



USAID | NEPAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72036724R10002
ISSUANCE DATE: 02/11/2024
CLOSING DATE/TIME: 03/10/2024 (11:59 PM Nepal time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for **1. FSN-10 USAID Project Management Specialist (Field Program Specialist-East Nepal) and 2. FSN-10 USAID Project Management Specialist (Field Program Specialist-West Nepal)** (under the Local Compensation Plan)

Note: Previous experience with the USG, USAID, or on a USAID project is NOT required. USAID/Nepal is interested in diversifying its workforce to reflect the diversity of experiences, perspectives, and knowledge that exists across Nepal. USAID/Nepal values all relevant experiences regardless of where they were gained and encourages applicants to highlight in their application any knowledge and skills that adds value to the position advertised.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, religion, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.

How to apply: Please submit a cover letter, resume and a completed form [DS 174](#) to USAIDNepalhr@usaid.gov
For more information please see section IV of this solicitation.

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.

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,

Contracting Officer
USAID/Nepal

U.S. Agency for International Development Tel: 977-1-4234000
G.P.O. Box 295 Fax 977-1-4007285
U.S. Embassy, Maharajgunj <http://nepal.usaid.gov>
KATHMANDU, NEPAL

आव्हान सङ्ख्या : 72036724R10002

जारी मिति : February 11, 2024

अन्तिम मिति/समय : March 10, 2024

विषय : 1. FSN-10 USAID Project Management Specialist (Field Program Specialist-East Nepal) and 2. FSN-10 USAID Project Management Specialist (Field Program Specialist-West Nepal) (स्थानीय पारिश्रमिक योजनाअन्तर्गत) पदपूर्तिका निम्ति इच्छुक व्यक्तिहरूमा आव्हान

नोट : अमेरिकी सरकार, युएसएआईडी अथवा युएसएआईडीको कुनै परियोजनासँगको पूर्व अनुभव अनिवार्य छैन । युएसएआईडी-नेपाल नेपालभर रहेका अनुभवहरू, दृष्टिकोणहरू र ज्ञानको विविधता प्रतिबिम्बित हुने गरी आफ्नो जनशक्तिको विविधीकरण गर्न इच्छुक रहेको छ । युएसएआईडी-नेपालले जहाँसुकै हासिल गरिएका भए पनि सबै सान्दर्भिक अनुभवहरूलाई महत्त्व दिन्छ र विज्ञापन गरिएको पदको मूल्याङ्कन बढाउने कुनै पनि ज्ञान वा सीपमाथि आफ्नो आवेदनमा जोड दिन आवेदकहरूलाई प्रोत्साहित गर्दछ ।

युएसएआईडीले सबै प्रस्तावकहरूको मूल्याङ्कन उल्लिखित मूल्याङ्कन मापदण्डका आधारमा गर्नेछ । युएसएआईडी-नेपाल समान अवसरदायक रोजगारदाता हो जुन नेपाली समाजको सामाजिक तथा जातीय विविधता प्रतिबिम्बित गर्ने कर्मचारी संरचना निर्माणप्रति प्रतिबद्ध छ । हामी सामाजिक समावेशीकरण र विविधताले उत्कृष्टतामा योगदान पुऱ्याउँछ भन्ने विश्वास गर्दछौं । युएसएआईडी-नेपालले कर्मचारी भर्तीसम्बन्धी निर्णयहरू लिङ्ग, लैङ्गिक पहिचान, जात, वर्ण, जातीयता, धर्म, अपाङ्गता, वैवाहिक हैसियत, उमेर (४० वर्षमाथि भएमा) वा यौनिक झुकावको परवाहबिना गर्दछ । हामी सबै पृष्ठभूमिका व्यक्तिहरूलाई आवेदन दिन प्रोत्साहित गर्दछौं ।

आवेदन कसरी गर्ने : कृपया USAIDNepalhr@usaid.gov मा इमेलमार्फत कभर लेटर, रेजुमे र भरेको [DS 174](#) फाराम पेस गर्नुहोस् । थप जानकारीका लागि यस आव्हानको पृष्ठ ४ हेर्नुहोला ।

सम्भावित प्रस्तावकहरू,

अमेरिकी सरकारको प्रतिनिधित्व गर्दै अमेरिकी अन्तर्राष्ट्रिय विकास नियोग (युएसएआईडी) यस आव्हानमा प्रस्तुत विवरणबमोजिम करारअन्तर्गत व्यक्तिगत सेवा प्रदान गर्ने योग्य व्यक्तिहरूबाट प्रस्तावको माग गर्दछ ।

प्रस्तावहरू अनिवार्य रूपमा यस आव्हानको Attachment 1 अनुरूप हुनुपर्दछ । अपूर्ण वा हस्ताक्षर नगरिएका प्रस्तावउपर विचार गरिनेछैन । प्रस्तावकहरूले आफ्ना रेकर्डका निम्ति सम्पूर्ण प्रस्ताव सामग्रीका प्रति आफूसँग राख्नुपर्दछ ।

यस आव्हानले व्यक्तिगत सेवा करार (PSC) प्रदान गर्न युएसएआईडीलाई कुनै पनि किसिमले बाध्य गर्दैन न त प्रस्तावहरू तयार र पेस गर्दा सिर्जित कुनै खर्च बेहोर्न युएसएआईडीलाई वचनबद्ध नै गर्दछ ।

कुनै जिज्ञासा भएमा Attachment 1 मा तोकिए अनुसारको सम्पर्क बिन्दुमा लिखित रूपमा पठाउनु पर्नेछ ।

भवदीय,

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अनुबन्धन अधिकारी
युएसएआईडी-नेपाल

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72036724R10002
2. **ISSUANCE DATE:** 02/11/2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 03/10/2024 (11:59 PM Nepal time)
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at usaidnepalhr@usaid.gov
5. **POSITION TITLE:** 1. USAID Project Management Specialist (Field Program Specialist-East Nepal)
2. USAID Project Management Specialist (Field Program Specialist-West Nepal)
6. **NUMBER OF VACANCIES:** TWO (2)
7. **MARKET VALUE:** Final compensation will be negotiated within the market value for the position equivalent to **FSN-10** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Nepal. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation.
8. **PERIOD OF PERFORMANCE:** Estimated to start o/a June 1, 2024, through o/a May 31, 2029 (depending on the security clearance process)

Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.

9. **PLACE OF PERFORMANCE:**
 1. East Nepal for USAID Project Management Specialist (Field Program Specialist-East Nepal)
 2. West Nepal for USAID Project Management Specialist (Field Program Specialist-West Nepal)With possible travel as stated in the Statement of Duties.

10. **ELIGIBLE OFFERORS:** All interesting candidates - Cooperating Country Nationals (CCNs)
AIDAR, Appendix J. 1 (b) Definitions:
 - (6) "Cooperating country" means the country in which the employing USAID Mission is located.
 - (7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. **SECURITY LEVEL REQUIRED:** Facility and computer access.

12. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

USAID Project Management Specialist (Field Program Specialist) is a Cooperating Country National Personal Service Contractor (CCNPSC) in the United States Agency for International Development (USAID/Nepal), Education Office. S/he works in a collaborative manner with teams across USAID/Nepal and the larger US Government (USG) Mission to advance USAID/Nepal's Country Development Cooperation Strategy (CDCS) strategic priorities to support Nepal's transition to federalism, advance inclusion, and integrate resilience into outcomes. Specifically, s/he will serve as a local point of contact (POC) representing the agency in collaborative discussions and initiatives with provincial and local government officials, development partners, as well as representatives of local organizations. Additionally, the job holder will monitor progress and provide technical assistance for local partners under the guidance of the COR/AOR/GATR, serving as Activity Manager as appropriate. The Field Program Specialist-East Nepal will be based in Janakpur or Bardibas, and s/he will coordinate USAID field activities across provinces in eastern Nepal. The Field Program Specialist-West Nepal will be based in Surkhet, and s/he will coordinate USAID field activities across

provinces in western Nepal. The Specialist will travel between field locations and remote areas of the province (and other provinces as required) to convene local officials and organizations playing a crucial role in advancing USAID's localization agenda. This includes facilitating local ownership of development assistance and ensuring assigned programming is responsive to the needs and priorities of various stakeholders, to include Provincial Government, Local Government, local actors and communities.

2. Statement of Duties to be Performed

The Major Duties and Responsibilities include:

Relationship Management, Oversight, and Capacity Building at Local and Provincial levels (30%)

- Serves as local representative of USAID Technical Office, building relationships with local and provincial governments, relevant stakeholders from the development sector and representing USAID Nepal on relevant project steering/coordination/technical committees.
- Under the guidance of the AOR/COR/GATR, provides oversight to program activities and interventions and activities at the local level that supports Local Governments in understanding provisions in Program Implementation, monitors implementation of program interventions; and provides oversight, coordinates, and monitors implementation with respective technical office's assistance activities to support local governments and implementing partners.
- Provides capacity strengthening, training, and mentorship to local stakeholders on USAID and USG policies and procedures (including safeguarding and DEIA).
- Develops strong networks with provincial government officials and representatives of local organizations, fostering trust and a spirit of collaboration on joint initiatives to strengthen local ownership of development assistance.
- Serves as key local POC for activity planning initiatives involving co-creation with government officials, local organizations, community members, and other key stakeholders.
- Identifies opportunities to amplify local perspectives, knowledge, and priorities to inform activity design and implementation at the local level.

Portfolio/Program Support (30%)

- Serves as an Activity Manager for assigned activities.
- Supports technical portfolio and provides operational guidance on day-to-day implementation under the guidance of the AOR/COR/GATR.
- Strengthens evidence at the local level to support community-led accountability mechanisms
- Leverages evidence and documentation of local contextual conditions to inform evidence-based decision-making to support Collaborative, Learning, and Adapting (CLA) in implementations.
- Maps available resources and capacity for service delivery in local systems in coordination with Mission colleagues and makes suggestions for systems strengthening initiatives to improve equity, inclusion, and quality on respective technical programs implementation.
- Supports routine meetings with implementing partners to discuss technical and programmatic direction of the technical program.
- Under the guidance of the AOR/COR/GATR, provides overall technical guidance and oversight to program's quality improvement activities in the portfolio, including providing technical direction to partners; monitoring activities through regular site visits; reviewing annual work plans, progress reports, and technical reports; reviewing technical approaches and strategies; ensuring compliance with USAID environmental guidelines and other established USG guidelines, policies and procedures; tracking expenditures and accruals against obligations, making recommendations to implementing partners to increase project impact and enhance sustainability, and reporting on project results.
- Contributes to sections of the annual Operational Plan, Performance Plan and Report; Initial Environmental Examinations, Performance Management Plans, and related process/planning/reporting documentation.
- Identifies appropriate program-generated results and impacts. Supports the design and development respective technical sector activities. Supports and takes part in sector needs assessments and program designs. Contributes to the drafting of Scopes of Work (SOWs) and solicitations for new activities and/or extensions.
- Participates in proposals/applications evaluations.

Local Level Logistics and Coordination (25%)

- Serves as local lead on logistics for site monitoring trips, high level visits, joint Government of Nepal (GON) monitoring trips.

- Liaises and coordinates with implementing partners, government officials, and Embassy-based staff on trip priorities, itineraries and logistics.

Technical Office Key Operations and Mission wide Activities (15%)

- Supports Technical Office's key operations, including participation in Mission budget reviews, portfolio reviews, operational plan development, monitoring and evaluation activities and reporting, communication activities, concept and activity design, reviews, evaluation and award.
- Supports the development of Mission-wide assessments, strategies, and activity design.
- Participates on USAID Mission cross sector teams and/or serves as a sector specific Technical POC to other Mission Offices.

3. Supervisory Relationship

The Specialist reports directly to the designated supervising official within the technical team.

4. Supervisory Controls

The direct supervision of other staff is not contemplated.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's degree in education, social policy, international development, public administration, or other related discipline is required.
- b. **Prior Work Experience:** Five years of professional experience in the education field. Experience in program design, monitoring, and implementation of education programs in assigned provinces. Experience in collaborating and identifying synergies across sectors is required.
- c. **Language Proficiency:** Level IV (Fluent) speaking, reading, and writing in English and Nepali is required. Level III (Good working Knowledge) of a locally spoken language in the assigned province is required.
- d. **Job Knowledge:**
 - Knowledge of the environmental regulatory roles and responsibilities of central, provincial, and municipal governments under Nepal's Federal constitution is essential. Familiarity with regional and international best practices and commitments for assigned field is required.
 - Knowledge of local communities' structure, culture, and issues affecting diversity, equity, inclusion, and accessibility in the assigned provinces is required.
 - Knowledge of gender and inclusion principles and practices is required.
 - Knowledge of local context and working environment, development issues and priorities is required.
- e. **Skills and Abilities:**
 - Ability to provide capacity strengthening support to local stakeholders within the assigned technical areas, Ability to support the GoN and local organizations in writing technical reports in English, including quarterly and endline activity reports, while coordinating with the Kathmandu office to ensure alignment in messaging priorities.
 - Ability to serve as local linkage for co-creation activities involving activity managers in Kathmandu and a diverse set of stakeholders at the local level (including government officials, community members, and local organizations).
 - Ability to leverage evidence in informing co-creative designs and in suggesting adaptations for implementations to the AOR/COR/GATRs of assigned activities is required.
 - Must possess the ability to work independently and perform at a high level with minimal supervision. Excellent interpersonal skills, and ability to work effectively as a team member in culturally diverse team environments are required.
 - Ability to plan, organize, manage, and evaluate assigned programs/projects/activities, analyze and manage competing priorities is required.
 - Must have good verbal communication skills, tact, and diplomacy to establish, develop, and maintain sustainable working relations and a high level of trust with local stakeholders, including GoN officials and implementing

partners to interpret and explain local GoN context, priorities, and concerns back to the team members and translate USAID priorities for local stakeholders.

- Strong negotiation skills are required to share program/project/activity plans and resolve program/project/activity implementation issues under the guidance of the AOR/COR/GATR.
- Strong written communication skills are required to prepare regular and ad hoc reports, project documentation, briefing papers.
- Must be proficient in computer operations, and possess an ability to learn quickly computer applications relevant to the job.
- Ability to travel frequently to work sites throughout the surrounding area (including throughout the assigned province)
- Ability to travel to/from USAID/Nepal in Kathmandu as required.

The Specialist is expected to effectively apply principles of equity, diversity and inclusion within all aspects of their work, including within the Mission, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships, with the objective of bringing in the various perspectives and voices of populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development.

A good knowledge of Nepali work culture, language and Nepal development issues and context is required so as to be able to communicate effectively and work collaboratively with stakeholders at the local levels.

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 (TEC) 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.

Following the application packages initial screening by the USAID/Caucasus HR Unit, the offerors meeting the minimum qualifications (**see section II above**) will be evaluated by the TEC and may be invited to participate further, including a language examination, writing test, and potentially interview. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

1. Local work experience and knowledge (40 points)

- a. The extent of understanding of local context and working environment, including the local education system, actors, issues, and priorities in the assigned province.
- b. Understanding of local communities' structure, culture, and issues affecting diversity, equity, inclusion, and accessibility in the assigned provinces.
- c. The extent of their demonstrated experience providing capacity strengthening support to local stakeholders within the education sector. This experience may include support for activity report writing, facilitation of co-creation activities, or ensuring compliance with donor guidelines and procedures.
- d. Knowledge of a locally spoken language in the assigned province.

2. Technical work experience and knowledge (30 points)

- a. Level of knowledge of the Government of Nepal's School Sector Education Plan and relevant policies and institutions.
- b. Understanding of regional and international best practices and commitments within the Education sector.
- c. Experience providing technical direction to partners; monitoring activities through site visits; reviewing annual work plans, progress reports, and technical reports; tracking expenditures and accruals against obligations, making recommendations to implementing partners to increase project impact and enhance sustainability, and reporting

- on project results.
- d. Knowledge of gender and inclusion principles and practices.

3. Skills and Ability (30 points)

- a. Ability to work independently and perform at a high level with minimal supervision.
- b. Ability to provide capacity strengthening support to local stakeholders within the assigned technical area.
- c. Ability to plan, organize, manage, and evaluate assigned programs/projects/activities, analyze and manage competing priorities.
- d. Strong verbal communication skills, tact, and diplomacy to establish, develop, and maintain sustainable working relations and a high level of trust with local stakeholders,
- e. Ability to interpret and explain local GoN context, priorities, and concerns back to the team members and translate USAID priorities for local stakeholders.
- f. Strong written communication skills are required to prepare regular and ad hoc reports, project documentation, briefing papers.
- g. Ability to travel frequently to work sites throughout the surrounding area (including throughout the assigned province)

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TOTAL: 100 points

Reference check (Pass/Fail)

Negotiations will be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

IV. SUBMITTING AN OFFER

- a. Eligible Offerors are required to complete and submit:
 - 1. Application form DS-174, the form in English is at <https://eforms.state.gov/Forms/ds174.PDF>
 - 2. Resume not to exceed three (3) pages.
 - 3. Cover Letter of approximately 500-750 words (1 page), expressing how the offeror’s qualifications meet the evaluation and selection factors per section III above.
 - 4. A List of three most recent professional references with their contact details.

Offerors who do not submit any of the required documents as mentioned above will not be considered further.

- b. 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: usaidnepalhr@usaid.gov**
- c. Offeror submissions must clearly reference the Solicitation number (72036724R10002) and the place of performance for example **(Project Management Specialist- Field Program Specialist (East Nepal) or (Project Management Specialist- Field Program Specialist (West Nepal))** on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

- a. Once the Contracting Officer (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 the forms required to obtain medical and security clearances.
- b. **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. LIST OF REQUIRED FORMS PRIOR TO AWARD

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 the appropriate employment forms.

VII. BENEFITS/ALLOWANCES

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

BENEFITS:

- Health Insurance Coverage for the selected candidate and immediate family members
- Variable Contribution Fund (18.33% of the annual base salary)- Employee and Employer
- Annual Bonus payment (1/12 of annual base salary)

ALLOWANCES:

- Miscellaneous allowance NRs. 68,000 annually

VIII. TAXES

Local Employed Staff are responsible for paying local income taxes.

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 as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [USAID/Nepal funding]	1	LOT	\$ _TBD ____	\$ _TBD at Award after negotiations with Contractor_

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>
 - **AAPD 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022

AAPD No. 21-04, *ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.*

AAPD No. 21-04, *ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts*
AAPD No. 21-04, *ATTACHMENT 6: Overview of Applicability of FAR 52.223-99*
 - **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
 - **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
 - **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006

- **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03
- 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.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age, or sexual orientation. Diversity, equity, inclusion, and accessibility are among USAID’s core values. We welcome candidates of all backgrounds to apply and highlight in their applications their own diverse backgrounds and experiences that contribute to a more vibrant, dynamic, and inclusive workplace.

Position Description
USAID Project Management Specialist (Field Program Specialist-East Nepal and West Nepal), CCNPSC-FSN-10
USAID/Nepal Education Development Office

BASIC FUNCTION OF THE POSITION:

USAID Project Management Specialist (Field Program Specialist) is a Cooperating Country National Personal Service Contractor (CCNPSC) in the United States Agency for International Development (USAID/Nepal), Education Office. S/he works in a collaborative manner with teams across USAID/Nepal and the larger US Government (USG) Mission to advance USAID/Nepal's Country Development Cooperation Strategy (CDCS) strategic priorities to support Nepal's transition to federalism, advance inclusion, and integrate resilience into outcomes.

Specifically, s/he will serve as a local point of contact (POC) representing the agency in collaborative discussions and initiatives with provincial and local government officials, development partners, as well as representatives of local organizations. Additionally, the job holder will monitor progress and provide technical assistance for local partners under the guidance of the COR/AOR/GATR, serving as Activity Manager as appropriate. The Field Program Specialist-East Nepal will be based in Janakpur or Bardibas, and s/he will coordinate USAID field activities across provinces in eastern Nepal. The Field Program Specialist-West Nepal will be based in Surkhet, and s/he will coordinate USAID field activities across provinces in western Nepal. The Specialist will travel between field locations and remote areas of the province (and other provinces as required) to convene local officials and organizations playing a crucial role in advancing USAID's localization agenda. This includes facilitating local ownership of development assistance and ensuring assigned programming is responsive to the needs and priorities of various stakeholders, to include Provincial Government, Local Government, local actors and communities.

MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

Relationship Management, Oversight, and Capacity Building at Local and Provincial levels (30%)

- Serves as local representative of USAID Technical Office, building relationships with local and provincial governments, relevant stakeholders from the development sector and representing USAID Nepal on relevant project steering/coordination/technical committees.
- Under the guidance of the AOR/COR/GATR, provides oversight to program activities and interventions and activities at the local level that supports Local Governments in understanding provisions in Program Implementation, monitors implementation of program interventions; and provides oversight, coordinates, and monitors implementation with respective technical office's assistance activities to support local governments and implementing partners.
- Provides capacity strengthening, training, and mentorship to local stakeholders on USAID and USG policies and procedures (including safeguarding and DEIA).
- Develops strong networks with provincial government officials and representatives of local organizations, fostering trust and a spirit of collaboration on joint initiatives to strengthen local ownership of development assistance.
- Serves as key local POC for activity planning initiatives involving co-creation with government officials, local organizations, community members, and other key stakeholders.
- Identifies opportunities to amplify local perspectives, knowledge, and priorities to inform activity design and implementation at the local level.

Portfolio/Program Support (30%)

- Serves as an Activity Manager for assigned activities.
- Supports technical portfolio and provides operational guidance on day-to-day implementation under the guidance of the AOR/COR/GATR.
- Strengthens evidence at the local level to support community-led accountability mechanisms Leverages evidence and documentation of local contextual conditions to inform evidence-based decision-making to support Collaborative, Learning, and Adapting (CLA) in implementations.
- Maps available resources and capacity for service delivery in local systems in coordination with Mission colleagues and makes suggestions for systems strengthening initiatives to improve equity, inclusion, and quality on respective technical programs implementation.
- Supports routine meetings with implementing partners to discuss technical and programmatic direction of the technical program.
- Under the guidance of the AOR/COR/GATR, provides overall technical guidance and oversight to program's quality improvement activities in the portfolio, including providing technical direction to partners; monitoring activities through regular site visits; reviewing annual work plans, progress reports, and technical reports; reviewing technical approaches and strategies; ensuring compliance with USAID environmental guidelines and other established USG guidelines, policies and procedures; tracking expenditures and accruals against obligations, making recommendations to implementing partners to increase project impact and enhance sustainability, and reporting on project results.

- Contributes to sections of the annual Operational Plan, Performance Plan and Report; Initial Environmental Examinations, Performance Management Plans, and related process/planning/reporting documentation.
- Identifies appropriate program-generated results and impacts. Supports the design and development respective technical sector activities. Supports and takes part in sector needs assessments and program designs. Contributes to the drafting of Scopes of Work (SOWs) and solicitations for new activities and/or extensions.
- Participates in proposals/applications evaluations.

Local Level Logistics and Coordination (25%)

- Serves as local lead on logistics for site monitoring trips, high level visits, joint Government of Nepal (GON) monitoring trips.
- Liaises and coordinates with implementing partners, government officials, and Embassy-based staff on trip priorities, itineraries and logistics.

Technical Office Key Operations and Mission wide Activities (15%)

- Supports Technical Office's key operations, including participation in Mission budget reviews, portfolio reviews, operational plan development, monitoring and evaluation activities and reporting, communication activities, concept and activity design, reviews, evaluation and award.
- Supports the development of Mission-wide assessments, strategies, and activity design.
- Participates on USAID Mission cross sector teams and/or serves as a sector specific Technical POC to other Mission Offices.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- Education:** Completion of a Bachelor's degree in education, social policy, international development, public administration, or other related discipline is required.
- Prior Work Experience:** The Field Program Specialist must have a minimum of five years of professional experience in the education field. The job holder must have experience in program design, monitoring, and implementation of education programs in assigned provinces. Experience in collaborating and identifying synergies across sectors is required.
- Post Entry Training:** The Specialist will be expected to possess the necessary technical training and skills required to perform the duties and responsibilities of the position. Post entry training will be focused primarily on the Agency's established policies, procedures, and regulations that govern (1) USAID specific responsibilities/duties; (2) USAID specific activity management and procurement systems, and (3) USAID sponsored training in Project Design and Activity Management. Orientation to working within USAID/Nepal will be provided. Organized/formal training (both internal & external) may be provided from time-to-time depending on the availability of Program funds and when determined to be in direct support of activities.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- Language Proficiency:** Level IV (Fluent) speaking, reading, and writing in English and Nepali is required. Level III (Good working Knowledge) of a locally spoken language in the assigned province is required.
- Job Knowledge:**
 - Knowledge of the environmental regulatory roles and responsibilities of central, provincial, and municipal governments under Nepal's Federal constitution is essential. Familiarity with regional and international best practices and commitments for assigned field is required.
 - Knowledge of local communities' structure, culture, and issues affecting diversity, equity, inclusion, and accessibility in the assigned provinces is required.
 - Knowledge of gender and inclusion principles and practices is required.
 - Knowledge of local context and working environment, development issues and priorities is required.
- Skills and Abilities:**
 - Ability to provide capacity strengthening support to local stakeholders within the assigned technical areas, Ability to support the GoN and local organizations in writing technical reports in English, including quarterly and endline activity reports, while coordinating with the Kathmandu office to ensure alignment in messaging priorities.
 - Ability to serve as local linkage for co-creation activities involving activity managers in Kathmandu and a diverse set of stakeholders at the local level (including government officials, community members, and local organizations).
 - Ability to leverage evidence in informing co-creative designs and in suggesting adaptations for implementations to the AOR/COR/GATRs of assigned activities is required.

- Must possess the ability to work independently and perform at a high level with minimal supervision. Excellent interpersonal skills, and ability to work effectively as a team member in culturally diverse team environments are required.
- Ability to plan, organize, manage, and evaluate assigned programs/projects/activities, analyze and manage competing priorities is required.
- Must have good verbal communication skills, tact, and diplomacy to establish, develop, and maintain sustainable working relations and a high level of trust with local stakeholders, including GoN officials and implementing partners to interpret and explain local GoN context, priorities, and concerns back to the team members and translate USAID priorities for local stakeholders.
- Strong negotiation skills are required to share program/project/activity plans and resolve program/project/activity implementation issues under the guidance of the AOR/COR/GATR.
- Strong written communication skills are required to prepare regular and ad hoc reports, project documentation, briefing papers.
- Must be proficient in computer operations, and possess an ability to learn quickly computer applications relevant to the job.
- Ability to travel frequently to work sites throughout the surrounding area (including throughout the assigned province)
- Ability to travel to/from USAID/Nepal in Kathmandu as required.

The Specialist is expected to effectively apply principles of equity, diversity and inclusion within all aspects of their work, including within the Mission, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships, with the objective of bringing in the various perspectives and voices of populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development.

POSITION ELEMENTS:

- Supervision Received:** The Specialist reports directly to the designated supervising official within the technical team. Assignments are made orally and in writing. The supervisor provides a review of the assignment, the goals, and objectives to be achieved, and the results expected, and the Job Holder will seek advice and assistance as required. Work is reviewed in terms of results achieved. Due to the remote nature of the position, more frequent check-ins and status updates will be required to keep the supervisor informed of ongoing progress.
- Supervision Exercised:** The direct supervision of other staff is not contemplated.
- Available Guidelines:** Available guidelines include USG, USAID, and sector-related guidance, rules, and requirements of the profession; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation on the part of the Job Holder.
- Exercise of Judgment:** Independent judgment is required for developing, implementing, and managing the assigned program/project/activity portfolio, for reporting, and for other assignments. Judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact. The Specialist exercises good judgment and completes work independently; monitors implementation of the assigned portfolio; and maintains accountability for results achieved. S/he represents USAID and the USG to local, middle, high levels of the GON, as well as to other donors, NGOs, contractors, and activity participants.
- Authority to Make Commitments:** The Specialist does not have independent authority to commit on USG behalf. The Specialist represents USAID at the field level and will provide administrative guidance and communicate on USAID program priorities, strategies, and reporting requirements.
- Nature, Level, and Purpose of Contacts:** The Specialist serves as the field liaison for USAID program activities and will have frequent contact with relevant provincial and local government officials, local and international NGOs, other donor representatives, and local activity participants. The Specialist will have frequent communication and contact with the designated COR/AOR/GATR to receive guidance and direction.
- Time Expected to Reach Full Performance Level:** One year.