



# USAID | CENTRAL ASIA

SOLICITATION NUMBER: 02/2021  
ISSUANCE DATE: 01/26/2021  
CLOSING DATE: 02/16/2021 (6:00 pm Almaty  
local time)

SUBJECT: Solicitation for Personal Services Contractor (PSC) No. 02/2021  
Democracy, Rights and Governance Specialist, USAID/Tajikistan,  
Dushanbe, Tajikistan

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attachment 1.

Sincerely,

Michael Teske  
Contracting Officer

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 02/2021

**2. ISSUANCE DATE:** 01/26/2021

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 02/16/2021 (6:00 PM Almaty local time)

**4. POINT OF CONTACT:** USAID/CA Human Resources, [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov) and [centralasiajobs@usaid.gov](mailto:centralasiajobs@usaid.gov) (with autoreply)

**5. POSITION TITLE:** Democracy, Rights and Governance Specialist

**6. MARKET VALUE:** \$66,829-\$86,881 per annum (equivalent to GS-12). Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:** The U.S. Personal Services Contract will be for one year (subject to possible one-year extension).

**8. PLACE OF PERFORMANCE:** The duty post for this contract is Dushanbe, Tajikistan. The selected candidate is expected to work eight hours per day during the core working hours of the USAID/Tajikistan.

**9. ELIGIBLE OFFERORS:** Eligible Family Members (All Agencies)/US Citizens Resident in Dushanbe, Tajikistan

**10. SECURITY LEVEL REQUIRED:** Facility Access

**II. STATEMENT OF DUTIES**

**1. Basic Function of the Position**

Democracy, Rights & Governance (DRG) Specialist will work within the General Development Office to support the Democracy, Human Rights, and Governance (DRG) portfolio (e.g. local governance, media and civil society development, political processes, counter trafficking-in-persons, human rights, rule of law, anti-corruption, civic education, conflict mitigation and management, religious tolerance and gender equity) including consultations for the design, management, and monitoring, evaluation, and learning of DRG development programs and program reporting. DRG Specialist will provide services such as document review, completing and verifying pre-obligation requirements, and disseminating and overseeing information requests from the Mission's Program Office. The incumbent will support and participate in discussion with representatives from other USG agencies, the donor community, the host country government, international organizations, and other relevant institutions to ensure the coordination of programs, policies, and priorities, as required and provide technical assistance to support the design

and implementation of DRG assessments, evaluations, and other studies required to complete the Mission's Strategic Framework and other strategy documents.

## **2. Major Duties and Responsibilities:**

- a) Provide support for the monitoring, implementation, evaluation, and learning of USAID Democracy, Human Rights, and Governance (DRG) development programs.
- b) Provide support for USAID DRG portfolio's contributions to the Annual Performance Plan and Report, Mission Resources Request, Operation Plan, Procurement Plan, and other administrative support tasks.
- c) Provide backstop services in support of the DRG portfolio, including document review, completing and verifying pre-obligation requirements, and disseminating and overseeing information requests from the Mission's Program Office.
- d) Support and participate in discussions with representatives from other USG agencies, the donor community, the host country government, international organizations, and other relevant institutions to ensure the coordination of programs, policies, and priorities, as required.
- e) Provide technical assistance to key processes, individuals, and teams including pre-obligation and procurement tracking, budget, and external reporting to ensure adequate oversight and performance management, pipelines, project design, and procurement.
- f) Support the DRG's portfolio outreach and strategic communications, including the preparation and editing of outreach materials including scene setters, building blocks for speeches, project briefs, press releases, reports to Washington, success stories, social media postings, and other documents as needed. Assist with event planning and VIP visits as needed.
- g) Work with the Office of Assistance and Acquisitions to provide review for all new and ongoing procurements.
- h) Support and respond to ad-hoc requests pertaining to the DRG portfolio for information, taskers, briefers, and reporting.
- i) Support the design, management, and implementation of all DRG activities
- j) Help coordinate and provide support for the development of the Mission's Strategic Framework and other strategy documents.

## **III. Other important information:**

**Supervision Received:** Democracy, Rights & Governance (DRG) Specialist will report to the General Development Office Director, or his or her designate.

**Available Guidelines:** Democracy, Rights & Governance (DRG) Specialist must remain familiar with the USAID regulations contained in the ADS, AIDAR, FAR, Handbooks, Mission Orders, USAID/Washington Bureau and established USAID/Tajikistan procedures

and regulations.

**Supervision Exercised:** DRG Specialist will not have any supervisory responsibilities.

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

**Point of Contact:** For any additional questions you may contact Human Resources, [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov) and [centralasiajobs@usaid.gov](mailto:centralasiajobs@usaid.gov)

#### **IV. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A minimum of a Master's Degree (or equivalent) in a relevant development-related field (eg: public policy, foreign affairs, law, or other).

**Prior Work Experience:** Minimum five years of work experience related to office and or operations management; project design/implementation; procurement, USG procurement regulations, coordinating activities across government, NGO and implementing partners public relations or other related fields.

**Knowledge:** Excellent project management skills. Knowledge of international development programs. Technical knowledge in at least 2-3 DRG sub-sectors (national or local governance, rule of law, human rights, civil society, media, youth, electoral and political processes, trafficking-in-persons, countering violent extremism, or other areas) is necessary. The incumbent must be fluent in English and have proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including technical reports. S/he must have demonstrated ability to produce professional quality professional documents in the specified technical areas. S/he must be able and willing to edit the written work of and mentor local staff to improve their writing skills.

**Language Skills:** Level V (Native) English (oral and written).

#### **Skills and Abilities:**

- Excellent interpersonal and communication skills, both written and oral
- Excellent research and analytical skills
- Fluent in spoken and written English
- Well versed in common computer applications
- Highly organized and work effectively in a team environment

**Other:** Consideration and selection will be based on a panel evaluation of the Evaluation Factors (Section V). Please note that not all candidates will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The candidate's references must be able to provide substantive information about his/her past performance and abilities.

#### **V. 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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID may request writing samples and an interview from the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Applicants must not appear as an excluded party in the System for Award Management (SAM.gov).

- a. **Education: 10 points**
- b. **Prior Work Experience: 40 points**
- c. **Knowledge: 20 points**
- d. **Language Skills: 10 points**
- e. **Skills and abilities: 20 points**

**Total = 100 points**

### **TERM OF PERFORMANCE**

The base term of the contract will be for a period of one year, which may be extended for another year upon mutual agreement and subject to, continued need, satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-12 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

### **SECURITY AND MEDICAL CLEARANCE**

The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Central Asia must initiate a security clearance prior to the Contractor's travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.

If candidate fails to obtain a security clearance (temporary or full) within six months, the offer may be retracted.

### **VI. SUBMITTING AN OFFER**

Submission of a résumé alone IS NOT a complete application. This position requires the

completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment. All application packages are to be submitted via email to: [centralasiajobs@usaid.gov](mailto:centralasiajobs@usaid.gov) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov), citing the Solicitation number and the Position title.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

1. Complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. 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**.
3. Offeror submissions must clearly reference the number of this Solicitation to ensure the offer is for the position in this Solicitation.
4. Cover letter and current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing. Ensure the application covers the evaluation and selection criteria, as outlined in Section III of this solicitation.
5. Applicants must provide a minimum of three references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Ideally, references should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. To ensure consideration of offers for the intended position. Offerors must prominently reference the Solicitation number in the offer submission.

## **VII. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms:

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

The above listed forms shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

## **VIII. BENEFITS**

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

## 1. **BENEFITS:**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

## **IX. TAXES**

It is the responsibility of the selected candidate to abide by the tax regulations. USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **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> .