USAID contractors/grantees/cooperative agreement partners
  11. On a daily basis, design, manage, implement, coordinate and monitor key components of the EG Office portfolio;
  12. Serve as a principal point of contact for key economic policy and financial sector activities, including responding 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 economic policy and financial sector related briefings and informational documentation for official purposes;
  15. In consultation with the EG Office Director, advise USAID/Indonesia's Mission Director, Embassy/Jakarta staff, senior USAID/Washington personnel and technical offices, and the GOI regarding key economic policy and financial sector 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 incumbent is expected to demonstrate a high level of independence, professionalism, judgment and responsibility. While the incumbent will report to the EG Office Director, as a senior-level position it is expected that the SEPA will be able to operate independently with limited direct supervision. Under the direction of the EG Office Director, the SEPA may assist in the supervision of the Foreign Service Nationals on the team.
2. Authority to make Commitments: The incumbent will have no authority to commit the U.S. Government to financial, technical, or personnel obligations in any shape or form. However, the SEPA 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 SEPA will also play a role in managing the personnel and financial resources of the EG Office.
3. Nature, level and purpose of contacts: SEPA will work on a daily basis with the EG Office staff, Mission Management, USAID staff (USDHs, FSNs & other USPSCs), Embassy officials, senior host government officials, international

donors, partners and grantees. The SEPA is also expected to interact with other USAID Strategic Objective Teams and with private sector business associations and other civil society actors (NGOs & PVOs). The incumbent will be expected to be able to effectively communicate at all levels including senior government officials both in writing and orally.

**D. Report**

The SEPA 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 EG Office Director or his designee, for review, consultation and approval.
2. Prepare reports on key Indonesian economic issues at the request of the Mission and/or Office Director.
3. Prepare a report 15 days prior to the end date of the contract which summarizes the activities undertaken during the year including the SEPA's contribution to achieving EG Office strategic objectives and intermediate results. The report will include a summary of the SEPA's contributions to the policy dialogue with the GOI 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. Supervisory Control**

The SEPA will report to the EG Office Director on policy and technical matters, and on program management and coordination issues.

**F. Relationships and Responsibilities**

All activities of the SEPA shall be coordinated and communicated with the EG Office Director. The SEPA may also coordinate with the entire EG Office Team, all other USAID /Indonesia SO teams and support offices, high ranking GOI counterparts at the Ministry of Trade, Ministry of Finance, Ministry of Agriculture, Bank Indonesia, BAPPENAS and other involved institutions, other donors (IMF, World Bank and the Asia Development Bank, among others) senior Indonesian and American/International business executives, influential civil society leaders and their American counterparts at the departments of State, Treasury, Justice, and Agriculture, among others.

**III. PERIOD OF PERFORMANCE**

The contract will be for a period of two years with an option to be extended for two additional years.

#### **IV. SALARY**

This position has been graded at the US Government General Schedule Grade 15 equivalent. The actual salary will depend on past salary history and experience of the successful candidate.

#### **V. KNOWLEDGE, SKILLS AND ABILITIES**

The candidate selected for the SEPA position must possess, at a minimum, the following knowledge, skills and abilities:

1. Twelve (12) years of relevant and practical experience in economics, financial sector development, and/or international development.
2. Demonstrated leadership in a team environment and ability to work in a collegial and persuasive fashion is required. Demonstrated effective management and mentoring skills is a must. Excellent English skills, both oral and written, are required. The SEPA 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. Demonstrated ability to manage a series of complex, new and ongoing activities and capitalize on the use of ICT for development is required. Ability to speak *Bahasa Indonesia*, proven language ability or willingness to learn *Bahasa Indonesia* is desired.
3. Experience in international development work in an emerging economy is required, including knowledge of and experience with USAID and/or other international development donor organization's regulations and procedures.
4. A Master's degree in economics or a related field is a minimum requirement with a Ph.D. preferred.

#### **VI. EVALUATION CRITERIA**

The selection criteria Senior Economic Policy Advisor are as follows:

- A. Relevant experience in field of economic policy, international development, finance, and/or economics - **40 points**

Minimum of twelve (12) years of relevant and practical experience in such fields as economics, finance, private sector development and international development is required

- B.** Interpersonal, negotiation, communication, organizational, managerial, and mentoring skills - **30 Points**

Demonstrated leadership in a team environment and ability to work in a collegial and persuasive fashion is required. Demonstrated effective management and mentoring skills is a must. Excellent English skills, both oral and written, are required. The Contractor 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. Demonstrated ability to manage a series of complex, new and ongoing activities and capitalize on the use of ICT for development is required. Ability to speak *Bahasa Indonesia*, proven language ability or willingness to learn *Bahasa Indonesia* is desired

- C.** International technical assistance experience including knowledge of donor programs - **20 points**

Experience in international development work in an emerging economy is required. Knowledge of and experience with USAID and/or other international development donor organization's regulations and procedures will be highly valued.

- D.** Advanced degree(s) and training in relevant field(s) - **10 Points**

Minimum requirement is a Master's degree in economics, finance, business, international development, or a related field. The ideal candidate will have a Ph.D. degree.

**TOTAL: 100 Points**

## **VII. HOW TO APPLY**

- A.** Please send a completed and signed Optional Form 612 and a curriculum vitae containing the following information. Optional Form 612 is available at the USAID website, [http://www.opm.gov/FORMS/pdf\\_fill/of612.pdf](http://www.opm.gov/FORMS/pdf_fill/of612.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 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: 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).

**B.** Applicants must also include in their application package the following:

1. A cover letter of no more than 3 pages that demonstrates how the candidates' qualifications meet the work requirements;
2. A curriculum vitae which at a minimum, describes education, latest experiences and career achievements;
3. A completed and signed OF-612, please send signed and scanned copy if applying by e-mail;
4. A relevant writing sample, minimum of two pages and maximum of ten pages;
5. Names, current and accurate contact numbers (e-mail and phone) of three professional references that have knowledge of the applicant abilities to perform the duties set forth in the solicitation;
6. A written statement certifying the date and length of time for which the candidate is available for the position;

All of the above information must be included in the application package in order for the package to be considered complete

### **VIII. MAILING ADDRESS**

Electronic submission is authorized for this procurement. Interested candidates should send the above information via e-mail, mail or hand-carry, to the attention of Office of Procurement at one of the following addresses:

**E-MAIL** [rfp10-001@usaid.gov](mailto:rfp10-001@usaid.gov)

### **HAND CARRY/LOCAL COURIER**

Ms. Asuncion L. Juico  
Contracting Officer  
USAID/Indonesia - Office of Procurement  
American Embassy Jakarta

Jl. Medan Merdeka Selatan No. 3-5  
Jakarta 10110, Indonesia

**U.S. MAIL**

Ms. Asuncion L. Juico  
Contracting Officer  
American Embassy Jakarta  
Unit 8135 USAID  
FPO AP 96520-8135

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter and clearly mark envelopes containing applications as follows:

**SENIOR ECONOMIC POLICY ADVISOR**  
**Solicitation Number: Indonesia 10-001**

**IX. CLOSING DATE**

Applications must be in the Office of Procurement, USAID/Indonesia, no later than **November 25, 2009 at 3:00 pm Jakarta time.** For those who send their application by U.S. mail or international mail, applicants may also send application OF-612 and CV by E-mail attachment to [rfp10-001@usaid.gov](mailto:rfp10-001@usaid.gov) or through fax number (62-21) 3483-0222 to ensure receipt of your application before the closing date. Applications received after the closing date and time will be considered late and will not be considered – **NO EXCEPTIONS.**

## Attachment 2

### **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.
- **FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes and contribute to FICA and Medicare.