



# USAID | ASIA

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**SOLICITATION NUMBER:** USAID 72048624R10001  
**ISSUANCE DATE:** October 17, 2023  
**CLOSING DATE/TIME:** November 15, 2023  
11:59PM Thailand local time

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – GDO Project Management Specialist, FSN-11

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, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 information.

Sincerely,

Stephanie  
Elise Iceland-  
Leitzel

Digitally signed by  
Stephanie Elise Iceland-  
Leitzel  
Date: 2023.10.11  
15:15:11 +07'00'

**Stephanie Iceland-Leitzel**  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72048624R10001
- 2. ISSUANCE DATE:** October 17, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 15, 2023/11:59PM Bangkok, Thailand local time
- 4. POINT OF CONTACT:** Duanghatai Sirinuntasakul / RDMA Human Resources Assistant, e-mail: [RDMArecruitment@usaid.gov](mailto:RDMArecruitment@usaid.gov)
- 5. POSITION TITLE:** GDO Project Management Specialist, FSN-11
- 6. MARKET VALUE:** THB 1,340,075 – 2,345,127 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 8. PLACE OF PERFORMANCE:** The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** This position is opened to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor offerors for a Thai residency permit.
- 10. SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

**11. STATEMENT OF DUTIES****11.1. General Statement of Purpose of the Contract**

The USAID Project Management Specialist is in the General Development Office (GDO) as part of the Vulnerable Populations team in the United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA). The Specialist serves as an Agreement/Contracting Officer's Representative (A/COR) for multiple activities related to vulnerable populations including Counter Trafficking in Persons (CTIP), anti-corruption, and journalism. The Specialist provides analyses and recommendations to the GDO Director, GDO

Deputy Director, and Team Leads regarding budget and procurement management as well as technical issues related to the Team's Programs. S/he works closely with other GDO staff, the Program Development Office, the Office of Financial Management, the Regional Office of Procurement, and the Executive Office on matters pertaining to his/her duties.

## **11.2. Statement of Duties to be Performed.**

### **A. ACTIVITY/PROGRAM MANAGEMENT: 40%**

- Serves as an Agreement/Contracting Officer's Representative (A/COR) and Alternate AOR/COR for multiple activities related to vulnerable populations including counter trafficking in persons (CTIP), anti-corruption, and journalism. Responsible for project management, administration, and oversight of project(s).
- Engages with project implementer(s) and conducts site visits to monitor activities and generate trip reports, with appropriate findings and recommendations, in accordance with Mission procedures.
- Coordinates with implementing partners to ensure timely submission of reports, narrative and financial, as well as other requirements outlined in the award.
- Reviews, comments, and approves proposed workplans and other documents in line with the requirements and scope of the award.
- Serves as the Mission's CTIP point of contact or alternate CTIP point of contact.
- Reviews implementer reports and communicates key successes and/or concerns to appropriate USAID colleagues.
- Communicates with a wide range of stakeholders, including GDO and Mission leadership, by preparing and delivering briefings in both oral and written formats such as speeches, talking points, presentations.
- Provides technical support to program management, program design and learning, monitoring and evaluation, technical assessments, research, and other technical duties.

### **B. PROGRAM DEVELOPMENT AND STRATEGY: 20%**

- Serves as a key member of the GDO/Vulnerable Populations Team on program management and strategic planning issues.
- Assists in the design of innovative vulnerable populations activities within the broader GDO portfolio.
- Develops Statements of Work (SOWs) as needed in support of activities.
- Develops and manages appropriate systems to track specific field support activities and their budgets.
- Makes recommendations to USAID partners and GDO members on improvements in activity implementation.
- Provides technical assistance in activity design, implementation, and evaluation of GDO's activities.

- Manages VIP visitors including coordination of logistics, preparation of related briefing documents, and liaising with appropriate administrative and technical staff.
- Convenes implementing partners and other stakeholders on Mission priorities and around technical themes related to vulnerable populations.

**C. BUDGET/FINANCIAL FORMULATION AND MANAGEMENT: 20%**

- Manages program budget to ensure effective and accurate program planning and monitoring with regards to financial resources.
- Closely monitors financial records including earmarks, commitments, obligations, de-obligations, GDO obligations for assigned activities.

**D. PROCUREMENT PLANNING AND MANAGEMENT 20%**

- Develops and updates procurement plans for assigned activities, including all required documents according to the ADS, within a reasonable timetable to put instrument(s) in place on time.
- Inputs procurement and financial information to the automated procurement management system (GLAAS) for assigned activities.
- Prepares and/or coordinates procurement documentation, such as Modified Acquisition Assistance Request Documents (MAARDs), Purchase Orders, and other acquisition documents, and tracks the clearance process for assigned activities.
- Prepares and tracks documents required to comply with activity design and pre-obligation requirements according to the ADS and Mission Orders for assigned activities.
- Prepares justification memorandum and waiver requests for assigned activities.
- Identifies program area and program elements to ensure all funds are tracked properly for assigned activities.
- Stays informed of any new procurement-related policies and procedures for assigned activities.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

**11.3. Supervisory Relationship**

Formal supervision and evaluation will be provided by the United States Direct Hire Vulnerable Populations Team Lead or his/her designee.

**11.4 Supervisory Controls**

Full supervision of other USAID staff is not contemplated.

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

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. Education:** A bachelor's degree or equivalent in the field of Public/Business Administration, Finance, International Relations, Political Science, Human Rights, Development Studies, Social Sciences, or related field is required.
- 2. Experience:** A minimum of five years (5) of professional and progressively responsible experience in the field of development program/project management, and budget management with a U.S. Government Agency or other international/local organization or donor is required.
- 3. Language:** Level IV – Fluent in Thai and English with a valid TOEIC score of 855.

## 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>

### **Application Rating System**

The application rating system factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

- 1. Experience (35 points):**

Additional points will be given for relevant experience above the minimum requirement which may include support for vulnerable populations including counter trafficking in persons (CTIP), anti-corruption, human rights, or journalism in a government agency, development agencies, and/or international organizations.
- 2. Knowledge (35 points):**
  - Demonstrate a broad knowledge of the concepts, principles, techniques, and practices of development programming and project assistance.
  - Demonstrate a work knowledge on program activities of vulnerable populations, such as persons with disabilities, Indigenous Peoples, youth, conflict--affected communities,

sexual and gender minorities, survivors of sexual and gender-based violence, trafficked persons, and others; as well as to promote inclusive economic growth.

### 3. Skills and Abilities (30 points):

- Demonstrate a high level of analytical skills, attention to detail with the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate an excellent project management and organization skills, good time management and the ability to meet deadlines.
- Demonstrate an excellent teamwork and ability to maintain positive and productive working relationships with colleagues.
- Demonstrate a strong people skills and ability to interact, communicate, establish, and maintain effective work relationships with stakeholder at all levels (internal and external).
- Demonstrate an ability to effectively present technical information to top management, public groups and/or senior government officers, particularly non-technical audiences.
- Demonstrate an ability to stay abreast of the latest information on current development best practices in the assigned portfolio and keep others informed.
- Demonstrate a proficiency in the use of computers and Microsoft Office applications.
- Demonstrate a self-motivation and strong work ethics.
- Demonstrate an ability to obtain a travel clearance for frequent travel within the region.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

### SELECTION PROCESS:

To be considered for candidacy, offerors must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in **Section II, Item 1-2**. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the offeror to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in **Section III, item 1-3**. Offerors in a competitive range will be given a recruitment test. Offerors with passing marks from the recruitment test and a valid TOEIC score mentioned in **Section II, item 3**, will be invited for an interview. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful offeror will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks.

References may be obtained independently from other sources in addition to the ones provided by an offeror.

Only offerors within a competitive range will be contacted. No response will be sent to unsuccessful offerors.

### **PRESENTING AN OFFER**

Interested offerors must submit the following:

1. Eligible offerors are required to complete and submit the **AID 309-2 (Offeror Information For Personal Services Contracts With Individuals)** form. The **AID 309-2** Application form can be found on the USAID website <https://www.usaid.gov/forms/aid-309-2>. **Continuous Pages** are required if your work experience description goes beyond Section C - Additional Work Experience in **AID 309-2**. Continuous Pages can be found on the U.S. Embassy website <https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/>.
2. A resume or curriculum vitae (CV) without photo.
3. A copy of transcript.
4. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor offerors for the permit (check with Thai Immigration Bureau website <https://www.immigration.go.th> for the information of Thai Residency Permit).
5. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).
6. All required documents must be scanned and submitted via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats. Please do not submit documents in zip files or web links.
7. 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, item 4**.
8. To ensure consideration of application for the intended position, the offeror submissions must clearly reference the Solicitation number on all offeror submitted documents. The email subject should read: **First name Last name – USAID 72048624R10001 GDO Project Management Specialist, FSN-11**

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your

application may result in you being eliminated from consideration for this position or being terminated after award.

#### IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
  - **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
  - **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
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.

#### V. BENEFITS AND ALLOWANCES

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

#### VI. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Thai government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.



**VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN 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](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](mailto:PSCOmbudsman@usaid.gov).

**EQUAL EMPLOYMENT OPPORTUNITY:** USAID/RDMA provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

**END OF SOLICITATION**