

## **SCHEDULE**

### **Short Term Indonesian Student Intern For Education Data Research and Management Work Assignment in USAID/Education Office**

#### **STATEMENT OF WORK**

##### **A. OBJECTIVE**

The purpose of this short term work assignment is to provide an opportunity for an Indonesian Education Graduate currently enrolled in an education degree program at a local university to broaden the impact of USAID's development program in education and to expose the graduate to an American work environment and the principles and policies underlying education development objectives in Indonesia.

##### **B. BACKGROUND**

USAID supports a \$157 million Presidential Education Initiative focused on quality education, promoting employment readiness skills, tolerance, and participatory democracy. USAID assists Indonesia in developing classroom environments that promote discovery, critical thinking, and cooperative learning. Colorful displays of students' work and creative teaching material accompany an enthusiastic and inquisitive learning process where students support each other in small groups and teachers move about the classroom assisting them.

Since 2003, more than 1,500 primary and junior secondary schools in eight provinces including secular, religious, public and private schools have eagerly participated in the six-year initiative. About 24,000 educators have been trained to improve the quality of teaching and learning. More than 400,000 students are reaping the benefits; students are enjoying school and doing better in math, science and reading. The program has directly supported 1,880 schools thus far, and local school districts have replicated the program using their own budget to more than 3,000 schools.

Parents are taking a more active role in the education of their children in part because school management is more transparent and accountable. As a result, almost \$1.7 million contributed by parents, community, private entities to the school management. More than a thousand schools have completed new development plans that incorporated community input. Active community involvement is essential to building a foundation for a strong education system.

##### **C. PROGRAMS**

###### **DECENTRALIZED BASIC EDUCATION (DBE)**

As the main component of the Presidential Education Initiative, the Decentralized Basic Education Project focuses on improving the quality and relevance of basic education in primary and junior secondary schools. Through the provision of technical assistance and training, the program has three goals: to assist local governments and communities to manage education services more effectively; to enhance teaching and learning to improve student performance in key subjects such as math, science and reading; and to ensure that Indonesian youth gain more relevant life and work skills to better compete for jobs in the modern economy.

USAID successfully utilizes public-private alliances to mobilize corporate sector resources for education. In partnership with BP, USAID is improving basic education in Papua. ConocoPhillips helped rehabilitate schools damaged by the May 2006 earthquake in Yogyakarta as well as Central Java. Intel is helping teachers use technology in their classrooms. Partnerships with three U.S. universities: the University of Pittsburg, Florida State University, and the University of Massachusetts, and 14 Indonesian universities, are enabling participating teachers to receive academic credit for their work, helping them meet new Government of Indonesia recertification requirements. DBE promotes the use of information technology for education; the development of early childhood education programs; as well as in-service teacher training and work and life skills.

#### **OPPORTUNITIES FOR CHILDREN WITH SPECIAL NEEDS**

This program promotes inclusive education in Indonesia by preparing children with special needs, including visual and hearing impairments, learning disabilities, autism, and multiple disabilities, to be educated in public schools. Replicable models are being developed to expand the reach of the program to Aceh, South Sulawesi, and Central Java.

#### **SESAME STREET INDONESIA: JALAN SESAMA**

In partnership with the Sesame Workshop, USAID is supporting the development of a new Indonesian co-production of the renowned Sesame Street television show. Jalan Sesama, the Indonesian version, is one of the largest partnerships between USAID and the Sesame Workshop. By watching Jalan Sesama, millions of Indonesian children will be better equipped to start and stay in school. The show first aired in November 2007 and reaches some 3 million 3-6 year olds.

#### **HIGHER EDUCATION**

A partnership with the University of Kentucky is assisting three Indonesian Universities to upgrade their academic programs in areas critical for economic growth such as engineering, agriculture, and education. A three-way partnership between USAID, the Government of Aceh Province, and Chevron supports the development of Aceh Polytechnic, a new institution to provide quality education in applied technology fields such as information technology and electrical engineering that are in high demand in the region. The Indonesia Education Initiative is also facilitated by the Public Affairs Section of the U.S. Embassy which complements the Basic Education Programs of USAID with a range of educational scholarships, exchanges, and English language learning opportunities.

#### **D. EDUCATION OFFICE STAFF**

The Education Office is supervised by the Director of Education and has 8 technical officers and 2 administrative staff.

#### **E. POSITION DESCRIPTION**

The Contract Services will be exposed in project management, research, and general educational development work. The Contract Services will work on specific education monitoring projects involving data collection, classroom observations, and attending meetings with donors and/or government officials. Additional activities will be included weekly meetings with Education Office staff and or USAID Mission staff to discuss progress, information exchange, and other issues not covered in daily work.

## **F. DUTIES AND RESPONSIBILITIES**

- The Contract Services will support the EDU Office Director and team independently, and not as an agent of the US Government.
- Duties will include analytic work and data collection from donors, GOI and implementing partners, and preparation of presentations using current computer software in the Mission.

It is anticipated that various smaller tasks may occur within the timeframe of this contract. The Contract Services must be flexible and prepared to accept tasks and changes to the daily program implementation on a short notice. The specific tasks will be provided by the Office Chief. In addition, the Contract Services will provide for simple technical and administrative support as well as outreach and communications assistance.

## **G. STATEMENT OF WORK**

Serves as subject matter support and assist technical staff in the Office of Education and works within the administrative and data quality area. The Contract Services will:

- Conduct and manage educational research, perform data analysis and prepare reports;
- Assist in planning and executing educational projects;
- Provide inputs and commentary to SO Team related to basic and higher education activities that contribute to strategy/project design;
- Prepare a minimum of one report that will contribute to the drafting of strategic/project design.

The Contract Services serves as technical support and assists the Director of the Office of Education and staff within the administrative, technical and research areas. The Contract Services will conduct the following specific tasks below as necessary to complete the scope of work:

- Task #1:** Assist Education Office in new project design activities that will improve the quality of education in Indonesia.
- Task #2:** Conduct and manage relevant research as needed to support the work of the Education Office.
- Task #3:** Conduct field visits related to monitoring & evaluation, observations, and other as needed areas; write trip reports.
- Task #4:** Assist with the update and management of communications materials for including reviewing, cataloging, and editing informational documents.

## **D. DELIVERABLES**

1. One Report (8 pages) that will support the Basic Education Activity Approval Document of new program. [**1<sup>st</sup> month of Contract Services**].
2. One report (minimum 15 pages) of the educational gains made in school governance and management, primary and middle school teacher training and PowerPoint Presentation (minimum 10 slides) for general audience explaining the work USAID in Indonesia. [**2<sup>nd</sup> month of Contract Services**].
3. One PowerPoint presentation (10 minutes) to the Donor community or the GOI explaining the work USAID in Indonesia. [**3<sup>rd</sup> month of Contract Services**].
4. Two trip reports (2 pages) containing observations made in the field. [**4<sup>th</sup> month of Contract Services**].

## **E. TECHNICAL DIRECTION**

The Contract Services will work in coordination with mid and senior level Foreign Service Nationals and American staff working within general guidelines and policy frameworks and under the general guidance of the Acting Education Office Director.

- Supervision – Reports directly to mid-management Foreign Service Nationals working within general guidelines and policy frameworks.
- Guidelines – These include all relevant USAID and USG regulations, policies and guidelines including but not limited to USAID Automated Directives (ADS), Mission Orders, all relevant Office of Procurement regulations, policy and interpretative documents. These include the Federal Acquisition Regulation (FAR) the AID Acquisition Regulation (AIDAR) OMB documents, and other notices and guidelines
- Judgment and Discretion – The Contract Services must exercise a fair amount of judgment and discretion in exercising his duties. He will be working within USAID's regulatory framework and financial accountability systems.
- Authority to make Commitments – NONE
- Nature and Level of Contacts –The Contract Services will have regular contact with USAID Education Office Staff, USAID DBE contractors and other USAID implementing partners, education donors and GOI central, district and provincial education staff.
- Supervision Exercised – NONE

Time Required to Perform Full Range of Duties – 4 months

## **F. CONTACT and CLOSING DATE.**

Students are interest in this STEP (Student Temporary Experience Program) USAID internship can contact to : Melly Mulyati, USAID/EXO/A&A at [mmulyati@usaid.gov](mailto:mmulyati@usaid.gov) or fax: 021-380-6694 by submitting a detailed CV and contact numbers. Closing date of application submission is **12/28/2009**

## **INDONESIAN STUDENT INTERN**

### **Expected Qualifications**

The successful candidate is expected to meet the qualifications below.

- Must be an Indonesian citizen and be able to obtain a medical and appropriate security clearance.
- Education and Technical Knowledge – Applicants must demonstrate an interest in pursuing a career in education or development. Qualifications for candidates include teaching and education experience and enrollment in or completion of a B.A. or M.A. degree program in the Education area (curriculum and instructional leadership; teacher education and development; education technology; educational administration, finance and policy, international education development; and organizational change and leadership). College student (graduate) in the field of education enrolled in a university in Jakarta and preferably within their final semester.
- Prior work experience – The successful candidate will demonstrate satisfactory management and problem solving skills working on complex projects in sensitive environments. The incumbent understands about administrative process, data collection system and office function, and some knowledge about international organizations, GOI offices, and local and international NGOs
- Teamwork/Interpersonal skills – Excellent communications and interpersonal skills.
- Language and Communication Skills — Incumbent must possess written and oral fluency in English and Bahasa Indonesia and be able to independently respond to any office related inquiry in English.
- Skills – Able to operate computer and work on Microsoft Outlook system and data base software and must be tactful in email communication. The ability to interact with various team members in the office, within GOI offices, and NGOs in a cross-cultural setting across organizations in dual languages would be a requirement.

====+++====