



USAID | NEPAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72036724R10004
ISSUANCE DATE: 04/15/2024
CLOSING DATE/TIME: 04/29/2024 (08:30 AM Nepal time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for **FSN-12 USAID Development Program Advisor (Mission Senior Advisor)** (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 follow section IV below for instructions on how to submit the application for this position.

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,

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 : 72036724R10004

जारी मिति : April 15, 2024

अन्तिम मिति/समय : April 29, 2024 (08:30 AM Nepal time)

विषय : **FSN-12 USAID Development Program Advisor (Mission Senior Advisor)** (स्थानीय पारिश्रमिक योजनाअन्तर्गत) 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 ।

सम्भावित प्रस्तावकहरू,

अमेरिकी सरकारको प्रतिनिधित्व गर्दै अमेरिकी अन्तर्राष्ट्रिय विकास नियोग (युएसएआईडी) यस आव्हानमा प्रस्तुत विवरणबमोजिम करारअन्तर्गत 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.:** 72036724R10004
- 2. ISSUANCE DATE:** 04/15/2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 04/29/2024 (8:30 AM Nepal time)
- 4. POINT OF CONTACT:** USAID/Nepal HR office, email at usaidnepalhr@usaid.gov
- 5. POSITION TITLE:** FSN-12 USAID Development Program Advisor (Mission Senior Advisor)
- 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 September 1, 2024, through o/a August 31, 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

1. General Statement of Purpose of the Contract

The Mission Director and other staff in the Front Office (FO) are charged with providing senior leadership and oversight of the USAID Mission. In addition to the Mission Director, the FO includes a Deputy Director, the Resident Legal Officer, two Executive Assistants, the Development Outreach & Communications (Development, Outreach, and Communications (DOC)) team, and two Drivers.

The Mission Senior Advisor has four core areas of responsibility: strategic advice and leadership; relationship management; management of Front Office operations; and expertise on Nepali indigenous peoples. The position requires interfacing across the Embassy, USG Washington staff, Government of Nepal (GON), Development Partners, Implementing Partners, local contacts and other Front Office contacts relevant to USAID's development portfolio.

The Mission Senior Advisor will elevate attention to USAID priorities through strategic advice. S/he will align Mission efforts with Agency-wide efforts and support the continued implementation of various Agency-level and Mission strategies and plans. These responsibilities may include chairing Mission working groups and advisory bodies, and representation on interagency and external bodies. In this role, the Advisor will prepare position briefs, document discussions and decisions,

and present meeting reports to the USAID Mission Director and others, as appropriate. S/he will be responsible for creating a shared understanding of regulations and best practices related to Agency priorities, and to engage, liaise with and train USAID staff and community partners on various aspects of USAID priorities.

The Mission Senior Advisor will also advise the FO on strategic engagements and devise and monitor a strategic engagement plan, working closely with the DOC team and senior managers across the Mission. S/he will work closely with the USAID/Nepal Executive Assistants to ensure that FO systems are in place and operating effectively for smooth and efficient management of FO work streams.

2. Statement of Duties to be Performed

The Major Duties and Responsibilities include:

Strategic Advice and Leadership:

40%

1. Represent USAID Nepal on various working groups, advisory bodies, and councils promoting USAID priorities.
2. Serve as a key member of the Mission's Senior Leadership Team.
3. Serve as the direct liaison on specific USAID priorities with various points of contact at USAID/Washington. Exchange information, share feedback, coordinate comments on policies, and communicate best practices with Mission staff.
4. Gather and analyze information and generate concise reports and reporting cables on matters of strategic importance to USAID's development program.
5. Create plans, timelines, and calendars to organize the implementation of specific USAID priorities.
6. Build capacity of staff working across the Mission on specific new and emerging USAID priorities and initiatives to ensure their effective implementation.

Relationship Management:

25%

1. Build relationships, and work closely, with all Mission offices to determine gaps and opportunities to advance USAID objectives through more strategic external and internal relationships led by the Front Office.
2. Develop and manage a FO relationship management system that facilitates effective communications both inside and outside of USAID.
3. Advise FO on external engagements and strategic relationship building to enhance the effectiveness of USAID development programs.
4. Develop FO contacts to build linkages, partnerships, and networks with civil society organizations, private sector actors, and development partners.

Management of Front Office Operations:

25%

1. Develop a system to prioritize FO meetings and engagements aligned with Mission priorities, and work with FO Executive Assistants and Office Directors to delegate representational duties to Mission staff, as appropriate.
2. Oversee Executive Assistants' appropriate management of calendars and the FO document clearance and tracking system for the Mission Director and Deputy Mission Director so that all priorities are met.
3. Ensure that the Mission Director is prepared for meetings and events, and FO meetings are well-organized with agendas and background materials. Summarize deliverables for Mission leadership.
4. Ensure systems for proper management of records, correspondence and documentation are electronically accessible and easy to find.
5. Supervise two Front Office Executive Assistants and facilitate the professional development of the Executive Assistants to maintain effectiveness in their roles.
6. Organize and maintain a network and community of practice for Mission administrative assistants to advance networking, capacity building, and professional development of this cadre.
7. 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.

Expertise on Indigenous Peoples: 10%

1. Provide specialized expertise to increase engagement with Indigenous Peoples across the Mission.

3. Supervisory Relationship

The jobholder reports directly to the Mission Director.

4. Supervisory Controls

The jobholder will supervise and oversee the work of the two Executive Assistants in the Front Office.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Master's degree in or pertinent to the specialized fields of development studies, organizational development, administration, or operations management is required.
 - b. **Prior Work Experience:** A minimum of seven (7) years of experience in development or diplomatic work related to development studies, organizational development, administration, or operations management is required.
 - c. **Language Proficiency:** Level IV in English language (speaking, reading and writing) and speaking and writing fluency in Nepali are required.
 - d. **Job Knowledge:** Knowledge of DEIA (diversity, equity, inclusion and accessibility) principles, practices and issues is required. Must have demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming. The position requires substantive knowledge of the political, economic, development, and cultural environment of Nepal as the Specialist will have to interact with a range of partners including government, international development organizations, and civil society organizations who implement USAID/Nepal programs, and the business community.
 - e. **Skills and Abilities:** The Specialist must possess:
 - Working knowledge and fluency in local languages (in addition to the Nepali requirement) will be an added advantage.
 - Strong interpersonal skills, keen judgment, emotional intelligence, and ability to exercise discretion.
 - Ability to effectively motivate and manage staff and work as a team.
 - Excellent written and verbal communication skills, including ability to design and deliver presentations in English and host country language/s; and ability to lead meetings and facilitate discussions.
 - Analytical skills, critical thinking skills, and ability to use logic and reasoning to identify strengths and weaknesses, and seek alternative solutions, conclusions, and approaches to problems.
 - Sensitivity to cultural and other differences when working externally and internally.
 - Ability to prioritize, multi-task and meet deadlines quickly and efficiently.
 - Ability to develop new linkages, partnerships and networks, and skilled at collaborating with and achieving results through others.
 - Familiarity with Microsoft (Word, Excel, PowerPoint) and Google suites.
 - The Specialist is expected to effectively apply principles of equity, diversity and inclusion 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.
- The Specialist must be:
- Diplomatic in working with diverse constituencies; a motivated and resourceful self-starter; comfortable working in stressful environments; and flexible, reliable and highly organized.

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. 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:

1. Skills and Abilities/40 points:

- Working knowledge and fluency in local languages (in addition to the Nepali requirement) will be an added advantage.
- Strong interpersonal skills, keen judgment, emotional intelligence, and ability to exercise discretion.
- Ability to effectively motivate and manage staff and work as a team.
- Excellent written and verbal communication skills, including ability to design and deliver presentations in English and host country language/s; and ability to lead meetings and facilitate discussions.
- Analytical skills, critical thinking skills, and ability to use logic and reasoning to identify strengths and weaknesses, and seek alternative solutions, conclusions, and approaches to problems
- Sensitivity to cultural and other differences when working externally and internally
- Ability to prioritize, multi-task and meet deadlines quickly and efficiently
- Ability to develop new linkages, partnerships and networks, and skilled at collaborating with and achieving results through others
- Familiarity with Microsoft (Word, Excel, PowerPoint) and Google suites
- The Specialist is expected to effectively apply principles of equity, diversity and inclusion 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.

The Specialist must be:

- Diplomatic in working with diverse constituencies; a motivated and resourceful self-starter; comfortable working in stressful environments; and flexible, reliable and highly organized.

2. Job Knowledge/35 point:

Knowledge of DEIA (diversity, equity, inclusion and accessibility) principles, practices and issues is required. Must have demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming. The position requires substantive knowledge of the political, economic, development, and cultural environment of Nepal as the Specialist will have to interact with a range of partners including government, international development organizations, and civil society organizations who implement USAID/Nepal programs, and the business community.

3. Prior Work Experience/25 points:

A minimum of seven (7) years of experience in development or diplomatic work related to development studies, organizational development, administration, or operations management is required.

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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.

USAID will request reference checks for the most highly rated applicants. USAID reserves the right to request references from individuals who have not been specifically identified by the offeror. Reference checks will be used to confirm USAID's findings from the evaluation process.

Note that reference checks may be conducted at any point in the evaluation process, including before interviews. The TEC can decide at which point it is most appropriate for their evaluation to conduct reference checks, and the language in this section should appropriately reflect that determination.

IV. SUBMITTING AN OFFER

As part of the application process, we invite applicants to complete a skills test and submit a resume or CV using a single online portal. Applicants need to make sure their resume or CV is ready to upload prior to starting the test.

Please see the instructions below on preparation for the test:

- Applicants should make sure they have a good internet connection. Applicants should also check their device/laptop to ensure the video setting is enabled before starting the application and test.
- In addition to completing the test, applicants should be ready to upload their resume or CV not to exceed three (3) pages that includes a list of their three most recent professional references. As part of the test, applicants will be prompted when it is time to upload their resume or CV.
- **Applicants need to click the link [here](#) to set up their user account using their email address.**
- Once applicants have created their user accounts, a test link will be sent to their email addresses, after which time they can start their test and application for the job making sure to complete their test before the posted deadline set forth in this solicitation. Applicants should review the test instructions displayed on the welcome page very carefully before starting the test, and again, ensuring their resume or CV is ready for upload once prompted.
- After completing each section of the test, applicants can move to the next section. Applicants may pause the test to take a break once you have completed individual sections of the test; however, they cannot pause in the middle of a particular section of the test once it starts. It is recommended that you try and take the test in one session, if possible, which will take approximately 90 minutes.

Once applicants have completed their assignment and uploaded their resume, they can log off the system.

Applicants must take the test by the solicitation closing date and time specified in section I, item 3.

All applicants who are shortlisted to move forward to the next stage of this recruitment will be contacted by USAID/Nepal HR through your email address.

Please monitor your inbox (including spam folder) for any follow-on messages regarding this recruitment from USAIDNepalHR@usaid.gov

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
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. R497] - Accounting Info: [USAID/Nepal funding] | 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.

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 Development Program Advisor (Mission Senior Advisor), CCNPSC-FSN-12
USAID/Nepal Front Office

BASIC FUNCTION OF THE POSITION:

The Mission Director and other staff in the Front Office (FO) are charged with providing senior leadership and oversight of the USAID Mission. In addition to the Mission Director, the FO includes a Deputy Director, the Resident Legal Officer, two Executive Assistants, the Development Outreach & Communications (Development, Outreach, and Communications (DOC)) team, and two Drivers.

The Mission Senior Advisor has four core areas of responsibility: strategic advice and leadership; relationship management; management of Front Office operations; and expertise on Nepali indigenous peoples. The position requires interfacing across the Embassy, USG Washington staff, Government of Nepal (GON), Development Partners, Implementing Partners, local contacts and other Front Office contacts relevant to USAID's development portfolio.

The Mission Senior Advisor will elevate attention to USAID priorities through strategic advice. S/he will align Mission efforts with Agency-wide efforts and support the continued implementation of various Agency-level and Mission strategies and plans. These responsibilities may include chairing Mission working groups and advisory bodies, and representation on interagency and external bodies. In this role, the Advisor will prepare position briefs, document discussions and decisions, and present meeting reports to the USAID Mission Director and others, as appropriate. S/he will be responsible for creating a shared understanding of regulations and best practices related to Agency priorities, and to engage, liaise with and train USAID staff and community partners on various aspects of USAID priorities.

The Mission Senior Advisor will also advise the FO on strategic engagements and devise and monitor a strategic engagement plan, working closely with the DOC team and senior managers across the Mission. S/he will work closely with the USAID/Nepal Executive Assistants to ensure that FO systems are in place and operating effectively for smooth and efficient management of FO work streams.

MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

Strategic Advice and Leadership:

40%

1. Represent USAID Nepal on various working groups, advisory bodies, and councils promoting USAID priorities.
2. Serve as a key member of the Mission's Senior Leadership Team.
3. Serve as the direct liaison on specific USAID priorities with various points of contact at USAID/Washington. Exchange information, share feedback, coordinate comments on policies, and communicate best practices with Mission staff.
4. Gather and analyze information and generate concise reports and reporting cables on matters of strategic importance to USAID's development program.
5. Create plans, timelines, and calendars to organize the implementation of specific USAID priorities.
6. Build capacity of staff working across the Mission on specific new and emerging USAID priorities and initiatives to ensure their effective implementation.

Relationship Management:

25%

1. Build relationships, and work closely, with all Mission offices to determine gaps and opportunities to advance USAID objectives through more strategic external and internal relationships led by the Front Office.
2. Develop and manage a FO relationship management system that facilitates effective communications both inside and outside of USAID.
3. Advise FO on external engagements and strategic relationship building to enhance the effectiveness of USAID development programs.
4. Develop FO contacts to build linkages, partnerships, and networks with civil society organizations, private sector actors, and development partners.

Management of Front Office Operations:

25%

1. Develop a system to prioritize FO meetings and engagements aligned with Mission priorities, and work with FO Executive Assistants and Office Directors to delegate representational duties to Mission staff, as appropriate.

2. Oversee Executive Assistants' appropriate management of calendars and the FO document clearance and tracking system for the Mission Director and Deputy Mission Director so that all priorities are met.
3. Ensure that the Mission Director is prepared for meetings and events, and FO meetings are well-organized with agendas and background materials. Summarize deliverables for Mission leadership.
4. Ensure systems for proper management of records, correspondence and documentation are electronically accessible and easy to find.
5. Supervise two Front Office Executive Assistants and facilitate the professional development of the Executive Assistants to maintain effectiveness in their roles.
6. Organize and maintain a network and community of practice for Mission administrative assistants to advance networking, capacity building, and professional development of this cadre.
7. 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.

Expertise on Indigenous Peoples:

10%

- Provide specialized expertise to increase engagement with Indigenous Peoples across the Mission.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Master's degree in or pertinent to the specialized fields of development studies, organizational development, administration, or operations management is required.
- b. **Prior Work Experience:** A minimum of seven (7) years of experience in development or diplomatic work related to development studies, organizational development, administration, or operations management is required.
- c. **Post Entry Training:** Applicable training and orientation on USAID priorities and requirements for supervisors. Other guidelines are available in USAID's Automated Directives System.

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 in English language (speaking, reading and writing) and speaking and writing fluency in Nepali are required.
- e. **Job Knowledge:** Knowledge of DEIA (diversity, equity, inclusion and accessibility) principles, practices and issues is required. Must have demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming. The position requires substantive knowledge of the political, economic, development, and cultural environment of Nepal as the Specialist will have to interact with a range of partners including government, international development organizations, and civil society organizations who implement USAID/Nepal programs, and the business community.
- f. **Skills and Abilities:** The Specialist must possess:
 - Working knowledge and fluency in local languages (in addition to the Nepali requirement) will be an added advantage.
 - Strong interpersonal skills, keen judgment, emotional intelligence, and ability to exercise discretion.
 - Ability to effectively motivate and manage staff and work as a team.
 - Excellent written and verbal communication skills, including ability to design and deliver presentations in English and host country language/s; and ability to lead meetings and facilitate discussions.
 - Analytical skills, critical thinking skills, and ability to use logic and reasoning to identify strengths and weaknesses, and seek alternative solutions, conclusions, and approaches to problems.
 - Sensitivity to cultural and other differences when working externally and internally.
 - Ability to prioritize, multi-task and meet deadlines quickly and efficiently.
 - Ability to develop new linkages, partnerships and networks, and skilled at collaborating with and achieving results through others.
 - Familiarity with Microsoft (Word, Excel, PowerPoint) and Google suites

- The Specialist is expected to effectively apply principles of equity, diversity and inclusion 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.

The Specialist must be:

- Diplomatic in working with diverse constituencies; a motivated and resourceful self-starter; comfortable working in stressful environments; and flexible, reliable and highly organized.

POSITION ELEMENTS:

- a. Supervision Received:** The Mission Senior Advisor will report directly to the Mission Director, who will work with the Advisor to establish overall work objectives, performance measures, work plans, and deadlines for deliverables. The supervisor will ensure that all necessary resources will be made available to the Advisor for the achievement of her/his work.
- b. Supervision Exercised:** The Advisor will supervise and oversee the work of the two Executive Assistants in the Front Office.
- c. Available Guidelines:** Relevant guidelines are available in the form of USAID and State operating policies, Mission Orders, guidance provided by the Automated Directive System (ADS), the Mission strategy and other relevant reports, USAID Mandatory and Standard Provisions, other published and unpublished guidelines, other USG policies and regulations, and oral instructions from the supervisor. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- d. Exercise of Judgment:** Considerable independence and exercise of judgment is required in performing duties. The Advisor is expected to work independently and to propose deadlines, prioritize overall work and objectives, resolve issues and coordinate work with others. The position provides latitude for independent judgment in carrying out assignments. The Advisor will consult on a regular basis with his/her supervisor and coordinate closely with other Mission members, when appropriate.
- e. Authority to Make Commitments:** The Advisor's recommendations will lay the basis for decision making; however, the Advisor will not be authorized to make commitments on USG's behalf.
- f. Nature, Level, and Purpose of Contacts:** Contacts for the Advisor include a range of contacts within the Mission at all levels, and with development counterparts, including GON officials, and the local and international development communities. He/she will interact with members of the Embassy, including the DEIA Council, the U.S. Ambassador, and U.S. country team members.
- g. Time Expected to Reach Full Performance Level:** One year.