



USAID
FROM THE AMERICAN PEOPLE

BANGLADESH

SOLICITATION NUMBER: 72038821R00007

ISSUANCE DATE: July 13, 2021

CLOSING DATE/TIME: Open until filled

SUBJECT: Solicitation for **Resident Hire U.S. Personal Service Contractor (USPSC)** Climate Change Advisor, GS-13

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Markus D. Dausses
Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038821R00007

2. **ISSUANCE DATE:** July 13, 2021

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** Open until filled

4. **POSITION TITLE:** Climate Change Advisor

5. **MARKET VALUE:** GS-13, equivalent (\$79,468.00 – \$103,309.00 per annum)

Final compensation will be negotiated within the listed market value based on the successful candidate's salary history. Salaries over and above the top of the pay range will not be entertained or negotiated.

6. **PERIOD OF PERFORMANCE:** This is a two-year contract with the possibility of three, one-year extensions based on the need of the USG and availability of funds.

7. **PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work.

8. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.

9. **AREA OF CONSIDERATION:** This is a resident hire position. Only US citizens or US Resident Aliens residing in Bangladesh and who possess proper documentation (Bangladeshi visa or work permit) are eligible to apply.

Resident Hire USPSC: A U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

10. STATEMENT OF DUTIES

POSITION INTRODUCTION

The Climate Change Advisor (CCA) will be a key advisor to the Mission's Environment, Energy and climate change portfolio. The CCA will be a member of the Mission's Economic Growth Office and a member of the Environment and Enterprise and Energy (E3) Team. This is a challenging and exciting position located in one of USAID's largest and growing development programs in South Asia. The principal function of the CCA is to support climate change adaptation, mitigation and natural resource management programming of the USAID/Bangladesh Mission, provide strategic and technical guidance and leadership in climate-related topics for the Economic Growth team and help develop strategic partnerships with stakeholders – all aiming to achieve measurable results in reducing the impacts of climate change and improving environmental conditions in Bangladesh. The Climate Change Advisor will also support USAID/Bangladesh mission's efforts in integrating cross-sectoral climate smart solutions in the areas of food security, enterprise development, renewable and clean energy, energy efficiency, trade, natural resources management, health, governance and education.

MAJOR DUTIES AND RESPONSIBILITIES

Specifically, the Climate Change Advisor will have the following duties and responsibilities.

Strategic and Technical Guidance and Support:

The Advisor will serve as a key member in developing new Mission Environment, Energy, and Climate Change related strategies, programs, and action plans, including:

1. Develop new hypotheses and theories of change and lead the design and implementation of new climate change, natural resource management, clean energy and multi-sectoral projects and activities that address climate change issues.
2. Conduct strategic analysis and research, review reports and technical proposals, and prepare substantive reports on trends in climate change, renewable/clean energy and natural resource management. Prepare briefing materials, issues papers, as well as status and progress reports.
3. Develop performance monitoring plans and monitor their implementation to support the Environment and Energy Teams. Support evaluations and reporting in support of the USAID/Bangladesh's EG portfolio. Participate in the preparation of the annual report to USAID/Washington and special or periodic reports.
4. Support Mission's communication and outreach efforts on climate change. Support the Environment, Energy and Enterprise Team in developing communication materials and reports that promote the mission's adaptation and mitigation efforts within and outside Bangladesh. Lead social media efforts to highlight the EG portfolio's climate adaptation and mitigation work. Develop case studies and success stories to highlight climate solutions through the EG portfolio in the areas of renewable and clean energy, natural resources, enterprise, trade and food security.
5. Advise the Economic Growth Office, the Program Office, the USAID Mission Management and the Embassy on climate change related taskers in support of USAID/Bangladesh-led initiatives and activities.

Build Strategic Partnerships:

The Advisor will be responsible for developing new and innovative partnerships and maintaining working relationships, including:

1. Establish and maintain working relationships with mid- to senior-level GOB officials, the donor community, NGOs, and the private sector to enhance collaborative efforts that achieve mutual goals and objectives. Help inform contractors, recipients and grantees of USAID requirements and priorities.
2. Serve as a member of USAID/Bangladesh technical working groups and other relevant forums in planning, coordinating and improving the USAID and USG activities in climate change, renewable and clean energy, green enterprise development and natural resource management.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands. The work requested is generally sedentary and poses few physical demands.

12. POINT OF CONTACT: Abdul Kayum, akayum@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: The applicant must have at least a Bachelor's Degree in a field relevant to the duties described above such as climate change and development, environmental studies, conservation or management, sustainable development, renewable energy resources, natural resources governance, forestry, environmental economics, wildlife biology, marine science or conservation, climate change adaptation, sustainable agriculture, or a related discipline. In cases of exceptional work experience, other relevant graduate degrees and/or work experience will be taken into consideration.

Prior Work Experience: Minimum of two years of progressively responsible professional, program, or research experience in renewable/clean energy, green enterprise development, natural resource management and/or climate change programs, with multilateral and bilateral donors, NGOs, academic institutions, and/or government is required.

Knowledge: Broad knowledge of international development programs and policies relating to renewable/clean energy, natural resource management, environmental policy, land tenure, and natural resource management development is mandatory. Understanding of geopolitical issues in the areas of climate change, clean energy, and natural resources will be beneficial. Knowledge and skill in conceptualizing programming, policies, and plans, and developing strategies for their implementation is required. Knowledge of the structure and workings of the US government is desired.

Abilities and Skills: Strong analytical and organizational skills are required. The position requires demonstrated ability in strategic planning, technical and socio-economic analysis, and reporting skills. Considerable confidentiality, sensitivity, poise and maturity are mandatory as the applicant will represent USAID in meetings with mid to senior level Bangladeshi government officials and with private sector and donor partners. The applicant should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision. Strong leadership and negotiating skills are required. Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel are required. Familiarity with Microsoft Access and PowerPoint is desired.

III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written exams and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the criteria listed below:

- 1) Education (10 points): The applicant must have at least a Bachelor's Degree in a field relevant to the duties described above such as climate change and development, environmental studies, conservation or management, sustainable development, renewable energy resources, natural resources governance, forestry, environmental economics, wildlife biology, marine science or conservation, climate change adaptation, sustainable agriculture, or a related discipline. In cases of exceptional work experience, other relevant graduate degrees and/or work experience will be taken into consideration.
- 2) Prior Work Experience (35 points): Minimum of two years of progressively responsible professional, program, or research experience in renewable/clean energy, green enterprise development, natural resource management and/or climate change programs, with multilateral and bilateral donors, NGOs, academic institutions, and/or government is required.
- 3) Knowledge (25 points): Broad knowledge of international development programs and policies relating to renewable/clean energy, natural resource management, environmental policy, land tenure, and natural resource management development is mandatory. Understanding of geopolitical issues in the areas of climate change, clean energy, and natural resources will be beneficial. Knowledge and skill in conceptualizing programming, policies, and plans, and developing strategies for their implementation is required. Knowledge of the structure and workings of the US government is desired.
- 4) Abilities and Skills (30 points): Strong analytical and organizational skills are required. The position requires demonstrated ability in strategic planning, technical and socio-economic analysis, and reporting skills. Considerable confidentiality, sensitivity, poise and maturity are mandatory as the applicant will represent USAID in meetings with mid to senior level Bangladeshi government officials and with private sector and donor partners. The applicant should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision. Strong leadership and negotiating skills are required. Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel are required. Familiarity with Microsoft Access and PowerPoint is desired.

IV. APPLYING

Interested candidates must submit the following:

- 1) Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available at https://www.usaid.gov/sites/default/files/documents/1868/FORM_AID_309 . Applicants are required to complete sections A through I. **This form MUST be signed. Electronic Signature will be accepted.**
- 2) A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements and a statement certifying the date and length of time for which the candidate is available for the position.
- 3) A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your CV must include:
 - a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - b) Specific duties performed that fully detail the level and complexity of the work.
 - c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.
- 4) Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives.

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

dhakajobs@usaid.gov

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

POINT OF CONTACT:

Human Resources Section
Executive Office/USAID
Telephone: +88-02-5566-2000
FAX: +88-02-5566-2909

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to dhakajobs@usaid.gov.

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

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. 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, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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 following forms.

1. Questionnaire for Sensitive Positions for National Security (SF-86), or
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

Forms 1 through 3 shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit forms 1 through 3 with your application.

VI. BENEFITS/ALLOWANCES

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

BENEFITS

- Employee's FICA Contribution (USPSC only)
- Annual & Sick Leave
- Sunday Pay differential

AS THIS IS A RESIDENT HIRE USPSC POSITION, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:

- Visa support
- Air fare for Post arrival
- Housing
- Embassy Commissary access
- Transport facilities
- Embassy Medical Unit facilities

VII. TAXES

US Citizens and Resident Aliens are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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>.
3. Acquisition and 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. CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the following link to determine which CIBs and AAPDs apply to this contract: <http://www.usaid.gov/work-usaid/aapds-cibs>
5. **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>.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.