



USAID | BANGLADESH

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038821R00005

ISSUANCE DATE: March 4, 2021
CLOSING DATE/TIME: Open until filled

SUBJECT: Solicitation for Resident Hire U.S. Personal Service Contractor (USPSC)

Dear Prospective Offerors:

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

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

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

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

Sincerely,

Markus D. Dausses
Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72038821R00005**

2. ISSUANCE DATE: **March 4, 2021**

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: Open until filled

4. POSITION TITLE: Democracy and Governance Advisor

5. MARKET VALUE: GS-11, equivalent (\$55,756.00 – \$72,487.00 per annum)

Final compensation will be negotiated within the listed market value based on the successful candidate's salary history. Salaries over and above the top of the pay range will not be entertained or negotiated.

6. PERIOD OF PERFORMANCE: The period of performance is two years, with the possibility of extensions.

7. PLACE OF PERFORMANCE: Dhaka, Bangladesh with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Facility Access clearance.

9. AREA OF CONSIDERATION: This is a resident hire position. Only US citizens or US Resident Aliens residing in Bangladesh and who possess proper documentation (Bangladeshi visa or work permit) are eligible to apply.

Resident Hire USPSC: A U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

10. STATEMENT OF DUTIES

POSITION INTRODUCTION

The USAID/Bangladesh Resident Hire U.S. Personal Service Contractor (USPSC) Democracy, Human Rights and Governance Advisor (DRG) will assist the office with the implementation of high-priority U.S. Government initiatives under the Mission Country Development Cooperation Strategy (CDCS) 2020-2025, Development Objective 1 (DO-1) Improved Democratic Systems that Promote Transparency, Accountability, and Integrity, DO 2: Enhanced Opportunities for an Inclusive, Healthy, Educated Society and a Robust Economy and DO 3: Strengthened Resilience to Shocks and Stressors.

The operating year budget includes: promoting democratic values and good governance, political-party strengthening, civil-society advocacy, reducing human trafficking, increasing respect for human rights, positive youth development, and improving labor rights and promoting private sector engagement in the RMG sector.

The Resident Hire USPSC will support the Democracy, Human Rights, and Governance (DRG) Office management and four teams across the main functional areas of programming DRG efforts and administrative

processes. The incumbent will focus on providing organizational and operational management support to assigned activities within the DRG office framework. Duties could include assisting with monitoring and evaluation, budget management, strategic communications and outreach, and program management and administrative support. Additional responsibilities also could include: policy and strategy development and implementation; assisting with project design; coordination with donors, host-country government and the Embassy. Additional tasks could relate to U.S. government procurement regulations and procedures, including assistance and acquisition. The Resident Hire USPSC DG Advisor may be asked to provide policy guidance and suggest priority approaches for dealing with monitoring and evaluation, gender integration or other cross-cutting activities.

MAJOR DUTIES AND RESPONSIBILITIES

- a) Provide administrative support to the Office Director or designee and the Program and Administrative Support Team.
- b) Collect, edit and compile information for weekly business meetings (Senior Management Team, DRG weekly meetings, and meetings and reports for the Front Office.
- c) Under the direction of the Office Director or designee, support DRG outreach and strategic communications, including preparation and editing of outreach materials, including scene setters, building blocks for speeches, project briefs, press releases, web updates, reports to Washington, success stories, country team notes, Facebook posts, agendas and other documents. Assist with event planning and VIP visits.
- d) Support monitoring, implementation and evaluation of USAID Democracy, Human Rights and Governance development programs.
- e) Support DRG Office Mission Resource Request and Operational Plan processes, procurement plan, early budget requests and other administrative tasks.
- f) Provide backstop services to technical teams, including program-office document review, checking that pre-obligation requirements are met and disseminating program-office guidance.
- g) As directed by the DRG Office Director or designee, support discussions with representatives of other USG agencies, the donor community, the host-country government and other relevant institutions to enhance coordination of programs, policies, objectives and priorities.
- h) Provide technical assistance to key processes, individuals and teams including: monthly pre-obligation and procurement tracking meetings and annual portfolio review to ensure adequate oversight and management of performance, pipeline, project design and procurement.
- i) Work with the Office of Assistance and Acquisition to provide review for all new and ongoing procurements.
- j) Support the DRG Office on tasks and requests for information from the Program Office or USAID/Asia Bureau.
- k) Support program management of critical cross/cutting programs. including monitoring and evaluation, gender integration or other DRG activities.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands. The work requested is generally sedentary and poses few physical demands.

12. POINT OF CONTACT: Dominic Gomes, dgomes@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: Bachelor's degree in Business or Business Management, Social Sciences, Project Management, International Development, English language or relevant field is required.

Prior Work Experience: Minimum three years of work experience related to office and or operational management; project design/implementation; procurement, USG procurement regulations, coordinating activities across government, NGO and implementing partner sectors; public relations or other related fields is required. Five years of work experience in office management and budget/finance, project design, procurement and management.

Knowledge: Requires knowledge or experience in different programs/projects related to US government business practices also, the design, monitoring, evaluation or implementation of development programs. Experience with budgetary processes, procurement, US interagency coordination and planning, and strategic communications is strongly preferred.

Abilities and Skills:

- Excellent interpersonal and communication skills, both written and oral
- Excellent research and analytical skills.
- Fluent in spoken and written English.
- Well versed in major computer products including those used by USAID

III. EVALUATION AND SELECTION FACTORS

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. USAID reserves the right to conduct written exams and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the criteria listed below:

1) Education (20 points): A Bachelor's degree in Business or Business Management, Social Sciences, Project Management, International Development, English language or relevant field is required. All candidates who have successfully completed a four-year university degree in Accounting, Finance or Business administration will automatically qualify. Candidates who have Master's degree, or other equivalent post-graduate studies will receive a higher rank/score.

2) Prior Work Experience (30 points): Candidates must have a minimum of three years of work experience related to office management performing administrative tasks. Candidates who have experience working with a USG implementing partner and implementing grants or contracts will receive a higher rank/score. In addition, candidates should have prior work experience on democracy, human rights and governance program issues.

3) Knowledge (30 points): The position requires a working knowledge of democracy, human rights and governance development practices and to the ability to conduct monitoring and evaluation site visits. In addition, candidates must have a working knowledge of USG procurement regulations and demonstrate the ability to coordinate activities across government agencies. Experience with budgetary processes, monitoring and evaluation, planning, and strategic communications is strongly preferred.

4) Abilities and Skills from (20 points): Excellent interpersonal and communication skills, both written and oral skills. Excellent research and analytical skills. Fluent in spoken and written English. Well versed

in major computer products including those used by USAID.

IV. APPLYING

Interested candidates must submit the following:

- 1) Eligible offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts,” available at <https://www.usaid.gov/forms/aid-309-2>. Applicants are required to complete sections A through I. **This form MUST be signed. Electronic Signature will be accepted.**
- 2) A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements and a statement certifying the date and length of time for which the candidate is available for the position.
- 3) A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your CV must include:
 - a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - b) Specific duties performed that fully detail the level and complexity of the work.
 - c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.
- 4) Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives.

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

dhakajobs@usaid.gov

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

POINT OF CONTACT:

Human Resources Section
Executive Office/USAID
Telephone: +88-02-5566-2000
FAX: +88-02-5566-2909

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to dhakajobs@usaid.gov.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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 following forms.

1. Questionnaire for Sensitive Positions for National Security (SF-86), or
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)

Forms 1 through 3 shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit forms 1 through 3 with your application.

VI. BENEFITS/ALLOWANCES

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

BENEFITS

- Employee's FICA Contribution (USPSC only)
- Annual & Sick Leave
- Sunday Pay differential

AS THIS IS A RESIDENT HIRE USPSC POSITION, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:

- Visa support
- Air fare for Post arrival
- Housing
- Embassy Commissary access
- Transport facilities
- Embassy Medical Unit facilities

VII. TAXES

US Citizens and Resident Aliens are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. 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.
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. CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the following link to determine which CIBs and AAPDs apply to this contract: <http://www.usaid.gov/work-usaid/aapds-cibs>
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGES%20Regulations>.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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