USAID | INDONESIA
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049723R10001
ISSUANCE DATE: 6-Oct-22
CLOSING DATE/TIME: 20-Oct-22
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 (Solid Waste Management), 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 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 the Attached 1.

Sincerely,

/ s /

Sean Mendoza
Supervisory Executive Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO:** **72049723R10001**

2. **ISSUANCE DATE:** **6-Oct-22**

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** **20-Oct-22, 4:00 p.m. Jakarta time**

4. **POINT OF CONTACT:** Sean Mendoza, Supervisory Executive Officer via jakarta-usaid-recruitment@usaid.gov.

5. **POSITION TITLE:** **Project Management Specialist (Solid Waste Management)**

6. **MARKET VALUE:** **IDR 435,414,755 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.

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, Jakarta, Indonesia with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** All Interested Candidate (Indonesian Citizen)

10. **SECURITY LEVEL REQUIRED:** Employment Authorization is required as a pre-condition for employment.

11. **STATEMENT OF DUTIES**

A. General Statement of Purpose of The Contract

Combating ocean plastics pollution has emerged as a key U.S. foreign policy priority in the Asia-Pacific region. The Save Our Seas Act 2.0, signed into law on December 18, 2020, directed the United States Government (USAID) to focus foreign assistance resources in countries that have both the greatest sector needs and opportunities for impact. The United Nations Environment Assembly (UNEA-5) in Nairobi in early March 2022 further strengthened the world's resolve to reduce plastic pollution. USAID's new programming in this sector is well-placed to provide

technical assistance and capacity building to reduce land-based sources of plastic pollution through improved solid waste management and recycling systems. Additionally, the solid waste management (SWM) sector is a key contributor to methane emissions in Indonesia and improving SWM systems is an important way to reduce methane emissions. It is anticipated that increased funding to improve solid waste management and address ocean plastic pollution will be sustained in the coming years.

The Solid Waste Management Project Management Specialist (PMS) is an expert technical specialist with in-depth experience in solid waste management and plastic recycling activities in Indonesia. The job holder serves as the primary resident Mission expert and advisor in reducing land-based sources of ocean plastic pollution through improved solid waste management and recycling systems, in line with circular economy principles. The job holder manages projects to effectively implement USAID's portfolio of solid waste management projects and activities.

The Solid Waste Management PMS, working within the Climate Resilience, Energy, and Water (CREW) Team of Environment office, provides expert advice on the formulation of new strategies, programs, and activities of USAID in the solid waste management and plastic recycling sector. The job holder directs contracts, cooperative agreements and grants under USAID's bilateral agreement with the Government of Indonesia (GOI) for urban water, sanitation, solid waste, and hygiene (UWASSH).

The Solid Waste Management PMS, under the direction of the WASSH Sector Lead, undertakes communications at multiple levels with 1) GOI counterparts at relevant GOI ministries (such as Ministry of National Planning (Bappenas), Ministry of Environment and Forestry, Ministry of Public Works and Housing, Ministry of Health, and Ministry of Home Affairs), and other relevant ministries and coordinating ministries, 2) donors such as the World Bank, KfW, KOICA, DFAT, NORAD, DANIDA, 3) private sectors, 4) solid waste management associations, such NPAP, PRAISE, 5) recycling businesses, such as Polindo, Reciki, 6) NGO contacts such as InSwa, Waste4Change, and 7) academic researchers and organizations affiliated with the Universities across Indonesia.

In coordination with the WASSH Sector Lead and the CREW Team Lead, the job holder also represents USAID externally to coordinate with other donors and USG agencies, and participate in technical meetings, workshops and conferences. The Solid Waste Management PMS may be delegated the maximum range of program, personnel, and administrative management responsibilities allowable under USAID policy.

B. Statement of Duties to be Performed

a) **Program Design and Management – 50%.**
The job holder plays a leading role in designing and managing the Mission's projects and activities to reduce land-based sources of ocean plastic pollution through improved solid waste management and recycling systems, which may also include reducing methane emissions. This involves a high degree of responsibility across the entirety of the USAID

program design cycle, from conceptualizing programs through procurement, implementation, monitoring, and evaluation.

S/he is expected to proactively pursue opportunities to advance USAID's equities in solid waste management and related sectors, to include designing new activities and coordinating with other programs to amplify USAID's strategic impact. S/he will work to align the solid waste management portfolio with key Agency and U. S. Embassy priorities, including (but not limited to) addressing climate change. S/he will work to advance sustainable financing in the sector, to include potential collaboration with the U.S. Development Finance Corporation and other key financial stakeholders.

S/he serves as an Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR) and/or an Activity Manager for relevant programs. This includes monitoring financial accruals and expenditures and ensuring compliance with all relevant U.S. Government procurement requirements, as delegated per the terms of the AOR/COR designation letter.

The Solid Waste Management PMS ensures the effective management of USAID activities in the solid waste management and plastic recycling sectors and maintains close contact with personnel from implementing partners for project implementation matters, including environmental compliance. The job holder is responsible for ensuring effective coordination between the solid waste management portfolio and other activities within the Environment Office and other USAID Mission Offices (e.g., technical, program, financial management, procurement), and relevant stakeholders in USAID/ Washington and the United States Embassy.

b) **Program Analysis and Portfolio Guidance - 30%.**
The Solid Waste Management PMS assists the Mission in interpreting GOI policies, institutional issues and program priorities affecting the direction and implementation of USAID/Indonesia's solid waste management and plastic recycling activities to formulate, negotiate and implement actions appropriate to the Indonesian context.

The job holder develops and maintains GOI contacts with entities that deal with national and sub-national policy formulation and implementation of decentralized solid waste services delivery. S/he analyzes information from these and other sources, determines major implications of evolving GOI policies and program decisions for solid waste management and plastic recycling program development and performance, and provides the Environment Office Director, Deputy Office Director, CREW Team Leader, and WASSH Sector Lead with strategic planning and operational guidance which will strengthen program results and achievement.

The Solid Waste Management PMS provides issue-oriented briefings and presentations of relevant issues, spearheading engagement with the private sector and other stakeholders to advance circular economy objectives. S/he prepares and leads presentations on USAID objectives, accomplishments and impacts in solid waste management and related sectors

to external audiences, which include GOI representatives, NGOs, private sectors, and the donor community.

c) **Program Performance Assessment, Monitoring, and Reporting - 20%.**
In collaboration with members of the CREW Team, the job holder will conduct strategic assessments of relevant USAID programs and compile specific information required from portfolio activities in response to information requests (e.g. regular and ad hoc reporting requirements) from USAID and other U.S. Government stakeholders. The Solid Waste Management PMS ensures that accurate information on relevant programs is available, accurate, and presented in an appropriate format to the requestor's needs.

The job holder conducts the systematic monitoring and oversight of contracts, cooperative agreements, and grants under her/his management and ensures compliance with data management and program implementation requirements. This includes navigation of U.S. Government databases GLAAS, ASIST, Development Information Solution, and USAID/Indonesia tracking systems. All relevant files must be retained per USG regulations (e.g. project files, audit recommendations, and evaluation findings, etc.) and organized to make the information readily accessible. S/he will conduct site visits as appropriate to monitor project implementation, which s/he must then document according to USAID/Indonesia policy. S/he synthesizes information and insight gained from monitoring and evaluation to inform program management and develop actionable recommendations for USAID/Indonesia senior management.

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.

C. Position Elements

a) **Supervision Received**: The Solid Waste Management PMS is supervised by the Senior WASSH PMS. Expected results will be discussed and understood from the annual work statement developed by the Solid Waste Management PMS and his/her supervisor. In order to assess overall management and teamwork effectiveness, the supervisor will solicit feedback on the Solid Waste Management PMS' performance from the CREW Team Leader, the Environment Office Director, the Environment Office Deputy Director, team members from other offices (Acquisition and Assistance, Financial Management, Program, etc.), The Solid Waste Management PMS initiates constructive and innovative solutions to problems and keeps the Senior WASSH PMS informed of their status.

b) **Supervision Exercised**: This is a non-supervisory position.

c) **Available Guidelines**: USAID Automated Directives System, Mission Orders, and policies. Annual guidance from USAID/Washington regarding project reporting requirements. The Solid Waste Management PMS will be expected to be an active contributor to the improvement and effectiveness of Mission and Agency reporting systems. Moreover, many

guidelines require considerable interpretation in their application. USAID guidelines will structure the Solid Waste Management PMS' role as a COR/AOR or an Activity Manager.

d) **Exercise of Judgment**: Mission operating procedures require program management specialists to exercise considerable judgment and initiative in implementing activities in the USAID Country Development Cooperation Strategy for Indonesia. The Solid Waste Management PMS independently plans their own work over a period ranging from days to months and years for the authorized work in implementing solid waste management and plastic recycling activities.

e) **Authority to Make Commitments**: Commitments are authorized at the maximum allowable level as specified in Mission Order 103, dated 10/4/2019 and in the Environment Director Delegation Authority to the Solid Waste Management PMS. The Job Holder exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor.

f) **Nature, Level, and Purpose of Contacts**: The Solid Waste Management PMS regularly liaises with senior level contacts at the national level such as the Director General level and lower; senior level contacts at the subnational level such as governors, district heads, mayors, village heads, and government staff; legislative members and their staff at national and subnational levels; managers, directors, and staff within donor organizations, multilateral institutions, private sector; solid waste management associations, recycling businesses, NGOs, and professors, senior researchers, and directors in universities and research institutions.

g) **Time Expected to Reach Full Performance Level:** One year.

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

13. **MEDICAL AND SECURITY CLEARANCE:**
The selected candidate must obtain a U.S. Government security and medical clearance. 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. The candidate 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. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

1. **Education**:
   Minimum Bachelor's Degree from an accredited university in engineering, environmental science or policy, natural resources management, international development, or equivalent subjects.

2. **Prior Work Experience**:
   A minimum of five years of progressively responsible professional experience in development assistance in ocean plastic pollution, solid waste management, plastics recycling, and or/natural resources management in an urban context is required.

3. **Language**:
   Fluent in written and spoken English language skills (Level IV), and Fluent in written and spoken Bahasa Indonesia (Level IV) 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 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.

USAID Indonesia reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

Competitive Range: In accordance with ADS 309.3.1.10 The Technical Evaluation Committee (TEC) in consultation with the Supervisory Executive Officer reserves the right to establish a competitive range. Those applicants determined to be competitively qualified and ranked will be invited in an interview. Please note that only shortlisted/finalist applicants will be interviewed or contacted.

Selection Factors: To be considered for the position, a candidate shall be an Indonesia Citizen. Applications which clearly meet the minimum qualifications of the position as in Section II above, will be evaluated and ranked based on the following selection factors:

1. **Education (10 Points):** At a minimum, a Bachelor's Degree from an accredited university in engineering, environmental science or policy, natural resources management, international development, or equivalent subjects.

2. **Prior Work Experience (25 Points):** A minimum of five years of progressively responsible professional experience in development assistance in ocean plastic pollution, solid waste management, plastics recycling, and or/natural resources management in an urban context is required.

3. **Language Proficiency (10 Points):** Fluent in written and spoken English language skills (Level IV), and Fluent in written and spoken Bahasa Indonesia (Level IV) is required

4. **Job Knowledge (30 Points)**:
   The Solid Waste Management PMS must demonstrate a thorough knowledge of the Government of Indonesia's solid waste management and plastic recycling sector policies and practices, preferably with established working relationships in the solid waste management sector with key Government Ministries, Donors, and other important stakeholders working in the sector. The job holder must demonstrate detailed knowledge in the concepts, principles, techniques, and practices of solid waste management and plastic recycling with specialized knowledge in at least three of the following technical areas:
   i. Solid waste management and technology;
   ii. Plastic waste recycling;
   iii. Private sector engagement for circular economy;
   iv. Local government capacity building and institutional strengthening;
   v. Municipal finance;
   vi. Governance, policy, and regulatory formulation.

   The incumbent must have or demonstrate the potential to acquire knowledge of U.S. Government legislation relating to humanitarian and development assistance including USAID programming policies, regulations, procedures, and documentation.

5. **Skills and Abilities (25 Points)**: The Solid Waste Management PMS is required to be able to:
   i. Obtain, analyze, and evaluate a variety of data;
   ii. Organize and present technical information in concise written and oral form;
   iii. Plan, develop, manage and evaluate important and complex programs independently;
   iv. Evaluate and assess concept notes and project proposals submitted by stakeholders
   v. Furnish information and advice in assigned areas objectively;
   vi. Follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight;
   vii. Type and edit documents with an advanced proficiency in word processing, spreadsheets, databases and other computer applications (i.e. Microsoft Office, Excel, PowerPoint, Google Docs, etc.); and,

viii. Focus on and attention to details.
ix. Establish and maintain contacts at all levels of the host government (from village level to the Director General level) and with non-government stakeholders in order to explain USAID project/program policies, objectives, procedures, and political processes.
x. Interpret and communicate relevant concerns from the GOI and other stakeholders to USAID officials, Mission management, and U.S. Embassy officials as necessary.
xi. And willing to work additional hours beyond the established 40-hour work week and outside the established Monday – Friday work week as necessary.
xii. To travel on a monthly basis, or more frequently throughout Indonesia when necessary or requested.
xiii. Be a self-starter and a fast learner.

Maximum Points Available: 100

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://eforms.state.gov/Forms/ds174.pdf ;
   c) A curriculum vitae which, at a minimum, describes education, latest experience and career achievements.
   d) 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.
   e) Related document to support your qualification, such as educational certificate (diplomas or degrees), as per requirement stated in Section II above.

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

   Please be advised that the U.S. 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.

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**.

3. Offeror submissions must clearly reference the Solicitation number 72049723R10001 on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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. The Human Resources will provide instructions about how to complete and submit mandatory forms if and after an offeror is selected for the contract award.

2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors -** Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. MAILING ADDRESS

Interested applicants should send the above information to the attention of
Mr. Sean Mendoza, Supervisory Executive Officer
Subject: Solicitation 72049723R10001 USAID PROJECT MANAGEMENT SPECIALIST (SOLID WASTE MANAGEMENT), FSN-11 (FULL PERFORMANCE LEVEL)
E-MAIL: jakarta-usaid-recruitment@usaid.gov

Note: Electronic submissions will be accepted for this procurement. Please be advised that the U.S. 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.

VII. 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, Premium Pay, Contribution toward Local Retirement Plan.

VIII. 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 obligation in this respect.

IX. 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/sites/default/files/documents/1868/aidar_0.pdf

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.

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.

5. **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.

EQUAL EMPLOYMENT OPPORTUNITY: 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. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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