



# USAID | CAMBODIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72044223R10002 (Phnom Penh-2022-039R)**

**ISSUANCE DATE: January 4, 2023**

**CLOSING DATE/TIME: January 18, 2023  
11:59PM Cambodia Time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC- *Local Compensation Plan*)**

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 CCN 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,

Digitally signed by Cicely  
C Lewis  
Date: 2022.12.22 16:08:45  
+07'00'

**Cicely Lewis  
Contracting Officer**

U.S. Agency for International Development  
US Embassy Tel: (855) 23-728000  
#1, Street 96 Fax: (855) 23-430263  
Phnom Penh, Cambodia

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72044223R10002 (Phnom Penh-2022-039R)

2. **ISSUANCE DATE:** January 4, 2023

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 18, 2023 11:59PM  
Cambodia Time

4. **POINT OF CONTACT:**

For More Info: HR Section  
023-728-000  
[RecruitmentPHP@state.gov](mailto:RecruitmentPHP@state.gov)

5. **POSITION TITLE:** USAID Project Management Specialist (Private Sector  
Engagement & Economic Development)

6. **MARKET VALUE:** Salary starts from \$28,409 - \$44,028 equivalent to FSN-10  
In accordance with AIDAR Appendix J and the Local Compensation Plan of  
U.S. Embassy Phnom Penh.  
Final compensation will be negotiated within the listed market value.

7. **PERIOD OF PERFORMANCE:** USAID expects the successful offeror to provide  
continuous services under a series of sequential contracts subject to availability of funds and  
successful performance.

8. **PLACE OF PERFORMANCE:** USAID/Cambodia – Phnom Penh, Cambodia with  
possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:**

1. This position is open to All Interested Offerors. ALL OFFERORS MUST HAVE THE  
REQUIRED CITIZENSHIP, WORK AND/OR RESIDENCY PERMITS TO BE  
ELIGIBLE FOR CONSIDERATION.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with unsatisfactory performance are not eligible to apply.
4. Management will consider nepotism/conflict of interest, budget, and residency status in  
determining a successful offeror.

10. **SECURITY LEVEL REQUIRED:** Selected offeror must be able to obtain a favorable  
Security Certification for employment authorization from the U.S. Embassy's Regional  
Security Office.

## 11. STATEMENT OF DUTIES

### 1. General Statement of Purpose of the Contract

The Project Management Specialist serves as a technical expert for private sector engagement and related sustainable economic growth program activities. The position is located within the Sustainable Economic Growth Office, which manages a portfolio covering agriculture, workforce development, and environment and natural resource management. Private sector engagement is a cross cutting approach, and the incumbent will provide technical guidance on private sector engagement across sectors.

### 2. Statement of Duties to be Performed

The USAID Project Management Specialist positions administer development assistance projects (through contract, cooperative agreement, or grants) to ensure that objectives are achieved in accordance with financial, timing, and other considerations embodied in the project. Such duties often entail coordination with other technical and support offices to execute in a fully effective manner. Although all responsibilities are not enumerated, it is understood that such activities which are reasonably expected under the Project Management Specialist title, are applicable. Note that this does not constitute "other duties as assigned" nor does it entail activities beyond the scope of the position's function.

The following duties broadly cover the range of duties and continuing responsibilities for the position titled Project Management Specialist:

1. **Contract, Cooperative Agreement, and Grant Administration - Technical Liaison and Direction, Substantial Involvement, and Activity Management (25%):**
  - Serve as the technical liaison between the Contracting Officer (CO) and contractor(s), the Agreement Officer and grantee(s), and/or Activity Manager (AM) in support of the Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR).
  - Provide technical direction/guidance within the scope of awards managed, designated roles (AOR/COR/AM), and authorities. This includes overseeing compliance with all award terms and conditions, and applicable Agency policies and regulations.
  - Establish and maintain routine communication with the alternate AOR/COR/AM, as applicable, and provide updates on award performance and activities to ensure continuity of oversight and support for projects.
2. **Monitoring and Evaluation - Performance Monitoring, Analysis, and Reporting (25%):**
  - Monitors implementer performance and verifies that it conforms to the technical requirements and quality standards agreed to in the terms of any given award. Performs site visits to gather data and verify progress toward project objectives.
  - Obtains project data, provides input into Agency repositories, and performs the Analysis of information to assess implementer performance, and advance broader Mission objectives.
  - Drafts, authors, edits, reviews, and updates documentation for project and other relevant administrative reporting on activities. This includes the preparation of internal documents (various memoranda, spreadsheets, databases, checklists, etc.) as mandated by Mission and USAID regulations, and in support of general administrative and

collaboration, learning, and adapting activities.

- Develop performance monitoring plans, oversee their implementation, conduct evaluations and perform reporting in support of designated programs/projects, as well as the broader office portfolio.
3. **Applied Technical and Advisory Support – Technical Expertise, Strategy Development, and Project Design (15%):**
    - Applied Technical Expertise in the position’s functional/subject area to support project, program, portfolio, and broader Mission and/or Agency objectives.
    - Engagement in Planning and Strategy Development, to include the preparation and compiling of performance and reporting documents such as Country and Regional Strategies, Operational Plans, Performance Reports, and supporting activities, as applicable.
    - Engagement in the Project Design process and supporting activities to operationalize the Mission’s development strategies.
  4. **Stakeholder Engagement - USG Inter-Agency, Host Government, Donors, Partners, Multilateral Group Engagement (15%):**
    - Represent the Agency to key stakeholders, manage information flows, and inform decision makers to achieve objectives. This includes written and verbal communication, and presentations to cross-cultural audiences that convey Agency standards, policies, and priorities.
    - Build partnerships, facilitate communities of practice, and serve on working groups, committees, technical review panels, and other administrative or governing bodies that are stakeholders in the subject technical area of the position.
  5. **Financial Management - Budget Tracking, Financial Oversight, and Administrative Controls (10%):**
    - Monitor the financial status of the award on a regular basis, including quarterly accruals and incremental funding, to ensure award compliance with Agency regulations for financial management.
    - Review award recipient requests for payments or financial reports and provide or deny your administrative approval.
    - Ensure that all applicable Agency regulations, policies, and procedures for the financial management authorities within the position’s purview, are followed and that activities maintain compliance.
  6. **File Management - File Documentation, Upkeep, Retention, Disposition, and Collaboration (10%):**
    - Establish and maintain AOR/COR/AM files to Agency standards, and use mandated electronic storage applications for document retention. This also includes maintaining records of all monitoring and oversight, site visits, correspondence with grantees/contractors, and all other relevant actions taken in an AOR, COR, and/or Activity Manager role.

**3. Supervisory Relationship:** The position reports to the Deputy Office Director or his/her designee.

**4. Supervisory Controls:** The position is non-supervisory.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **Education:** A bachelor's degree in economics, international studies, international development, economic development, or business administration is required.
- **Prior Work Experience:** A minimum of three (3) years of professional work experience in roles related to economic development, private sector engagement, or business administration is required.
- **Language Proficiency:** Level IV (Fluent) Speaking/Reading/Writing of English and Khmer are required.
- **Job Knowledge:** The incumbent must be able to understand and apply Agency policies, USG regulations, and consistently follow through on routine procedures for the performance of duties and responsibilities. Functional knowledge required for this position includes: project/program design, project/program management, activity/project implementation, monitoring and evaluation, budgeting, risk management, formal communications, stakeholder engagement, organization of files and records, and ethics.
  - A comprehensive knowledge of the policy, technological and institutional factors impacting private sector systems and business development in Cambodia, especially in the areas of agriculture, natural resource management and/or food security, is required.
- **Skills and Abilities:** The ability to work as a member of a team in a culturally diverse environment is required. The incumbent must be able to work diplomatically and effectively under pressure, with the ability to multi-task in the performance of daily activities and responsibilities. Strong communication abilities (written and verbal), facilitation, and interpersonal skills are required. Professional level proficiency in business applications for word processing, spreadsheets, and other standard office software. The ability to organize and analyze data/information, and independently author routine memoranda, extensive reports and deliver presentations on highly technical subject matters, is mandatory.

## 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

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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>.

Upon closing of the solicitation, a committee will convene to review the applications. Applicants who meet the education, experience and language proficiency requirements will be scored and ranked based on the following selection factors:

- **Education (10 points):**
- **Prior Work Experience (30 points)**
- **Job Knowledge (30 points)**
- **Skills and Abilities (30 points)**

Candidates whose qualifications exceed the minimum criteria may receive additional points for those respective selection factors. Such qualifications must be relevant to the selection factors provided in this solicitation.

The Contracting Officer may establish a competitive range, and will conduct reference checks on the selected candidate. Findings will be considered as part of the responsibility determination but are not a technical evaluation criterion.

## IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to submit a complete online application with all required supporting documents by the deadline of each vacancy. **Failure to do so may result in a determination that the applicants are not eligible and qualified.**

To apply for this position click the “Apply to This Vacancy” button located at the top of this announcement. For more information on how to apply, visit the Mission internet site (<https://kh.usembassy.gov/embassy/jobs/u-s-embassy-job-vacancies/>).

Note: Candidates must first create a user account in order to log in, apply for the position and submit the application.

2. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

## 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 the appropriate employment 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 AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with the U.S. Embassy Phnom Penh Local Compensation Plan.

**VII. TAXES**

In accordance with the U.S. Embassy Phnom Penh Local Compensation Plan.

**VIII. 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>. Pricing by line item is to be determined upon contract award as described by the illustrative table (no information required for offer submission):

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at ward 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>
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>

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**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).