

SOLICITATION NUMBER: PSC-442-09-005

ISSUANCE DATE: June 26, 2009
CLOSING DATE: July 10, 2009
4pm, Cambodia time

SUBJECT: Solicitation for a U.S. Personal Service Contractor - Governance Technical Advisor for USAID Cambodia.

Ladies/Gentlemen:

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 personal services as described in the attached solicitation. **This is a resident-hire position without overseas-hire benefits.**

Submissions shall be in accordance with the attached information and delivered to the undersigned in Cambodia at the place and by the time specified. Applications, which shall include salary history for the prior three years and the names and contact points (telephone/fax numbers/e-mail) of at least two references with knowledge of the applicant's prior work skills. If an applicant does not have ready access to Form OF 612, the same information may be initially submitted in resume form so long as the items stated earlier in this paragraph are covered. Late applications will not be considered. The award of a contract hereunder is subject to the availability of funds.

The preferred method of submission of all applications and required documents is via internet as email attachments formatted in Microsoft Word or by courier/messenger. Incomplete or unsigned applications shall not be considered. These **signed** forms must be mailed, delivered, faxed, or emailed (email applications must be signed) to:

By email to: ssek@usaid.gov and cc mmaxwell@usaid.gov

By courier/messenger: Executive Office
USAID/Cambodia
American Embassy
#1, Street 96, S/K Wat Phnom, Khan Daun Penh
Phnom Penh, Cambodia

Or USAID/Cambodia, Box P, APO AP 96546, USA

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any question regarding this solicitation may be directed to the Executive Officer, Magdalena Maxwell, who may be reached by phone at 855-23-728-394 or e-mail at mmaxwell@usaid.gov

Applicants shall confirm with HR/Executive Office ssek@usaid.gov, that their email submissions were successfully received by the required due date.

Sincerely,

Magdalena Maxwell
Executive Officer

Solicitation for U.S. Personal Service Contractor (PSC) Governance Technical Advisor

1. **SOLICITATION NO.:** 442-09-005
2. **ISSUANCE DATE:** June 29, 2009
3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** July 10, 2009, 4 pm Cambodia Time
4. **POSITION TITLE:** Governance Technical Advisor
5. **MARKET VALUE:** GS-13 (\$70,615 - \$91,801) per annum. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
6. **PERIOD OF PERFORMANCE:** To start o/a August 30, 2009 – August 29, 2010
7. **PLACE OF PERFORMANCE:** Phnom Penh, Cambodia with travel within Cambodia and regionally as required.
8. **STATEMENT OF WORK**

I. BASIC FUNCTION OF POSITION

The USAID Mission in Cambodia works to help build and sustain a democratic, well-governed state that respond to the needs of their people and conduct themselves responsibly in the international system. USAID's Office of General Development is responsible for implementing assistance programs that support the U.S. Foreign Assistance Framework objectives of Governing Justly and Democratically and Economic Growth. USAID supported activities promote and support anti-corruption reforms, including protecting natural resources; strengthen the justice sector; protect human rights, including labor rights and combating trafficking in persons; support democratic local governance and decentralization, including support to political parties; support elections and political processes and legislative functions; strengthen civic participation and media freedom; and improve private sector competitiveness and economic opportunity.

The Governance Technical Advisor will be assigned to the Office of General Development and work under the direct supervision of the Director of the Office. The GTA will be responsible for providing strategic direction, technical expertise to program analysis, planning, budgeting, monitoring, evaluation, documentation and reporting. The Governance Technical Advisor is expected to represent the Mission in substantive and protocol discussions with the Royal Government of Cambodia, multilateral and bilateral organizations, and private local and international implementing partners.

II. DUTIES AND RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING

a. Policy Development (20%)

The Governance Technical Advisor serves as the Mission's expert on the specific issues related to Local Government and Decentralization. On a continual basis, the Governance Technical Advisor critically reviews USG and other donor activities to ensure maximum coordination and leverage for USG policy initiatives. The Governance Technical Advisor represents OGD within

USAID Mission discussions in these areas. For the assigned programs the Governance Technical Advisor will draft balanced mid-term and annual program review documents that identify program impact and highlighting success stories, while also identifying program weaknesses and offering solutions to program challenges. The primary task of the GTA is to promote maximum impact of each activity supported through USAID. It is expected that the GTA will make recommendations for new and/or changes to existing programs and activities.

b. Program Management and Oversight (50%)

The Governance Technical Advisor will draft and or oversee the drafting of statements of work and program descriptions to compete and award acquisition and/or assistance instruments to implement technical programs in the areas highlighted above. He/she provides policy and operational guidance to the grantees and contractors. He/she reviews, critiques, and approves annual work plans; monitors progress towards implementation of annual work plans, reviews financial documentation for compliance with program performance, and delivery of products and services. The Governance Technical Advisor maintains accurate records of accrued expenditures for program management purposes; provides this data to the USAID/Cambodia financial management staff on a regular basis and serves as the AOTR for programs as assigned. Work will require frequent site visits to assess program and activity impact. Consistent with the overall Mission strategy, the Governance Technical Advisor independently cultivates/maintains contacts and dialogue with local counterparts including non-governmental organizations (NGO) in the Kingdom of Cambodia. These contacts and dialogues will be used by the employee to effectively provide input for democracy and governance programming.

c. Program Evaluation and Reporting (30%)

The Governance Technical Advisor will be responsible for drafting and updating components of the USAID/Cambodia Operational Plan, Portfolio Review, and other requested reporting. He/she monitors accomplishments against grantees and contractors' annual work plans and performance measurement indicator targets and designs and procures both internal and external program evaluations as required. He/she also identifies barriers to program implementation and success, and develops solutions to maximize program impact; tracks development of and analyzes political, media and social issues crucial for the successful implementation of democracy and governance programs in the Kingdom of Cambodia and monitors pertinent legislation, as well as to stay abreast of the latest developments that could impact USAID governance programs.

III. POSITION ELEMENTS

- a) Supervision received:** Incumbent will work under the general policy and technical guidance of the Office of General Development's Director. Assignments are generally received in terms of broad objectives; it will be up to him/her to interpret this guidance and independently apply it correctly to the actual working context.
- b) Available Guidelines:** USAID Automated Directives (ADS), USAID Acquisition Regulations (AIDAR), State Department's Foreign Affairs Manual (FAM), strategic and other general program documents, and contact with contracting and financial management specialists.
- c) Post Entry Training:** USAID will furnish additional training in management procedures for USAID acquisition and agreement instruments.

- d) **Exercise of Judgment:** In instances not clearly covered by written guidelines, He/she will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from him/her in dealing with Mission and Country office personnel as well as representatives from other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials in the government (if needed) and the private sector, in overseeing contractor activities and coordinating multi-sectoral efforts in support of USAID/Cambodia development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. He/she will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

- e) **Nature, Level and Purpose of Contacts:** He/she will be required to establish and maintain solid working relationships with all categories of Mission personnel to function effectively. He/she will be required to work closely, coordinating with: USAID/Cambodia technical staff, national governmental officials, non-governmental officials, private sector representatives, and other foreign donor institutions. The established method of communication/contact will be in person, by phone or written communications. The purpose of contact will be: 1) to maintain open lines of communication in support of program issues; 2) to maintain regular communications regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) to monitor and evaluate existing activities in local governance and decentralization on a regular basis; and 5) to gather information needed for reporting to the United States Department of State in coordination with the U.S. Embassy in Phnom Penh. The purpose of contacts will range from simple information gathering to assisting in the development of complex programs and documents with various partners. Consultations between him/her and partners can be held for explaining and strategizing project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USAID staff and counterparts to take actions and accept recommendations.

- f) **Supervision Exercised: NA.**

9. PHYSICAL DEMANDS

The work is generally sedentary and does not pose undue physical demands.

10. WORK ENVIRONMENT

Work is primarily performed in an office setting.

11. **START DATE:** Immediately after necessary clearances are obtained.

12. **POINT OF CONTACT:** See cover Letter.

13. EDUCATION AND WORK EXPERIENCE REQUIRED FOR THIS POSITION

1) **Education and Experience:**

The following educational and work experience are required to qualify for this position:

- a. Education: B.A. plus an advanced university degree (M.A.) in Political Science, Public Administration, Community Development or closely related field (an additional five years of relevant experience may be substituted for the advanced degree);
- b. A minimum of five years of progressively more responsible experience working within the democracy and governance field in a developing country (preferably with some Southeast Asia experience). Specific work experience in one or more of the following areas is desirable: local governance, decentralization, public administration reform, anti-corruption reform, and civil society development.

2) Skills and Knowledge:

- a. Knowledge of the concepts, principles, techniques and best practices of democracy and governance programs, e.g. good governance, political party building, anti-corruption reform, civil society capacity building, local government reform and decentralization, etc. Knowledge, understanding and experience in the practical and successful applications of building participatory and transparent good governance systems that link government and civil society. An understanding of human resource development as it pertains to governance. Extensive knowledge of the appropriate government, non-government and international entities needed to affect change in these areas is critical to the successful performance of the duties assigned to this position and therefore, required.
- b. Language, Computer and Communication Skills: Fluent English speaking, reading and writing proficiency is required. Candidates must also have demonstrated oral presentation skills. Candidates must be able to demonstrate their experience writing complex documents and project reports and other analytical reports. Finally, he/she must have demonstrated experience with MS Office Suite software (MS Word and MS Excel). Knowledge of the Cambodian language (Khmer) desirable.
- c. Knowledge of portfolio management requirements and experience in project management, monitoring and evaluation is preferred.

14. OTHER REQUIREMENTS

In addition, the Governance Technical Advisor must also be: 1) a U.S. Citizen; 2) Available and willing to commit to the Contract Performance Period of 12 months; 3) Able to attain a USG-issued security clearance at the level of SECRET; 4) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and 5) Willing to travel to work sites and other offices as/when requested.

15. SELECTION FACTORS

Applicants will be evaluated on the extent and quality of their education, relevant work experience, and language and writing skills as they relate to this position against the following criteria:

Management/Leadership Experience: 30 points

Relevant Southeast Asia Regional Work Experience: 10 points

Technical Knowledge/Experience: 20 points

Language/Communication/Interpersonal Skills: 20 points

Education: 20 points

Total: 100 points

16. SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. 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. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

17. APPLYING

Qualified individuals are requested to submit:

For USPSCs a U.S. Government Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);

Applications must be received by the closing date and time at the address specified in the cover letter.

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. The highest ranking applicants may be selected for an interview.

18. LIST OF REQUIRED FORMS FOR PSCs

Forms outlined below can found at http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
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). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

19. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

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http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs and CIBs apply to this contract.

20. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Annual and Sick Leave

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.