



**SOLICITATION NUMBER: 72038623R10007**

**ISSUANCE DATE: February 15, 2023**

**CLOSING DATE/TIME: March 9, 2023 / 23.59 hours Indian Standard Time (IST)**

**SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC - Local Compensation Plan) – Project Development Specialist**

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 a 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment 1.

Sincerely,

R. Christopher Gomes  
Contracting Officer

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT  
American Embassy  
Chanakyapuri  
New Delhi 110 021 Tel: 91-11-24198000 Fax: 91-11-24198612  
[www.usaid.gov/in](http://www.usaid.gov/in)

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72038623R10007
- 2. ISSUANCE DATE:** February 15, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 9, 2023 / 23.59 hours Indian Standard Time (IST)
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Supervisory Human Resources Specialist, e-mail at [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
- 5. POSITION TITLE:** Project Development Specialist.
- 6. MARKET VALUE:** INR 1,634,063 to INR 2,474,143 equivalent to FSN-10. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India (with possible travel, if applicable, as per the Statement of Duties). The work schedule is 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security clearance from the Embassy's Regional Security Office.
- 11. STATEMENT OF DUTIES**
  - 1. General Statement of Purpose of Contract**

The USAID Project Development Specialist is responsible for supporting USAID/India's technical offices to plan, coordinate, and manage the design process of projects and activities from concept to approval. The Incumbent ensures new designs align with USAID's policies and strategies as well as the Agency's reform initiatives. Responsibilities include planning for and assisting with new designs and amendments to existing projects/activities. Additionally, the incumbent supports cross-cutting programs such as ensuring that inclusive development is integrated across the portfolio. The Incumbent may also be expected to serve as an Activity Manager in support of a Contract Officer Representative (COR) to manage contracts for analysis and assessments depending on the needs of the Mission.

The USAID Project Development Specialist is a part of the USAID/India Mission's Office of Program Support (PS) Project Design Team and will report to the PS Office Deputy Director or his/her designee. The PS provides Mission-wide support for country strategy development and implementation; project and activity design; monitoring, evaluation, and learning; donor coordination; resource management; and development outreach for activities in India, Bhutan, and the broader South Asia region. The job may be expected to perform work-related travel.

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

### **COORDINATION OF THE PROJECT/ACTIVITY DESIGN AND IMPLEMENTATION (80%)**

- Leads and oversees cross-office teams in project and activity design, ensuring that the appropriate stakeholders are represented and involved in the analysis and conceptualization of projects and activities.
- Provides leadership to ensure that project and activity designs align with U.S. government and USAID agency priorities, strategies, and guidance. This requires the incumbent to develop a strong understanding of the USAID/India's five-year Country Development Cooperation Strategy (CDCS), other U.S. strategic frameworks, and the Government of India's priorities and initiatives in order to represent U.S. and India equities as relevant.
- Collaborates with colleagues across the Mission to ensure compliance with Agency policies related to project and activity design and implementation. This requires the incumbent to stay current on U.S. and Indian legal, policy, and regulatory requirements related to project and activity design and implementation.
- Supports and helps conduct necessary analyses and prepares documents for the project or activity design. The incumbent must develop an understanding of concepts including development hypotheses, theory of change, and USAID's analytical design and procurement requirements.
- Coordinates project and activity reviews with relevant stakeholders in order to assess progress and address key issues as needed. The incumbent synthesizes Mission input, developing and disseminating briefing materials, and tracking actions to ensure key issues are addressed.
- Collaborates with the Mission's Monitoring and Evaluation (M&E) Specialist to support technical teams on issues related to M&E and advocate for the Agency's Collaborating,

Learning, and Adapting (CLA) principles. This requires the incumbent to stay up to date on the Agency's M&E and CLA policies and requirements.

- Participates in meetings with United States Government (USG) interagency counterparts, USAID implementing partner staff, donor community members, and the Government of India officials as needed to ensure project and activity design and implementation alignment with USG and Government of India priorities.
- Participates and contributes to the Mission's portfolio reviews, strategy development, and other performance reporting tasks as needed as part of the PS.

## **SUPPORT INTEGRATION OF INCLUSIVE DEVELOPMENT ACROSS MISSION PORTFOLIO (20%)**

The Mission's CDCS defines inclusive development as: "all stakeholders, including marginalized groups, who are excluded from mainstream development because of (but not limited to) their gender, ethnicity, age, caste, sexual orientation, disability, religion, cultural practices, or poverty are instrumental in the transformation of their own societies and need to be included throughout the development process to achieve better development outcomes."

- Supports the Mission's inclusive development adviser to incorporate an inclusive development approach in the implementation of USAID/India's strategy, providing recommendations as to how projects and activities may be better designed to ensure that marginalized groups benefit equitably from USAID investments.
- Liaises with technical experts from USAID/Washington, facilitating the two-way flow of information on resources and Mission achievements as related to inclusive development.
- Supports efforts to develop and/or update an Inclusive Development Mission Order (as applicable).
- Supports relevant project and activity design efforts to ensure that an inclusive development approach is employed and that findings from Inclusive Development Analyses are being incorporated.
- Supports the review and commissioning of additional analyses related to inclusive development as needed.
- Collaborates with the Mission's Gender Specialist and other relevant points of contact to coordinate the efforts of responsibilities related to specific marginalized groups and identify cross-sectoral collaboration opportunities.
- Supports and facilitates trainings for technical officers, implementing partners, and other stakeholders in the interagency and donor community on USAID's inclusive development approach.
- Helps foster strong relationships and institutional linkages between USAID/India programs and other U.S. Government (USG) agencies, and other bilateral and multilateral donor agencies implementing inclusive development assistance activities. This may involve initiating and coordinating Mission, interagency, and/or donor coordination working groups.
- Conducts periodic monitoring site visits to projects that work with marginalized groups.
- Assists in public outreach efforts related to the Mission's inclusive development approach.
- Supports budget and other reporting requirements as related to inclusive development issues.

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

- c) **Supervisory Relationship:** The incumbent works under the general supervision of the Office of Program Support (PS) Deputy Director or his/her designee.
- d) **Supervisory Controls:** Assignments are made orally and in writing. Some assignments are self-generated and occur in the normal course of the work. The incumbent exercises independence in most phases of the assignment but determines those situations that must be coordinated with superiors. Superiors provide a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent seeks advice and assistance as required. Completed work is accepted as technically correct, and the overall assignment is reviewed in terms of results achieved.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** Completion of a Bachelor's degree in the fields of social or research sciences, international relations, international business, political science, development, or in another sector relevant to development studies, research, or international programs is required.
- b) **Prior Work Experience:** A minimum of five (5) years of work experience in progressively responsible project management positions with an emphasis on design and implementation is required.
- c) **Language Proficiency:** Level IV (Fluent) speaking/reading/writing of English language and Level IV (Fluent) speaking/reading/writing of Hindi is required.
- d) **Job Knowledge:** The incumbent must have a strong knowledge of principles of project development, logical frameworks, analytical thinking, monitoring, evaluation and learning as well as an understanding of financial planning.
- e) **Skills and Abilities:** The incumbent must be able to work in a fast-paced environment and work effectively on a culturally diverse team. He/she must have strong analytical and critical thinking skills and have the ability to solve problems through creative approaches. Additionally, he/she must have the ability to establish rapport, maintain contacts with officials in technical, and support offices within USAID, mid-level officials in Government of India (GoI), Non-Governmental Organizations (NGOs) and the private sector. The incumbent must have strong oral and written communication skills to conduct mandatory analyses and communicate various aspects of project and activity design to stakeholders within and external to USAID. The incumbent must have proficiency in using MS Office

Suite (e.g. MS Word, Excel, and PowerPoint). The incumbent must be able to plan and carry out assignments with a high degree of independence and accuracy.

### **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 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.

#### **A. SELECTION PROCESS:**

**Phase-I:** Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

**Phase-II:** The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

- Education (10 points)
- Prior work experience (25 points)
- Job Knowledge (35 points)
- Skills and abilities (30 points)

Total possible points: **100**

**Phase-III:** The Offerors determined to be most highly rated in Phase II will be interviewed and asked to complete a timed written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

- **Interview (70 points)**
  - Introduction & Candidate's Interest (10 points)
  - Management and Supervision (10 points)
  - Technical Leadership (10 points)
  - External Relationship Management (10 points)
  - Skills and Abilities (15 points)
  - Internal Relationship Management (15 points)

- **Written test (30 points)**
  - Clear introduction (7 points)
  - Main text captures all key points (10 points)
  - Closing summary synthesizes key points (7 points)
  - Grammar (6 points)

Total possible points: **100**

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form: [https://www.usaid.gov/sites/default/files/2022-05/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](https://www.usaid.gov/sites/default/files/2022-05/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)
2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.
3. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

- (i) The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
  1. Instructions and forms related to mandatory security clearance.
  2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

- (ii) 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**

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee's salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee's credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Mission's Medical and Hospitalization Plan for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

## **VII. TAXES**

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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

USAID regulations and policies governing CCN 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/ads/policy/300/aidar>
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.

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: TBD	1	LOT	\$ _TBD_	\$ _TBD at Award after negotiations with Contractor_
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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/basic-page/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

## **NOTES:**

**Probationary Period:** This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

**Relocation and Housing:** Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate’s responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

**Age Requirement:** As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 63 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.