



USAID | KYRGYZ REPUBLIC

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: May 15, 2023
CLOSING DATE/TIME: June 05, 2023

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) USAID Project Management Specialist (Gender, Equity and Social Inclusion), FSN-11, USAID/Kyrgyz Republic (USAID/KR), Bishkek

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 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 Attachment 1.

Sincerely,

Michael Teske
Contracting Officer

ATTACHMENT 1 TO SOLICITATION NO. 11/2023

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 11/2023
2. **ISSUANCE DATE:** May 15, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 05, 2023 (6 p.m. Bishkek Time)
4. **POINT OF CONTACT:** USAID/Central Asia Human Resources Office,
e-mail: CentralAsiaJobs@usaid.gov (with autoreply)
and/or almatyhr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Gender, Equity and Social Inclusion), FSN-11
6. **MARKET VALUE:** \$ 34,360 – \$ 48,103 gross per annum equivalent to FSN-11
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Kyrgyz Republic.
Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
8. **PLACE OF PERFORMANCE:** USAID/Kyrgyz Republic (USAID/KR), Bishkek with possible travel as stated in the Statement of Duties
9. **ELIGIBLE OFFERORS:** Kyrgyzstani nationals and other nationals with valid permanent residence on the territory of the Kyrgyz Republic
10. **SECURITY LEVEL REQUIRED:** FSN SBU
11. **STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The USAID Project Management Specialist (Gender, Equity and Social Inclusion) is a cross-cutting position located in the Program Office, under the supervision of the Supervisory Program Officer or his/her designee. His/her chief function is to advise the Mission on complying with U.S. Government and USAID policies and strategies detailing commitment to inclusive development including, but not limited to, the Disability Policy; the Gender Equality and Female Empowerment Policy; the Youth in Development Policy; the Democracy, Human Rights and Governance Strategy; Lesbian, Gay, Bisexual and Transgender (LGBT) Vision for Action; Prevention of Sexual Exploitation and Abuse; Diversity, Equity and Inclusion (DEI) and the Nondiscrimination for Beneficiaries Policy (together referred to as “inclusive development policies”). The job holder will also serve as the Mission’s Gender Based Violence (GBV) Advisor. The job holder will work across the Mission to advance these policies through all phases of the Program Cycle. In addition, the job holder will strengthen the capacity of Mission staff and implementing partners to actualize these policies. S/he will help promote equity for women and girls; youth; lesbian, gay, bi-sexual, transgender, inter-sex people; persons with disabilities; and other marginalized or vulnerable groups in the Kyrgyz Republic (KR) as determined by the Mission. S/he will represent the Mission at related meetings with donors, host-government officials, and other stakeholders.

The job holder is expected to perform work-related travel up to 10% of the time.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Management Specialist (Gender, Equity and Social Inclusion) has the following duties:

1. Policy Advisor (40%)

Serve as the Mission’s Point of Contact (POC) for all-inclusive development policies and Preventing Sexual Exploitation and Abuse (PSEA), to mentor and provide highly qualified, strategic advice and recommendations on policy and technical areas to USAID and counterparts. Foster a culture of and ensure compliance with USAID’s inclusive development policies. Advise the Program Office and technical

teams throughout all aspects of the Program Cycle (planning, design, award, implementation, monitoring, learning and evaluation), to ensure that these policies are carried out in the implementation of USAID's activities. Participate in activity designs, as appropriate, to ensure that gender and inclusive language and activities are included in designing sector specific work. Provide technical guidance in quality and performance improvement, working with key stakeholders to improve the quality of interventions addressing inclusive development, by applying evidence-based guidelines, approaches, and tools. Through literature review, research and regular communication with local and international stakeholders, stay abreast of emerging developments in the national and global human rights and inclusion landscape, and advise accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to ongoing interventions. Provide technical guidance to other USG agencies, technical counterparts in relevant government ministries, and to other national stakeholders to advance USAID's and the USG's objectives related to key inclusion interventions in Kyrgyz Republic and in the region.

2. Documentation and Reporting (15%)

The job holder will be responsible for research, collection and analysis of information related to inclusive development as it relates to USAID developmental objectives in Kyrgyz Republic. S/He will draft Mission reporting efforts related to Inclusive Development, including but not limited to narratives for the annual Performance Plan and Report and Operational Plan. Work with the Program Office Budget Specialist to appropriately identify budget attributions for activities that support these policies. Provide stories to the Development Outreach and Communications (DOC) team on achievements of Mission activities related to inclusive development. Help to draft success stories and outreach materials related to the portfolio. Work with the DOC team to coordinate USAID's participation and involvement in key days such as International Women's Day, International Day of the Girl Child, 16 Days of Gender Based Violence Activism, etc. Contribute as needed to other Mission reporting requirements. Draft or update the Mission Order on Inclusive Development. Support the drafting of technical documentation such as performance reports, concept papers, scopes of work, briefing papers, and speeches.

3. Monitoring, Evaluation, and Learning (20%)

Advise and support the Mission's Monitoring, Evaluation, and Learning (MEL) specialist and Mission's technical offices with inclusive development policies and actions. Work with USAID implementing partners, technical teams within the Mission, the U.S. Government interagency at-post, the Central Asia Regional mission in Kazakhstan, and USAID colleagues in Washington, DC to review project and activity MEL plans, in coordination with the Mission's MEL Specialist, with respect to inclusive development aspects to ensure indicators are in place to comply with the relevant policies and to measure meaningful results. Work with implementing partners to develop strategic work plans with realistic and measurable targets to support effective inclusion; review and approve such work plans from the perspective of inclusive development. Monitor activities for compliance with agency inclusive development policies and gather and report on data related to national and USAID activities' performance on inclusive development metrics. Arrange for and/or as appropriate, conduct training and other capacity building activities for the Mission and its implementing partners to help ensure knowledge of and compliance with the inclusive development policies and best practices. Review field reporting templates to ensure inclusive development factors are assessed. Participate in field monitoring visits as appropriate to promote inclusive development. Review and, when appropriate draft, relevant Portfolio Review and Operational Plan submissions to help teams highlight inclusive development achievements and advise them where improved inclusive development could be achieved. Review evaluation scopes of work and advise on compliance with inclusive development policies. Draft the scope of work for and serve as the Assistance/Contracting Officer Representative (AOR/COR) for inclusive development evaluations or analyses as assigned.

4. Liaison (25%)

Represent USAID at U.S. Government interagency, donor, regional USAID, USAID implementing partner, and Government of Kyrgyz Republic coordination meetings or working groups related to inclusive development (such as Gender Equality and Social Inclusion (GESI), Diversity, Equity and Inclusion

(DEIA, Gender-Based Violence (GBV), and report out to mission leadership the key points of such engagement. Serve as the Mission's designated point of contact related to inclusive development policies.

Supervision Received: The job holder will be supervised by the Supervisory Program Officer or his/her designee.

Supervision Exercised: None.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Bachelor's degree is required in a relevant field such as, but not limited to, gender studies, disability main-streaming, law, social science, statistics, economics, project management, public administration, international relations, development studies.

b. Prior Work Experience: Minimum five (5) years of progressive responsibilities in gender, youth, or other inclusive development issues in project design, implementation, and reporting is required. Experience coordinating with other donors, Government of Kyrgyz Republic, or other USAID Implementing partners to improve inclusive development is required. Experience working on monitoring and evaluation or development research, including experience with inclusive development related projects is required.

c. Language Proficiency: Level IV English and Level IV Russian or Kyrgyz language proficiency (speaking and writing) is required.

d. Job Knowledge: The job holder will be required to have a good understanding of U.S. government, international donor, or other commonly utilized program and project management procedures and guidelines, particularly gender, youth, and inclusive development challenges, approaches, and best practices. The job holder must have a thorough understanding of USAID's Inclusive Development policies. A sound knowledge of the concepts, principles, techniques, and practices of development assistance is required. A sound knowledge of host-country economic, social, cultural, and political characteristics is required, particularly issues of the challenges and impediments that the Kyrgyz Republic context presents for women, youth, and other disadvantaged groups. The job holder will be required to be proactive in keeping abreast of evolving Inclusive Development guidelines and policies which affect overall program activities within the Mission such as the Automated Directives System (ADS), Agency Policies, Mission Orders, Mission Notices, and USAID Strategy and Policy Documents.

e. Skills and Abilities: Excellent organizational skills are required. Demonstrated ability to work independently and in collaboration with other team members and units is required. The ability to establish and maintain contacts with implementing partners is required. The ability to make public presentations and to represent USAID at events such as donor coordination meetings is required. The ability to communicate effectively, both orally and in writing, is necessary. Demonstrated ability as a trainer or facilitator in the field of inclusive development is required. The job holder must be able to draft clear reports and briefing documents in English, in a timely manner. The job holder must also have excellent interpersonal and communication skills in order to: 1) facilitate productive professional relationships within USAID's culturally diverse team environment; 2) work calmly, tactfully, and effectively under pressure; 3) demonstrate extraordinary flexibility; 4) effectively manage multiple tasks at the same time, and 5) liaise effectively with embassy, host country officials, and other international donors.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education (10 points);

2. Prior Work Experience (20 points);
3. Language Proficiency (15 points);
4. Job Knowledge (15 points);
5. Skills and Abilities (40 points).

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.

IV. SUBMITTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Monday, June 05, 2023** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/KR reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

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

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

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. BENEFITS/ALLOWANCES

According to the Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

VIII. 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> .
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.