



USAID | ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID 72048623R10010

ISSUANCE DATE: April 7, 2023

CLOSING DATE/TIME: May 6, 2023/11:59PM
Thailand local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – PRO Development Assistance Specialist (Management and Geographic Information System – MGIS Specialist), FSN-11

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

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

Sincerely,

Stephanie E. Iceland-Leitzel
Digitally signed by
Stephanie Elise Iceland-
Leitzel
Date: 2023.04.03
17:20:39 +07'00'

Stephanie Iceland-Leitzel
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72048623R10010**
- 2. ISSUANCE DATE: April 7, 2023**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 6, 2023/11:59PM Bangkok, Thailand local time**
- 4. POINT OF CONTACT: Duanghatai Sirinuntasakul / RDMA Human Resources Assistant, e-mail: RDMArecruitment@usaid.gov**
- 5. POSITION TITLE: PRO Development Assistance Specialist (Management and Geographic Information System – MGIS Specialist), FSN-11**
- 6. MARKET VALUE: THB 1,340,075 – 2,345,127 per annum** equivalent to **FSN-11** in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE: Five (5) years initial contract.** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 8. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Duties.**
- 9. ELIGIBLE OFFERORS: This position is opened to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor offerors for a Thai residency permit.**
- 10. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.**

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

The USAID Development Assistance Specialist (Management and Geographic Information System (MGIS) Specialist) is a member of the Gender and Inclusive Development and Monitoring, Evaluation, and Learning (GID & MEL) Team in the Program Office (PRO), U.S. Agency for International Development (USAID), Regional Development Mission Asia

(RDMA). The Specialist is responsible for leading the development, operation, and maintenance of a MGIS; a computerized linkage between geographic, thematic, and the Mission's performance management information in both database and mapping formats to improve coordination, collection, management, analysis, and use of performance management data. In addition, the Specialist serves as a source of expertise and training for all Mission staff and staff of implementing partners; as well as provide support to all USAID staff on MEL, such as MEL plan development, implementation of data quality assessments, and management of evaluations and other types of special studies. The Specialist also manages MGIS and/or MEL related awards.

11.2. Statement of Duties to be Performed

A. MANAGEMENT AND GEOGRAPHIC INFORMATION SYSTEM (MGIS)

ADMINISTRATION:

45%

- Leads efforts to use state-of-the-art practices to develop the Mission's MGIS database to capture RDMA's activities and results throughout the Mission's strategy and program cycle, as well as contextual information/data as required. The database must be sufficiently sophisticated to capture indicator data that are contributed by multiple awards/implementing mechanisms as well as by multiple operating units/countries. The system must also be aligned with performance management needs, including serving as a database for programmatic indicator data (baseline, target, and result data) as well as the data quality information. This close collaboration and effective coordination with Activity Managers across the Mission. The Specialist works in close consultation with other staff at RDMA (as well as USAID/Washington, D.C, as required) to ensure compliance with relevant RDMA and Agency policy and guidance.
- Ensures the use of a data system that is compatible with those of other systems (e.g., the Agency's information system and those of the implementing partners). This includes exploring the possibility of importing and exporting data from and to other systems, and interfacing with other MGIS systems whenever feasible.
- Maintains and updates the MGIS database continuously to reflect changes in the Mission's strategy, objectives, and performance management plans at all levels. This also includes review and timely update of list of awards or implementing mechanisms to ensure that the database is up to date.
- Identifies information gaps for creating effective datasets and maps.
- Assists in application of standard procurement language for solicitations and award documents as well as standard templates to ensure that necessary performance and geospatial data is effectively collected, managed, and submitted by implementing partners to enable the creation of datasets and maps.
- Safeguards the system, information/data, and upkeeps security protocols in collaboration with the Mission's systems administrator.
- Works with USAID staff (and those of partners as needed) to ensure that data/information/photos are submitted into the system in a timely manner.
- Sources data through public sources as required.

- Works with Mission staff and others to develop new ideas and tools for continuously developing the system's capabilities to best serve current and future needs. As appropriate, advises relevant staff on improving/upgrading the MGIS system as well as disseminate changes and/or new instructions in the MGIS system to all relevant parties.
- Provides technical assistance to staff at RDMA to ensure integration of the monitoring and evaluation (M&E) process and results in the MGIS, identifies gaps and means to resolve issues, reviews and provides input on data requirements, reporting and analysis.
- Represents Mission in MGIS related meetings and events.

B. MANAGEMENT AND GEOGRAPHIC INFORMATION SYSTEM (MGIS) DATA

ANALYSIS:

35%

- Conceptualizes, analyzes, prepares, and produces high quality cartographic (including layered GIS maps), data visualization, and information products including reports and other media in consultation with relevant RDMA leadership, managers, and other staff at the Mission to inform decision making, strategic planning/design, program management and reporting requirements.
- Contributes to the strategy, project, and/or activity design and/or modification, Mission-wide Portfolio Review (MPR), the annual Performance and Planning Report (PPR), and evaluation, learning, and communication or outreach products.

C. SERVE AS ADDITIONAL RESOURCE ON MEL:

20%

- Advises RDMA staff on M&E aspects, as assigned or requested, such as;
 - MEL policy, guidance, and resources,
 - Development of project/activity MEL plans or parts of the plans, and
 - Review of project/activity MEL plans to ensure compliance with requirements and to ensure that indicators can be efficiently tracked and feed into Mission-wide performance management plans and reporting requirements, as guided by the MGIS structure.
- Serves as the alternate Contracting Officer's Representative (COR) of MGIS and/or MEL related contracts as assigned. Based on Mission needs, this may include participating in the design and implementation of MGIS related systems.
- Serves as the Mission's Data Steward.

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

11.3. Supervisory Relationship

The incumbent reports directly to the GID and MEL Team Lead in the Program Office or his/her designee.

11.4. Supervisory Controls

Full supervision of other USAID staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. Education:** Bachelor's degree in Information Technology, Public/Business Administration, Social Sciences, or other relevant fields is required.
- 2. Experience:** A minimum of five (5) years of progressively responsible, professional-level experience in database design and management, particularly in establishing and operating a user-friendly MGIS system such as the use of any database software (e.g., MapInfo, ArcGIS, MS Excel, and Tableau) or image manipulation software (e.g., Adobe Photoshop/ImageReady) is required. A minimum of five (5) years of experience in development project/program design, planning and/or management; analysis and interpretation of big data; or monitoring and evaluation of international development programs is also required.
- 3. Language:** Level IV – Fluent in Thai and English with a valid TOEIC score of 855.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

Application Rating System

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

1. Experience (30 points):

Additional points will be given for relevant experience above the minimum requirement stated in Section II which may include direct experience in data analysis, visualization, monitoring and evaluation, database management and/or artificial intelligence.

2. Knowledge (35 points):

- Demonstrates a strong working knowledge of current management information technologies, systems utilization and management, and M&E data management and analysis.
- Demonstrates a knowledge of hardware and software installations and configurations for GIS as well as familiarity with data virtualization tools such as Tableau and MapInfo, and IT system capabilities.
- Demonstrates a knowledge and understanding of the organization and respective roles of the different offices/functions in the Mission, region, and Agency, in order to enhance effective communication, and to develop consensus on MGIS strategy and implementation plans.

3. Skills and Abilities (35 points):

- Demonstrates an advanced technical and systems skills and ability to independently lead implementation and maintenance of MGIS systems.
- Demonstrates an advanced skills in the use of common office software packages such as MS Word, Excel, PowerPoint, Access, and typical internet technology.
- Demonstrates a strong analytical and data analysis skills.
- Demonstrates a strong leadership and interpersonal skills to be able to affect staff behavior/attitude change and to coordinate work processes/requirements across the Mission as well as among implementing partners and beyond. Strong organizational, teamwork, and planning and management skills within a multi-cultural and fast paced work environment.
- Demonstrates an ability to work independently and take initiative once guidance is provided.
- Demonstrates an ability to manage multiple tasks simultaneously and accurately complete them while taking into consideration special assignments, frequent interruptions, changing priorities, deadlines, available resources, and multiple reporting relationships.
- Demonstrates an ability to effectively communicate in written and oral forms.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

SELECTION PROCESS:

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

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

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

PRESENTING AN OFFER

Interested offerors must submit the following:

1. Eligible offerors are required to complete and submit the **AID 309-2 (Offeror Information For Personal Services Contracts With Individuals)** form. The **AID 309-2** Application form can be found on the USAID website <https://www.usaid.gov/forms/aid-309-2>. **Continuous Pages** are required if your work experience description goes beyond Section C - Additional Work Experience in **AID 309-2**. Continuous Pages can be found on the U.S. Embassy website <https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/>
2. A resume or curriculum vitae (CV) without photo.
3. A copy of transcript.
4. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor offerors for the permit (check with Thai Immigration Bureau website <https://www.immigration.go.th> for the information of Thai Residency Permit).
5. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).

6. All required documents must be scanned and submitted via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats. Please do not submit documents in zip files or web links.
7. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.
8. To ensure consideration of application for the intended position, the offeror submissions must clearly reference the Solicitation number on all offeror submitted documents. The email subject should read: **First name Last name – USAID 72048623R10010 PRO Development Assistance Specialist (Management and Geographic Information System – MGIS Specialist), FSN-11**

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
 - **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

V. BENEFITS AND ALLOWANCES

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan

6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

VI. TAXES

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

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

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

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct**
By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGES%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.

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

END OF SOLICITATION