



# USAID | NEPAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72036724R10001  
**ISSUANCE DATE:** 01/12/2024  
**CLOSING DATE/TIME:** 02/02/2024 (11:59 PM Nepal time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for the **FSN-12 USAID Project Management Specialist-Agriculture (Economic Growth Office Deputy Director)**, (under the Local Compensation Plan)

*Note: Previous experience with the USG, USAID, or on a USAID project is NOT required. USAID/Nepal is interested in diversifying its workforce to reflect the diversity of experiences, perspectives, and knowledge that exists across Nepal. USAID/Nepal values all relevant experiences regardless of where they were gained and encourages applicants to highlight in their application any knowledge and skills that adds value to the position advertised.*

*USAID will evaluate all offerors based on the stated evaluation criteria. USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, religion, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.*

**How to apply:** Please submit a cover letter, resume and a completed form [DS 174](#) to [USAIDNepalhr@usaid.gov](mailto:USAIDNepalhr@usaid.gov)  
For more information please see section IV of this solicitation.

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.

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 1.

Sincerely,

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Contracting Officer  
USAID/Nepal

U.S. Agency for International Development Tel: 977-1-4234000  
G.P.O. Box 295 Fax 977-1-4007285  
U.S. Embassy, Maharajgunj <http://nepal.usaid.gov>  
KATHMANDU, NEPAL

आव्हान सङ्ख्या : 72036724R10001

जारी मिति : January 12, 2024

अन्तिम मिति/समय : February 2, 2024

विषय : **FSN-12 USAID Project Management Specialist (Agriculture)** (स्थानीय पारिश्रमिक योजना अन्तर्गत)  
पदपूर्तिका निम्ति इच्छुक व्यक्तिहरूमा आव्हान

नोट : अमेरिकी सरकार, युएसएआईडी अथवा युएसएआईडीको कुनै परियोजनासँगको पूर्व अनुभव अनिवार्य छैन । युएसएआईडी-नेपाल नेपालभर रहेका अनुभवहरू, दृष्टिकोणहरू र ज्ञानको विविधता प्रतिबिम्बित हुने गरी आफ्नो जनशक्तिको विविधीकरण गर्न इच्छुक रहेको छ । युएसएआईडी-नेपालले जहाँसुकै हासिल गरिएका भए पनि सबै सान्दर्भिक अनुभवहरूलाई महत्त्व दिन्छ र विज्ञापन गरिएको पदको मूल्याङ्कन बढाउने कुनै पनि ज्ञान वा सीपमाथि आफ्नो आवेदनमा जोड दिन आवेदकहरूलाई प्रोत्साहित गर्दछ ।

युएसएआईडीले सबै प्रस्तावकहरूको मूल्याङ्कन उल्लिखित मूल्याङ्कन मापदण्डका आधारमा गर्नेछ । युएसएआईडी-नेपाल समान अवसरदायक रोजगारदाता हो जुन नेपाली समाजको सामाजिक तथा जातीय विविधता प्रतिबिम्बित गर्ने कर्मचारी संरचना निर्माणप्रति प्रतिबद्ध छ । हामी सामाजिक समावेशीकरण र विविधताले उत्कृष्टतामा योगदान पुऱ्याउँछ भन्ने विश्वास गर्दछौं । युएसएआईडी-नेपालले कर्मचारी भर्तीसम्बन्धी निर्णयहरू लिङ्ग, लैङ्गिक पहिचान, जात, वर्ण, जातीयता, धर्म, अपाङ्गता, वैवाहिक हैसियत, उमेर (४० वर्षमाथि भएमा) वा यौनिक झुकावको परवाहबिना गर्दछ । हामी सबै पृष्ठभूमिका व्यक्तिहरूलाई आवेदन दिन प्रोत्साहित गर्दछौं ।

आवेदन कसरी गर्ने : कृपया USAIDNepalhr@usaid.gov मा इमेलमार्फत कभर लेटर, रेजुमे र भरेको [DS 174](#) फाराम पेस गर्नुहोस् । थप जानकारीका लागि यस आव्हानको पृष्ठ ४ हेर्नुहोला ।

सम्भावित प्रस्तावकहरू,

अमेरिकी सरकारको प्रतिनिधित्व गर्दै अमेरिकी अन्तर्राष्ट्रिय विकास नियोग (युएसएआईडी) यस आव्हानमा प्रस्तुत विवरणबमोजिम करार अन्तर्गत व्यक्तिगत सेवा प्रदान गर्ने योग्य व्यक्तिहरूबाट प्रस्तावको माग गर्दछ ।

प्रस्तावहरू अनिवार्य रूपमा यस आव्हानको Attachment 1 अनुरूप हुनुपर्दछ । अपूर्ण वा हस्ताक्षर नगरिएका प्रस्तावउपर विचार गरिनेछैन । प्रस्तावकहरूले आफ्ना रेकर्डका निम्ति सम्पूर्ण प्रस्ताव सामग्रीका प्रति आफूसँग राख्नुपर्दछ ।

यस आव्हानले व्यक्तिगत सेवा करार (PSC) प्रदान गर्न युएसएआईडीलाई कुनै पनि किसिमले बाध्य गर्दैन न त प्रस्तावहरू तयार र पेस गर्दा सिर्जित कुनै खर्च बेहोर्न युएसएआईडीलाई वचनबद्ध नै गर्दछ ।

कुनै जिज्ञासा भएमा Attachment 1 मा तोकिए अनुसारको सम्पर्क बिन्दुमा लिखित रूपमा पठाउनु पर्नेछ ।

भवदीय,

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अनुबन्धन अधिकारी  
युएसएआईडी-नेपाल

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72036724R10001
- 2. ISSUANCE DATE:** 01/12/2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 02/02/2024 (11:59 PM Nepal time)
- 4. POINT OF CONTACT:** USAID/Nepal HR office, email at [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist (Agriculture)
- 6. NUMBER OF VACANCIES:** ONE (1)
- 7. MARKET VALUE:** Final compensation will be negotiated within the market value for the position equivalent to **FSN-12** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Nepal. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation.
- 8. PERIOD OF PERFORMANCE:** Estimated to start o/a May 1, 2024 through o/a April 30, 2029 (depending on the security clearance process)

*Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.*

- 9. PLACE OF PERFORMANCE:** Kathmandu, Nepal with possible travel as stated in the Statement of Duties.
- 10. ELIGIBLE OFFERORS:** All interesting candidates - Cooperating Country Nationals (CCNs)  
*AIDAR, Appendix J. 1 (b) Definitions:*  
(6) "Cooperating country" means the country in which the employing USAID Mission is located.  
(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 11. SECURITY LEVEL REQUIRED:** Facility and computer access.

**12. STATEMENT OF DUTIES**

**i. General Statement of Purpose of the Contract**

Feed the Future (FtF), the U.S. Government's (USG's) global hunger and food security initiative, works hand-in-hand with the Government of Nepal (GON) and the private sector to develop Nepal's agriculture sector, produce more diverse and nutritious foods, improve agricultural practices among farmers, and create more inclusive economic opportunities.

USAID's Economic Growth (EG) Office manages the FtF program and a dedicated FtF Team.

The Project Management Specialist (Agriculture) / EG Office Deputy Director is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of agriculture and food security activities. The Specialist serves as the EG Office's senior advisor on agriculture issues and provides leadership in identifying opportunities for USG engagement in agriculture programming. The Specialist will be responsible for engaging with internal and external stakeholders such as senior level government ministry counterparts, the private sector and other donors to build and manage new relationships that advance USAID efforts. As one of two EG Office Deputy Directors, the Specialist oversees the FtF portfolio and

Team, supervising technical staff, and overseeing the AOR responsibilities of the Agriculture Team. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement agriculture programs and activities in the EG Office portfolio. The Deputy Director (Agriculture) serves as the in-house subject matter expert on agriculture and the Mission's senior representative in policy, strategic, and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of agriculture and food security activities.

## ii. Statement of Duties to be Performed.

The Major Duties and Responsibilities include:

### A. Strategic and Technical Leadership (30%)

- Serves as a Supervisory Specialist for the FtF portfolio and provides expert direction in the design, implementation, monitoring and evaluation of agriculture and food security programs and interventions.
- Maintains and applies his/her technical expertise in the specific areas of responsibilities within EG office, USAID Mission, US Embassy and implementing partners.
- Leads and supervises efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in Nepal's agricultural transformation. Identifies and leads on opportunities for climate change adaptation and mitigation within the FtF portfolio. Ensures programmatic coordination and complementarity with other USAID cross-cutting issues including, but not limited to, environment, nutrition, governance, health security, water, sanitation, and hygiene (WASH) program.
- Guides strategic partnerships with public and private sector partners to advance USAID's agricultural transformation agenda and leverage external resources.
- Keeps informed of emerging developments in agricultural transformation and advises accordingly on how these policies, strategies, findings, and technical guidelines can most effectively be incorporated into the Mission's programming. Regularly communicates with local and international stakeholders.
- Plays a key role in identifying and coordinating among the various USG and internal USAID agriculture, food security, and nutrition activities and relevant stakeholders. Serves as the FtF Coordinator for Nepal, coordinating among all USG interagency stakeholders and implementing partners.

### B. Project Management (30%)

- Develops concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to the design of agriculture and food security programs, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- Leads routine meetings with implementing partners to discuss technical and programmatic direction of the FtF portfolio. Conducts field visits to FtF activities to meet with implementing partners, private sector, and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Compiles, analyzes, and disseminates, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.
- May serve, if needed, as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.

### C. Representation and Coordination (20%)

- Represents USAID at designated sub-national, national, regional, and international meetings that relate to agriculture, including regular participation in national level agriculture, food security, and food systems technical working groups and related committees.
- Develops, maintains, and strengthens working relationships with key partners, including national ministries, provincial ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase coordination and collaboration among key stakeholders.
- Provides briefings to USAID and its partners on the status of USAID agriculture and food security activities in Nepal. Prepares and delivers presentations on the same issues to local and provincial governments, Nepali federal government officials, USG officials, and international and local program partners and colleagues.

- Serves as the Mission’s representative on all inter-agency forums related to agriculture and food security. Organizes site visits and prepares orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress related to FtF.

**D. Supervision, Coaching/Mentoring and Staff Support (20%)**

- Supervises up to three Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching them to facilitate professional development.
- Conducts regular performance reviews and addresses any performance challenges that may arise. Works with direct reports to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training. Provides expert advice and guidance to direct reports on matters relating to agriculture, food security, and program management.
- Models and maintains adherence to Equal Employment Opportunity (EEO) policies and philosophies of valuing diversity, equity, inclusion, and accessibility in the workplace. Ensures staff consider and respect diverse perspectives when developing solutions and work products.

**iii. Supervisory Relationship**

The Project Management Specialist (Agriculture) works under the general supervision and policy guidance of the Office Director.

**iv. Supervisory Controls**

The Project Management Specialist (Agriculture) directly supervises professional staff including field-based staff up to three staff. The Specialist provides training, approves leave, and exercises the normal first line of supervision.

**13. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- Education:** A Bachelor’s degree in agriculture, agricultural economics or a related field is required.
- Prior Work Experience:** At least seven (7) years of progressively responsible experience in agriculture, including work in environments comparable to those of Nepal. The position requires a combination of managerial, technical, and analytical abilities, and experience in both leading and influencing teams. Expertise is required in the areas of agricultural development, food security, sector policy reform, monitoring and evaluation, and program design. Additional experience in working with the private sector and access to finance are a plus. Computer literacy is required for this position.
- Language Proficiency:** Level IV (fluent) in English reading, writing and speaking ability is required. This will be tested.
- Job Knowledge:**  
The Project Management Specialist (Agriculture) must have an in-depth professional-level knowledge of agricultural development and food security principles, concepts, and practices, especially as they relate to Nepal, and the problems and policies facing the agriculture sector in Nepal from the business, political, impacted population, and social perspectives. Must have in-depth professional-level knowledge of strategy, programming, and implementation of activities in the agriculture sector. Technical knowledge of agricultural development and transformation trends in Asia, with a focus in Nepal, is required. A broad understanding of emerging, evidence-based approaches in climate-smart agricultural technologies is required. Knowledge of policies and the enabling environment, institutional structures, financing, private sector engagement, and gender and social inclusion in the development context is required. The Project Management Specialist (Agriculture) must have the potential to quickly acquire knowledge of USG legislation, policy, and practice relating to FtF and to USAID programming, policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. Must have professional-level knowledge and understanding of the respective roles of the different levels of the GON in order to enhance effective communication, and to develop consensus on program strategy and implementation with USAID.
- Skills and Abilities:**  
The Project Management Specialist (Agriculture) must have excellent verbal communication and interpersonal skills, and diplomacy to establish and develop sustainable working relations and a high level of trust with senior- and mid-level GON

officials, and with public and private organizations, such as primary USAID technical contacts. The Specialist must possess the ability to manage multiple priorities including projects, engagements, and information requests. This will entail excellent communication skills and superb attention to detail. As a supervisor, the Project Management Specialist must have demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming. The Project Management Specialist must have the ability to effectively apply principles of equity, diversity, inclusion, and accessibility within all aspects of their work, including within the Mission, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships, with the objective of bringing in the various perspectives and voices of populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development.

Excellent writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in developing strategies for implementation is desired. The ability to work effectively in a multicultural team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary. The work requires good computer skills to manage the achievement of goals and objectives. The Deputy Director must have excellent organization and management skills, and the ability to plan, organize, and implement a multifaceted workload.

The ability to travel frequently to remote locations across the country is required.

Level I rudimentary knowledge of one of the local languages is required. A good knowledge of Nepali work culture, language and Nepal development issues and context is required so as to be able to communicate effectively and work collaboratively with stakeholders at the local levels.

### **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 (TEC) 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.

Following the application packages initial screening by the USAID/Caucasus HR Unit, the offerors meeting the minimum qualifications (*see section II above*) will be evaluated by the TEC and may be invited to participate further, including a language examination, writing test, and potentially interview. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

#### **Strategic and Technical Leadership (30%)**

- Demonstrated ability leading and supervising efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in Nepal's agricultural transformation, including climate change adaptation and mitigation.
- Demonstrated work experience coordinating agricultural efforts with related technical issues including, but not limited to, environment, nutrition, governance, health security, water, sanitation, and hygiene initiatives.
- Extent of professional experience guiding strategic partnerships with public and private sector partners to advance agricultural transformation agenda and leverage external resources.
- Demonstrated experience making recommendations on policies and strategies based on knowledge of latest agriculture developments.
- Length and complexity of experience providing expert advice and guidance to direct reports on matters relating to agriculture, food security, and program management.

### **Project Management (30%)**

- The extent of their demonstrated experience designing and managing projects and providing expert direction in the design, implementation, monitoring and evaluation of agriculture and food security programs and interventions.
- Range of experience leading meetings with various stakeholders (partners, private sector, and government officials) to discuss technical, programmatic, and administrative and policy issues.
- Demonstrated ability to assess problems, clearly articulate a synthesis of the issues, and propose multiple alternative solutions to a range of stakeholders including, colleagues, management and Government counterparts (at local and federal levels).
- Extent and range of project management skills, including financial management, administrative, and monitoring skills used to track performance of assigned activities.

### **Representation and Coordination (20%)**

- Demonstrated ability to develop, maintain, and strengthen working relationships with key partners, including national ministries, provincial ministries, local governments, international organizations and other donors, private sector, NGOs, universities, and the media to identify and implement efforts to increase coordination and collaboration among key stakeholders.
- Effective and persuasive written and verbal presentation, facilitation, and public speaking skills to a variety of audiences and representing an organization to different audiences.
- Extent of experience in communicating with various audiences (local and international stakeholders), coordinating with other donors/organizations working on agriculture, food security, and nutrition activities.

### **Supervision, Coaching/Mentoring and Staff Support (20%)**

- The extent and complexity of past or current job roles with technical and managerial responsibility, tight deadlines, and multiple priorities.
- Demonstrated ability to supervise/coach/mentor a team, including but not limited to developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching them to facilitate professional development and/or meet programmatic goals.
- Understanding of the principles of diversity, inclusion, equity, and accessibility (DEIA) and demonstrated capacity and willingness to apply DEIA principles to their work.

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**TOTAL: 100 points**

**Reference check (Pass/Fail)**

Negotiations will be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

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

- a. Eligible Offerors are required to complete and submit:
  1. Application form DS-174, the form in English is at <https://eforms.state.gov/Forms/ds174.PDF>
  2. Resume not to exceed three (3) pages.
  3. Cover Letter of approximately 500-750 words (1 page), expressing how the offeror's qualifications meet the evaluation and selection factors per section III above.
  4. A List of three most recent professional references with their contact details.

***Offerors who do not submit any of the required documents as mentioned above will not be considered further.***

- b. 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: [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)**
- c. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

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

- a. Once the Contracting Officer (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 forms required to obtain medical and

security clearances.

- b. **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. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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.

**VII. BENEFITS/ALLOWANCES**

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

**BENEFITS:**

- Health Insurance Coverage for the selected candidate and immediate family members
- Variable Contribution Fund (18.33% of the annual base salary)- Employee and Employer
- Annual Bonus payment (1/12 of annual base salary)

**ALLOWANCES:**

- Miscellaneous allowance NRs. 68,000 annually

**VIII. TAXES**

Local Employed Staff are responsible for paying local income taxes.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. <b>R497</b> ] - Accounting Info: <b>[USAID/Nepal funding]</b>	1	LOT	\$ _TBD_____	\$ _TBD at Award 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>
- **AAPD 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022

AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.



AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts

AAPD No. 21-04, ATTACHMENT 6: Overview of Applicability of FAR 52.223-99

- **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
  - **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
  - **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006
  - **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03
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/work-usaid/personal-service-contracts-ombudsman>.

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

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age, or sexual orientation. Diversity, equity, inclusion, and accessibility are among USAID’s core values. We welcome candidates of all backgrounds to apply and highlight in their applications their own diverse backgrounds and experiences that contribute to a more vibrant, dynamic, and inclusive workplace.*

## Position Description

### USAID Project Management Specialist (Agriculture)-CCNPSC-12 USAID/Nepal Economic Growth (EG) Office

#### BASIC FUNCTION OF THE POSITION:

Feed the Future (FtF), the U.S. Government's (USG's) global hunger and food security initiative, works hand-in-hand with the Government of Nepal (GON) and the private sector to develop Nepal's agriculture sector, produce more diverse and nutritious foods, improve agricultural practices among farmers, and create more inclusive economic opportunities.

USAID's Economic Growth (EG) Office manages the FtF program and a dedicated FtF Team.

The Project Management Specialist (Agriculture) / EG Office Deputy Director is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of agriculture and food security activities. The Specialist serves as the EG Office's senior advisor on agriculture issues and provides leadership in identifying opportunities for USG engagement in agriculture programming. The Specialist will be responsible for engaging with internal and external stakeholders such as senior level government ministry counterparts, the private sector and other donors to build and manage new relationships that advance USAID efforts. As one of two EG Office Deputy Directors, the Specialist oversees the FtF portfolio and Team, supervising technical staff, and overseeing the AOR responsibilities of the Agriculture Team. This senior position ensures that the Mission has the necessary STRATEGIC, technical, and management expertise to handle and successfully implement agriculture programs and activities in the EG Office portfolio. The Deputy Director (Agriculture) serves as the in-house subject matter expert on agriculture and the Mission's senior representative in policy, strategic, and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts in implementation of agriculture and food security activities.

#### MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

##### A. Strategic and Technical Leadership (30%)

- Serves as a Supervisory Specialist for the FtF portfolio and provides expert direction in the design, implementation, monitoring and evaluation of agriculture and food security programs and interventions.
- Maintains and applies his/her technical expertise in the specific areas of responsibilities within EG office, USAID Mission, US Embassy and implementing partners.
- Leads and supervises efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in Nepal's agricultural transformation. Identifies and leads on opportunities for climate change adaptation and mitigation within the FtF portfolio. Ensures programmatic coordination and complementarity with other USAID cross-cutting issues including, but not limited to, environment, nutrition, governance, health security, water, sanitation, and hygiene (WASH) program.
- Guides strategic partnerships with public and private sector partners to advance USAID's agricultural transformation agenda and leverage external resources.
- Keeps informed of emerging developments in agricultural transformation and advises accordingly on how these policies, strategies, findings, and technical guidelines can most effectively be incorporated into the Mission's programming. Regularly communicates with local and international stakeholders.
- Plays a key role in identifying and coordinating among the various USG and internal USAID agriculture, food security, and nutrition activities and relevant stakeholders. Serves as the FtF Coordinator for Nepal, coordinating among all USG interagency stakeholders and implementing partners.

**B. Project Management (30%)**

- Develops concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to the design of agriculture and food security programs, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- Leads routine meetings with implementing partners to discuss technical and programmatic direction of the FtF portfolio. Conducts field visits to FtF activities to meet with implementing partners, private sector, and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Compiles, analyzes, and disseminates, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.
- May serve, if needed, as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.

**C. Representation and Coordination (20%)**

- Represents USAID at designated sub-national, national, regional, and international meetings that relate to agriculture, including regular participation in national level agriculture, food security, and food systems technical working groups and related committees.
- Develops, maintains, and strengthens working relationships with key partners, including national ministries, provincial ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase coordination and collaboration among key stakeholders.
- Provides briefings to USAID and its partners on the status of USAID agriculture and food security activities in Nepal. Prepares and delivers presentations on the same issues to local and provincial governments, Nepali federal government officials, USG officials, and international and local program partners and colleagues.
- Serves as the Mission's representative on all inter-agency forums related to agriculture and food security. Organizes site visits and prepares orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress related to FtF.

**D. Supervision, Coaching/Mentoring and Staff Support (20%)**

- Supervises up to three Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching them to facilitate professional development.
- Conducts regular performance reviews and addresses any performance challenges that may arise. Works with direct reports to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training. Provides expert advice and guidance to direct reports on matters relating to agriculture, food security, and program management.
- Models and maintains adherence to Equal Employment Opportunity (EEO) policies and philosophies of valuing diversity, equity, inclusion, and accessibility in the workplace. Ensures staff consider and respect diverse perspectives when developing solutions and work products.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. Education:** A Bachelor's degree in agriculture, agricultural economics or a related field is required.
- b. Prior Work Experience:** At least seven (7) years of progressively responsible experience in agriculture, including work in environments comparable to those of Nepal. The position requires a combination of managerial, technical, and analytical abilities, and experience in both leading and influencing teams. Expertise is required in the areas of agricultural development, food security, sector policy reform, monitoring and evaluation, and program design. Additional experience in working with the private sector and access to finance are a plus. Computer literacy is required for this position.

- c. **Post Entry Training:** On job training in USAID programming and implementation procedure. ADS related training. Formal AOR/COR training may be required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- d. **Language Proficiency:** Level IV (fluent) in English reading, writing and speaking ability is required. This will be tested.
- e. **Job Knowledge:**  
The Project Management Specialist (Agriculture) must have an in-depth professional-level knowledge of agricultural development and food security principles, concepts, and practices, especially as they relate to Nepal, and the problems and policies facing the agriculture sector in Nepal from the business, political, impacted population, and social perspectives. Must have in-depth professional-level knowledge of strategy, programming, and implementation of activities in the agriculture sector. Technical knowledge of agricultural development and transformation trends in Asia, with a focus in Nepal, is required. A broad understanding of emerging, evidence-based approaches in climate-smart agricultural technologies is required. Knowledge of policies and the enabling environment, institutional structures, financing, private sector engagement, and gender and social inclusion in the development context is required. The Project Management Specialist (Agriculture) must have the potential to quickly acquire knowledge of USG legislation, policy, and practice relating to FtF and to USAID programming, policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. Must have professional-level knowledge and understanding of the respective roles of the different levels of the GON in order to enhance effective communication, and to develop consensus on program strategy and implementation with USAID.
- f. **Skills and Abilities:**  
The Project Management Specialist (Agriculture) must have excellent verbal communication and interpersonal skills, and diplomacy to establish and develop sustainable working relations and a high level of trust with senior- and mid-level GON officials, and with public and private organizations, such as primary USAID technical contacts. The Specialist must possess the ability to manage multiple priorities including projects, engagements, and information requests. This will entail excellent communication skills and superb attention to detail. As a supervisor, the Project Management Specialist must have demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming. The Project Management Specialist must have the ability to effectively apply principles of equity, diversity, inclusion, and accessibility within all aspects of their work, including within the Mission, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships, with the objective of bringing in the various perspectives and voices of populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development.

Excellent writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in developing strategies for implementation is desired. The ability to work effectively in a multicultural team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary. The work requires good computer skills to manage the achievement of goals and objectives. The Deputy Director must have excellent organization and management skills, and the ability to plan, organize, and implement a multifaceted workload.

The ability to travel frequently to remote locations across the country is required.

Level I rudimentary knowledge of one of the local languages is required. A good knowledge of Nepali work culture, language and Nepal development issues and context is required so as to be able to communicate effectively and work collaboratively with stakeholders at the local levels.

#### **POSITION ELEMENTS:**

- a. Supervision Received:** The Project Management Specialist (Agriculture) works under the general supervision and policy guidance of the Office Director, who will review and approve his/her work plan and performance measures. While some assignments are made orally and in writing, most assignments are self-generated and occur in the normal course of work. The Deputy Director exercises independence in most phases of his/her job responsibilities but determines situations that must be coordinated with the supervisor or other team members. The supervisor occasionally provides a review of the assignment, the goals, and objectives to be achieved, and the results expected. The Deputy seeks advice and assistance as required. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.
- b. Supervision Exercised:** The Project Management Specialist (Agriculture) directly supervises professional staff including field-based staff up to three staff. The Specialist provides training, approves leave, and exercises the normal first line of supervision.
- c. Available Guidelines:** Available guidelines include USG, USAID, and FtF guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. All of these are general, presenting options and approaches rather than blueprints. Therefore, the Specialist must be able to assess alternatives and interpret guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.
- d. Exercise of Judgment:** A high degree of independent judgment is required for developing, implementing, and managing the FtF portfolio and individual activities within it, identifying opportunities to use available USAID resources and mechanisms to advance agricultural transformation and improve food security in Nepal, reviewing program documentation, and managing assigned actions and tasks. Excellent judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact.
- e. Authority to Make Commitments:** The Project Management Specialist (Agriculture) exercises the authority given to AOR/CORs and may make administrative arrangements consistent with USAID Automated Directive System (ADS) guidance and Mission policy. S/he acts and establishes priorities based on available guidelines and professional judgment. Use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the Project Management Specialist (Agriculture) to resolve challenges for which there are no clear or immediate solutions.
- f. Nature, Level, and Purpose of Contacts:** The Project Management Specialist (Agriculture) will be required to establish strong working relationships with officials in national and sub-national governments, private companies, representatives of bilateral and multilateral donors/institutions, NGOs, and members of civil society organizations. Internal contacts should be established and maintained with the Front Office, Program Office, RLO, Office of Acquisition and Assistance, Office of Financial Management, and all other teams as necessary.
- g. Time Expected to Reach Full Performance Level:** One year.