



# USAID | UKRAINE

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 720-121-23-R-10015

**ISSUANCE DATE:** May 25, 2023

**CLOSING DATE/TIME:** June 08, 2023, at 11:59 p.m. Kyiv Time

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.

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 Personal Service Contract (PSC), 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 [kvivvacancies@usaid.gov](mailto:kvivvacancies@usaid.gov).

Sincerely,

Annmarie McGillicuddy  
**Contracting Officer**

**Solicitations open to:** Ukrainian Nationals (Residency/Ukrainian Work Permit)

**Solicitation No.:** 720-121-23-R-10015

**Position Title:** Project Management Specialist (Engineering)

**Issuance date:** May 25, 2023

**Closing date and time:** June 08, 2023, at 11:59 p.m. Kyiv Time

**Work hours:** 40 hours (Full time)

**Position Grade:** FSN-12

**Market Value:** **Basic Annual Rate (in U.S. Dollars): \$53,055-68,966** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ukraine. Final compensation will be negotiated within the listed market value.

**Place of Performance:** Kyiv, Ukraine

**Period of Performance:** Five (5) years contract with the possibility of extension

**Security Level Required:** Facility Access

#### **STATEMENT OF DUTIES:**

The position is in the USAID/Ukraine Office of Program Coordination and Strategy (PCS). The incumbent provides engineering expertise in the development, management and monitoring of USAID-supported infrastructure activities in Ukraine and Moldova. The incumbent participates in the specialized review/development of activity designs and specifications, cost estimates, schedules, procurement documents, submittals, etc., and provides professional engineering advice. S/he coordinates with relevant government officials, USAID colleagues, implementing partners, and stakeholders to plan, design, and implement infrastructure activities to meet USAID/Ukraine's development objectives. The incumbent works closely with technical teams and leadership in meeting his/her responsibilities. The incumbent coordinates with the USAID/Moldova Mission and provides technical support in managing their construction portfolio. This position requires frequent travel to conduct site visits within Ukraine, and occasional regional travel to Moldova.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

**Mission Technical Advisory Services:** Provides professional engineering advisory services and support to USAID/Ukraine and USAID/Moldova staff on engineering and construction aspects of activity planning, development, negotiation, implementation, risk management, and evaluation.

The incumbent provides engineering advice and specific recommendations on program strategies and operational details with regards to USAID policies, practices, and procurement regulations, as well as U.S. and local best practices.

The incumbent guides Mission staff and implementing partners to ensure that infrastructure activities comply with United States Government (USG) and USAID regulations and other construction-relevant requirements/guidelines.

The incumbent mentors and supports Mission staff, particularly the Contracting Office and their representative (COR/AORs), in identifying construction components within activities and mitigating the risks. The incumbent represents USAID/Ukraine at events related to infrastructure development and maintains a working relationship with professional engineering and construction organizations, in particular those that establish infrastructure standards and disseminate best practices and lessons learned in the region.

The incumbent coordinates with internal and external stakeholders, including other USAID/Ukraine

teams, other donors, and the Government of Ukraine regarding assessments, reviews, and feasibility studies. The incumbent provides technical support to COR/AORs and the Mission Environmental Officer (MEO) on environmental compliance and contributes to environmental analysis for Mission or regional activities with infrastructure.

**Project Planning:** The incumbent manages and/or assists in the development of infrastructure activities' goals and objectives; budgets and schedules; procurement vehicle and delivery method; solicitation and negotiations; and final contract/agreement. The incumbent reviews or establishes design parameters for infrastructure activities and recommends applicable engineering codes and standards and monitors compliance with such codes and standards. The incumbent drafts internal documentation, correspondence, and other documentation necessary for implementation of the activity. The incumbent evaluates feasibility of proposed infrastructure activities, conducts field visits and assessments. Develops independent government cost estimates and activity budget estimates and contributes to drafting statements of work and program descriptions for activities that include construction or engineering services. The incumbent serves on evaluation committees and evaluates proposals related to all engineering or construction services, firms' qualifications and capacity, and other proposals that include infrastructure components. Provides technical support on environmental compliance issues and contributes to environmental aspects of program design, implementation and evaluation in Mission or regional programs with infrastructure.

The incumbent coordinates with project teams in technical offices (Democracy and Governance, Economic Growth, and Health) and with other USAID personnel (in particular, in acquisition and assistance, program development, and financial support offices).

**Project Management:** The incumbent conducts day-to-day support of the Mission's construction portfolio. Serves as a Contracting/Agreement Officer's Representative (COR/AOR) for Architecture and Engineering (A-E) and infrastructure mechanisms. Monitors the implementing partners compliance with terms of contracts/agreements. Reviews and approves payment vouchers. The incumbent reviews and provides recommendations on draft work plans, health and safety plans, operations and maintenance plans, budgets/expenditures as appropriate, engineering/architectural plans and designs, specifications, and reports and studies. Prepares briefing materials and presentations for USAID staff and management.

The incumbent works with technical teams to prepare periodic financial and progress reports on infrastructure projects. Coordinates with implementing partners, the Government of Ukraine, beneficiary communities, and other stakeholders to ensure that effective communication and development results are achieved.

**Construction Oversight:** The incumbent regularly monitors and inspects project implementation in Ukraine and Moldova. Based on site inspections alerts Cos and/or CORs on potential issues and provides recommendations for improvement and corrective actions. Provides solutions and advice on construction and logistical problems related to technical constraints, politics, environment, social and economic factors, and security situation. The incumbent reports on construction progress, participates in technical meetings, coordinates site visits, and plans/participates in special events.

The incumbent conducts site inspections and prepares trip reports to be shared with COR/AORs and CO/AOs and works with COR/AORs on proper close out of construction activities, availability of all required documentation including as-built drawings, warranties and guarantees, operation and maintenance manuals. The incumbent works with COR/AORs to ensure issues found during the construction warranty period are addressed in a timely manner. Provides professional advice on contractors' claims including change orders (variation orders), time extensions, requests for equitable adjustments, and disputes.

**Coordination Duties:** The incumbent participates in general, administrative, and other meetings, portfolio reviews, etc., and assists in the development of administrative documentation and Mission reporting as requested. The incumbent coordinates, adapts, and disseminates lessons learned on

construction activities to strengthen and expand interventions to achieve USAID development objectives. The incumbent coordinates with other USG Agencies, donors and international development and humanitarian actors who are involved in the implementation of construction/infrastructure improvement activities and provides other services as assigned by the Director of Program Coordination and Strategy or by Mission Management.

*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.*

**Supervisory Relationship:** Supervision will be received from the Director of the Office of Program Coordination and Strategy. Nature of the position and demands on senior management time will require the highest level of initiative on the part of the Engineer. The level of supervision received is generally limited to guidance and direction rather than assistance in completing assigned tasks; interaction and communications on program activities will be regular.

**Supervisory Controls:** Full supervision of other USAID staff is not contemplated.

**Physical Demands:** The work requested does not involve undue physical demand.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** At a minimum a master's degree in Engineering, Construction Management, or a related field is required.

**Work Experience:** A minimum of five (5) years of progressive experience in engineering design, project management, construction management, and/or engineering is required.

**Language Proficiency:** Level IV (fluent) in English and Ukrainian language proficiency (speak/read/write) is required.

#### **EVALUATION AND SELECTION FACTORS:**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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.

**Selection Process and Basis of Evaluation:** Offerors who clearly meet the minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see points below) and ranked based on the evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to

determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

**40 points – Job Knowledge:** Professional in-depth knowledge of engineering and construction principles, international and local standards, theories, concepts, and practices. Demonstrated expert knowledge of competitive procurement procedures for commodities and services, project and program management principles are required. Good knowledge of environmental risk mitigation plans, construction health and safety compliance, risk management and quality assurance/ quality control concepts. Good knowledge of the host country engineering and construction procurement systems and requirements.

**60 points – Skills and Abilities:** Strong organizational, analytical, and research skills. Excellent teamwork and interpersonal skills in cross-cultural and multi-level settings and the ability to build and maintain collaborative working relationships within a team - in order to interact effectively colleagues and interlocutors both within and outside the USG, including mid- and senior-level government officials and high-level members of the business community, etc. Demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues. Ability to apply standard engineering practices, methods and techniques to perform a broad scope of general civil engineering work with latitude for independent actions. Ability to communicate effectively in writing and verbally in order to lead and participate in discussions and meetings effectively, prepare reports and other written material. Intermediate computer skills are essential for effectively operating in this position. Example of software includes Google suite, Microsoft Office suite, statistical and other relevant software.

**TOTAL POSSIBLE POINTS: 100 points**

#### **HOW TO APPLY:**

Eligible Offerors are requested to submit a complete application package which must include all the required documents in English electronically to [kyivvacancies@usaid.gov](mailto:kyivvacancies@usaid.gov) with **Subject line: Project Management Specialist (Engineering) (720-121-23-R-10015).**

ANY/ALL application submissions received after the closing date will not be considered.

#### **REQUIRED DOCUMENTS:**

- 1. Cover Letter:** A memo or email that outlines how your qualifications and experience meet the selection criteria.
- 2. Application for Employment (DS-174):** The form can be downloaded from this link <https://eforms.state.gov/Forms/ds174.pdf>. Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed. **AND;**
- 3. Current Resume/Curriculum Vitae (CV):** The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the stated technical evaluation criteria, listed above.

#### **IMPORTANT:**

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

**Note:**

- ∅ Only short-listed candidates will be notified.
- ∅ This vacancy is open to Ukrainian Nationals (Ukrainian Nationals (Residency/Ukrainian Work Permit Required)).
- ∅ Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- ∅ No in-person appointments or telephone calls will be entertained.
- ∅ Offerors who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement.
- ∅ Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents (passport, proof of residency or work permit) as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.
- ∅ The Agency retains the full right to cancel or amend the solicitation and associated actions at any time.

**BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

**BENEFITS**

- A. Health and Life Insurance coverage: Provided under the Compensation Plan.
- B. Defined Contribution Plan: Upon separation, a lump sum benefit equal to 12% of the basic salary earned for the duration worked under the appointment.

**ALLOWANCES (as applicable)**

- A. Meal Allowances: The annual amount is \$853 for employees working on a full-time basis.
- B. Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.
- C. Unique Conditions of Work Allowances/ Benefits: 10% of Basic Rate Additional information may be provided to the selected offeror at the time of the salary offer.

**TAXES:**

Locally Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

**USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:**

USAID regulations and policies governing **CCN and TCN 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 below:

#### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: Agency/B Code: 797	1	LOT	\$ TBD	\$ TBD at Award after negotiations with Contractor

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>

**USAID Acquisition and Assistance Policy Directives (AAPD-20-08):** Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/sites/default/files/documents/AAPD-20-08.pdf>

**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>

#### **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>.

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO):**

The U.S. Mission in Ukraine provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Ukraine also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**