SOLICITATION NUMBER: 72038619R00005

ISSUANCE DATE: March 15, 2019

CLOSING DATE/TIME: April 14, 2019 Indian Standard Time (IST)

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) - Senior Program Office Advisor

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 the attached 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,

[Signature]

Edward Michalski
Contracting Officer
I. GENERAL INFORMATION

NO.: 19-045

SOLICITATION NO.: 72038619R00005

DATE: March 15, 2019

FROM: Michael Phillips – Management Counselor

TO: All New Delhi Americans and EFMs

POSITION: Solicitation – Senior Program Office Advisor, USAID/India

OPEN TO: All U.S. citizens. A U.S. citizen for the purpose of this definition also includes a person who at the time of contracting is a lawfully admitted permanent resident of the United States.

ISSUANCE DATE: March 15, 2019

CLOSING DATE: April 14, 2019

POSITION TITLE: Senior Program Office Advisor, USAID/India

[(Offshore-Hire U.S. Personal Services Contract (USPSC)]

WORK HOURS: Full-time; 40 hours/week (Monday to Friday, 8:30 a.m. to 5:00 p.m.)

MARKET VALUE: $105,123 to $136,659 equivalent to GS-15

(Final compensation will be negotiated within the listed market value.)

PERIOD OF PERFORMANCE: The period of performance will be one year with one-year option period. Extensions will depend on the need for continuation of such services, availability of funds, and satisfactory performance.

PLACE OF PERFORMANCE: New Delhi, with some travel within India and the region (applicable per Statement of Duties).

SECURITY LEVEL REQUIRED: Facility Access
ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS AT THE TIME OF APPLICATION SUBMISSION TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in New Delhi is seeking an individual for the position of Senior Program Office Advisor (Offshore-Hire U.S. Personal Services Contract) for USAID/India. Applicants should note that this position is also being advertised on the FedBizOpps website https://www.fbo.gov/ as part of a worldwide search for a suitable candidate.

STATEMENT OF DUTIES

General Statement of Purpose of the Contract

USAID has been an active partner in India’s development for over sixty six years. Today, we are building on those foundations and focusing on current critical needs for India’s economic and social development. The U.S.-India relationship has matured from that of donor-recipient to one of partnership. In 2018, India’s robust supply of domestic resources, strong institutional capacity, and development-focused government present opportunities for the U.S.-India development relationship to further evolve. With USAID’s programming in several sectors coming to a natural conclusion in the coming years, the Agency plans to transform its in-country presence to better reflect India’s current stage in its development trajectory. This process will entail multiple overlapping tracks: the responsible management of concluding programs; the establishment of a new platform that focuses on the nexus between energy, environment, and health issues; and a transition of the full-fledged bilateral Mission to a leaner successor structure. USAID will continue to collaborate with the Government of India, and act as a convener and a catalytic partner with the private sector and other non-traditional partners to address development challenges that are consistent with the U.S. President’s National Security Strategy, the South Asia Strategy, and the Indo-Pacific Strategy, in areas where India is lagging in achievement of the Sustainable Development Goals (SDGs) and where India can have a positive impact in the region. USAID will support India’s emergence as a pillar of stability in South Asia and is looking at how to best support India to carry out development programs in Afghanistan and elsewhere in the region.

USAID/Washington has designated USAID/India as one of the Wave-1 Country Development Cooperation Strategy (CDCS) preparation missions. The objective of Wave-1 missions is to incorporate and implement the Administration’s vision and priorities into country strategies and programmatic approaches, with the aim of working to build a country’s capacity and commitment to better support its journey to self-reliance.

This position is located in the Office of Program Support (PS), in the USAID/India Mission in New Delhi, India, which manages the USAID/India Mission’s work on strategic planning, budgeting, project design, performance reporting, preparing key annual documents, monitoring and evaluation, coordination with the host government on bilateral and triangular cooperation, inter-agency cooperation, and communication and outreach. The PS office team has 13 members including a U.S. Direct Hire (USDH) Office Director, two Deputy Directors, one first-tour officer, one USPSC and eight CCNPSCs.

The USPSC Senior Program Office Advisor will build core and expert capacity in PS’s project design, monitoring and evaluation, and strategic planning efforts by providing effective guidance and oversight and adaptive management. The USPSC is supervised directly by the Office Director, Office of Program Support. S/he informs the USAID program, policy, and strategy formulation process in India. The incumbent guides the program cycle: the coordination of designs for new activities; outreach and
communications, monitoring and evaluation processes; regional coordination in South and Central Asia; and, gender issues. The incumbent will support implementation of the Mission’s new CDCS and all related project design efforts.

Specific Duties and Responsibilities:

- **Strategy Development and Coordination of Program Learning Opportunities (30%)**: Plans, establishes, and directs a wide range of organizational interventions (special studies, after action reviews, partners meetings, organizational learning surveys, on-line engagements) for advancing USAID’s Collaborating, Learning and Adapting (CLA) component to facilitate overall CDCS implementation. Participates in the implementation of the Mission’s new CDCS by incorporating learning and adapting approaches based on lessons learned and changing circumstances. Ensures that the USAID/India projects and activities under the CDCS support the Mission’s efforts of working to build India’s capacity and commitment to strengthen its journey to self-reliance.

- **Program Planning and Activity Design (35%)**: Supports the Director of the Office of Program Support Office (PS), PS staff and members of technical teams by providing guidance on issues affecting programming, planning, development, budgeting, implementation, monitoring and evaluation, and managing for results. Provides formal and informal training to Mission staff in these areas of expertise. Supports project and activity design process by establishing and maintaining an accurate project design schedule. Identifies and schedules actions required to develop, design, and authorize new and modify on-going projects and activities, ensuring Mission-wide participation in the process and the timely completion of designs and obligation/sub-obligation of funds. Provides substantive input and guidance to Development Objective (DO), project, and activity design teams. Supports technical office teams to assemble assistance portfolios that are consistent with the Mission’s transition and country strategy and advance the reform goals of the Modi administration, with a focus on TB, Water, Sanitation, and Hygiene (WASH) and environmental effects on health and other technical areas identified by the Government of India (GOI) and USAID/Washington as priorities for the future.

- **Program Migration (40%)**: Advises the PS Office and the Mission Front Office team during the development of the CDCS in the migration of ongoing and/or new programs from the current strategy to an internal, external and new development business model, and the completion of certain technical activities. Transition planning, which will likely take place over the short and medium and long term, will include ensuring the sustainability of results achieved through various approaches, assisting in the design of evaluations and management of CLA efforts to inform decision-making processes, the promotion of local ownership and sustainability, and keeping records as well as drafting of reports to capture all lessons learned from the migration process across the Mission’s portfolio. Supports USAID/India to accomplish complicated tasks including responses to urgent and complex information requests and action items. May also perform a variety of duties related to special projects and may manage cross-cutting initiatives. Prepares and maintains Mission Orders pertaining to program design and approval, delegations of authority, unsolicited proposals, evaluations and more.

**USAID Consultation or Orientation**: Will be provided if and as applicable.
**Supervisory Relationship:** The incumbent is directly supervised by the Director of the Office of Program Support (PS) or his/her designee.

**Supervisory Controls:** S/he will play a key role in representing the USAID/India Mission’s interests and involvement with senior USAID/India and Embassy officials as well as with the private sector, and civil society in conjunction with PS’s management responsibilities. Based on his/her expertise, the incumbent will advise on the appropriate courses of action with regard to the Mission’s strategic direction, project design, monitoring and evaluation as identified by the office management, and will provide recommendations. As the senior expert, s/he will interact directly with a range of Mission staff, including the Mission Director, Deputy Mission Director, Office Directors and USG interagency representatives, on issues relevant to his/her areas of responsibilities. The incumbent will not have final decision-making authority on these issues. His/her role is to build the capacity of PS’s personnel and advise on the same issues. S/he is typically delegated complete responsibility and authority to plan, schedule, and carry out major tasks concerned with the analysis and evaluation of programs or organizational effectiveness. The analyses, evaluations, and recommendations developed by the incumbent are normally reviewed by management officials only for potential influence on broad Agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change. The assignments will be specified by instruction from the PS Director.

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website [http://www.usaid.gov/india/careers](http://www.usaid.gov/india/careers).

**PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, vsharma@usaid.gov.

### II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** The incumbent must have a Master’s degree in a relevant field such as social science, economics, business, public policy, or international affairs from a U.S. university.

2. **Work Experience:** Minimum 10 years of demonstrated management experience in development is required. The position requires managerial, technical and analytical abilities; along with the ability to manage resources, programs and people. Experience of five years in developing countries is required. The incumbent must possess an understanding of and experience with international development issues and demonstrated experience managing and mentoring employees in a cross-cultural context.

3. **Job Knowledge:** Demonstrated knowledge of broad, multi-sectoral development issues and familiarity with two or more of the following sectors or program areas: WASH, TB, health, institutional development and capacity building, public-private partnership development, energy, and environment. Incumbent must have a thorough knowledge and understanding of the workings of a program office with experience in project design and strategic planning processes.

4. **Skills and Abilities:** The incumbent must possess ability to plan, organize, and implement programs, plans, and proposals involving substantial Agency resources or that require extensive changes in established procedures; ability to work with a diverse group of people effectively;
ability to plan, organize, and complete analytical studies involving substantial aspects of key Agency programs; ability to produce well-written documents under tight deadlines; ability to work with diverse teams across USAID and the interagency; strong ability to function in a sensitive environment, requiring tact and sound judgment, with a minimum of supervision and a solid ability to handle interactions with colleagues and senior officials with maturity and confidence.

In addition, the incumbent must be conversant with the important terminology, concepts and organizations associated with international development. S/he must possess strong interpersonal, teamwork and organizational skills.

5. **Language Proficiency**: Fluency (Level IV) in, speaking, reading, writing, English is required.

III. **EVALUATION AND SELECTION FACTORS**

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

a. **Education and Knowledge: Total Points 20**

- An understanding of strategy development, project design, project management, monitoring and evaluation, and communication and outreach policies and procedures.
- An understanding of Government of India’s role as an emerging donor.
- Advanced degree in business, economics, public policy, international affairs, health or related field.
- Broad professional knowledge and skills sufficient to guide and contribute to the development and implementation of realistic, relevant and sustainable programs and activities.

b. **Past Working Experience: Total Points 35**

- Experience in promoting new value propositions, business models and strategy/project design capabilities for new USAID/India model.
- At least ten years of relevant experience.
- Ability to collect, synthesize and develop operating policies for USAID.
- Demonstrated ability to coordinate efforts with multiple stakeholders to build consensus and partnerships.
- Demonstrated ability to work on demanding projects and timelines.
- Demonstrated experience in strategic planning, program design, implementation, reporting and oversight of USAID or other development programs.

c. **Leadership/Interpersonal Skills: Total Points 25**

- Ability to interact effectively with senior representatives of national and local governments, both U.S. and foreign.
- Ability to establish strong working relationships with representatives of other donors, multilateral institutions, research institutes and NGOs, and the private sector.
• Ability to function independently in complex, frequently changing political and economic conditions.

d. **Communication Skills: Total Points 20**

• Excellent oral and written English communication skills.
• Proven ability to produce professional reports, analysis and tracking tools.
• Submission of an effective writing sample.
• Ability to organize complex issues and data in a logical manner and communicate them clearly and concisely.

Total = 100 points

**SELECTION PROCESS**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID’s discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s job application, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain required security level clearance (see page 1) within a reasonable period of time (USAID will provide details regarding this clearance to the selected candidate) from USAID/Washington’s Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for the period of performance (see page 1) commencing as early as practically possible subject to security and medical clearances and funds availability.

**IV. APPLYING:**

1. Eligible offerors are required to complete and submit the USPSC Application Form (including AID 309-2, Offeror Information for Personal Services Contracts), which can be accessed through the link below:
   https://www.usaid.gov/sites/default/files/documents/1861/USPSC_Application_Form_-_Cover_Form_and_Form_AID_309-2_-_Latest_0.docx

2. Eligible offerors must attach a most up-to-date resume.

3. Offers must be received by the closing date and time specified on Page 1 of this Management Notice.

4. To ensure consideration of offers for the intended position, offerors must prominently reference the solicitation number in the offer submission.
Submit **electronic copies** of applications to: indiaper@usaid.gov (preferred)

Or

**Print copies** of applications to:

Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021  
(Note: Print copies can be received only within normal working hours – see page 1)

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 (as applicable).

1. Medical History and Examination Form (Department of State Forms)  
2. Questionnaire for Sensitive Positions for National Security (SF-86), or  
3. Questionnaire for Non-Sensitive Positions (SF-85)  
4. Finger Print Card (FD-258)

VI. **BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**

   a) Employer’s FICA and MEDICARE Contribution  
   b) Contribution Toward Health & Life Insurance  
   c) Shipment and Storage of Household Effects  
   d) Pay Comparability Adjustment  
   e) Annual Step Increase except if at the top step of the grade (pending a satisfactory performance evaluation)  
   f) Eligibility for Worker’s Compensation  
   g) Annual and Sick Leave

2. **ALLOWANCES:**

   Section numbers refer to rules from the [Department of State Standardized Regulations (Government Civilians Foreign Areas)](https://example.com)

   a) Temporary Lodging Allowance (Section 120)
b) Living Quarters Allowance (Section 130)
c) Post Allowance (Chapter 220)
d) Supplemental Post Allowance (Section 230)
e) Separate Maintenance Allowance (Section 260)
f) Education Allowance (Section 270)
g) Education Travel (Section 280)
h) Post Differential (Chapter 500)
i) Payments during Evacuation/Authorized Departure (Section 600), and
j) Danger Pay Allowance (Section 650)

VII. TAXES

USPSCs 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:


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.

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve Equal Employment Opportunity (EEO) in all personnel operations through continuing diversity enhancement programs.

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

END OF SOLICITATION
POSITION DESCRIPTION

POSITION TITLE: Senior Program Office Advisor

PROPOSED GRADE: GS-15

ORGANIZATION UNIT WITHIN THE AGENCY: Program Support Office (PSO), USAID/India

PLACE OF PERFORMANCE: USAID/India, U.S. Embassy, New Delhi, India

POSITION TITLE AND POSITION GRADE OF THE DIRECT SUPERVISOR:
Supervisory Program Officer (Office Director, Program Support), FS-01

I. INTRODUCTION

USAID has been an active partner in India’s development for over sixty six years. Today, we are building on those foundations and focusing on current critical needs for India’s economic and social development. The U.S.-India relationship has matured from that of donor-recipient to one of partnership. In 2018, India’s robust supply of domestic resources, strong institutional capacity, and development-focused government present opportunities for the U.S.-India development relationship to further evolve. With USAID’s programming in several sectors coming to a natural conclusion in the coming years, the Agency plans to transform its in-country presence to better reflect India’s current stage in its development trajectory. This process will entail multiple overlapping tracks: the responsible management of concluding programs; the establishment of a new platform that focuses on the nexus between energy, environment, and health issues; and a transition of the full-fledged bilateral Mission to a leaner successor structure. USAID will continue to collaborate with the Government of India, and act as a convener and a catalytic partner with the private sector and other non-traditional partners to address development challenges that are consistent with the U.S. President’s National Security Strategy, the South Asia Strategy, and the Indo-Pacific Strategy, in areas where India is lagging in achievement of the Sustainable Development Goals (SDGs) and where India can have a positive impact in the region. USAID will support India’s emergence as a pillar of stability in South Asia and is looking at how to best support India to carry out development programs in Afghanistan and elsewhere in the region.

USAID/Washington has recently designated USAID/India as one of the Wave-1 Country Development Cooperation Strategy (CDCS) preparation missions. The objective of Wave-1 missions is to incorporate and implement the Administration’s vision and priorities into country strategies and programmatic approaches, with the aim of working to build a country’s capacity and commitment to better support its journey to self-reliance.

With USAID/India’s plan to transform its in-country presence and with programming in several sectors coming to a natural conclusion in the coming years, USAID will change its development...
business model to more strategically support India’s progress in becoming more self-reliant through a process of program migration over a period of time. This process will entail multiple overlapping tracks: the responsible implementation and management of ongoing programs; the establishment of an internal, external and new development business model that each focus on a few technical areas that are mostly a part of the Mission’s existing portfolio, and the completion of some technical projects and activities.

II. DUTIES AND RESPONSIBILITIES

A. General:

The position is located in the Office of Program Support (PS), in the USAID India Mission in New Delhi, India, which manages the USAID/India Mission’s work on strategic planning, budgeting, project design, performance reporting, preparing key annual documents, monitoring and evaluation, coordination with the host government on bilateral and triangular cooperation, inter-agency cooperation, and communication and outreach. The PS team of 13 members includes a USDH Office Director and two Deputy Office Directors (one USDH and one FSN), one C3 (USDH), one USPSC and eight FSN PSCs.

The U.S. Personal Services Contractor (USPSC) Senior Program Office Advisor will build core and expert capacity in PS’s project design, monitoring and evaluation, and strategic planning efforts by providing effective guidance and oversight and adaptive management. The USPSC is supervised directly by the Director, Office of Program Support. S/he informs the USAID program, policy, and strategy formulation process in India. The incumbent guides the program cycle: the coordination of designs for new activities; outreach and communications, monitoring and evaluation processes; regional coordination in South and Central Asia; and, gender issues. The incumbent will support implementation of the Mission’s new CDCS and all related project design efforts.

B. Specific Duties and Responsibilities:

- **Strategy Development and Coordinate Program Learning Opportunities (30%)**: Plans, establishes, and directs a wide range of organizational interventions (special studies, after action reviews, partners meetings, organizational learning surveys, on-line engagements) for advancing USAID’s Collaborating, Learning and Adapting component to facilitate overall CDCS implementation. Participates in the implementation of the Mission’s new CDCS by incorporating learning and adapting approaches based on lessons learned and changing circumstances. Ensures that the USAID/India projects and activities under the CDCS support the Mission’s efforts of working to build India’s capacity and commitment to strengthen its journey to self-reliance.

- **Program Planning and Activity Design (35%)**: Supports the Director of the Office of Program Support Office (PS), PS staff and members of technical teams by providing
guidance on issues affecting programming, planning, development, budgeting, implementation, monitoring and evaluation, and managing for results. Provides formal and informal training to Mission staff in these areas of expertise. Supports project and activity design process by establishing and maintaining an accurate project design schedule. Identifies and schedules actions required to develop, design, and authorize new and modify on-going projects and activities, ensuring Mission-wide participation in the process and the timely completion of designs and obligation/sub-obligation of funds. Provides substantive input and guidance to Development Objective (DO), project, and activity design teams. Supports technical office teams to assemble assistance portfolios that are consistent with the Mission’s transition and country strategy and advance the reform goals of the Modi administration, with a focus on TB, WASH and environmental effects on health and other technical areas identified by the GOI and USAID/W as priorities for the future.

- **Program Migration (40%)**: Advises the Program Support Office and the Mission Front Office team during the development of the CDCS in the migration of ongoing and/or new programs from the current strategy to an internal, external and new development business model, and the completion of certain technical activities. Transition planning, which will likely take place over the short and medium and long term, will include ensuring the sustainability of results achieved through various approaches, assisting in the design of evaluations and management of CLA efforts to inform decision-making processes, the promotion of local ownership and sustainability, and keeping records as well as drafting of reports to capture all lessons learned from the migration process across the Mission’s portfolio. Supports USAID/India to accomplish complicated tasks including responses to urgent and complex information requests and action items. May also perform a variety of duties related to special projects and may manage cross-cutting initiatives. Prepares and maintains Mission Orders pertaining to program design and approval, delegations of authority, unsolicited proposals, evaluations and more.

### III. MINIMUM QUALIFICATIONS AND BASIC ELIGIBILITY CRITERIA

**Education**: The incumbent must have a Master’s degree in a relevant field such as social science, economics, business, public policy, or international affairs from a U.S. university.

**Work Experience**: Minimum 10 years of demonstrated management experience in development is required. The position requires managerial, technical and analytical abilities; along with the ability to manage resources, programs and people. Experience of five years in developing countries is required and experience in India is highly valued. The incumbent must possess an understanding of and experience with international development issues and demonstrated experience managing and mentoring employees in a cross-cultural context.

**Job Knowledge**: Demonstrated knowledge of broad, multi-sectoral development issues and familiarity with two or more of the following sectors or program areas: WASH, TB, health,
institutional development and capacity building, public-private partnership development, energy, and environment. Incumbent must have a thorough knowledge and understanding of the workings of a program office with experience in project design and strategic planning processes. Knowledge of India’s economic, health, political, social and cultural characteristics, as well as an understanding of M&E and international development assistance functions are desirable.

**Skills and Abilities:** The incumbent must possess ability to plan, organize, and implement programs, plans, and proposals involving substantial Agency resources or that require extensive changes in established procedures; ability to work with a diverse group of people effectively; ability to plan, organize, and complete analytical studies involving substantial aspects of key Agency programs; ability to produce well-written documents under tight deadlines; ability to work with diverse teams across USAID and the interagency; strong ability to function in a sensitive environment, requiring tact and sound judgment, with a minimum of supervision and a solid ability to handle interactions with colleagues and senior officials with maturity and confidence.

In addition, the incumbent must be conversant with the important terminology, concepts and organizations associated with international development. S/he must possess strong interpersonal, teamwork and organizational skills.

**Language proficiency:** Fluency (Level IV) in, speaking, reading, writing, English is required.

**IV. KEY Positon Elements**

**Supervision Received:** The Senior Program Office Advisor reports to the Director of the Office of Program Support (PS) and/or to the Director’s designate. S/he will play a key role in representing the USAID/India Mission’s interests and involvement with senior USAID/India and Embassy officials as well as with the private sector, and civil society in conjunction with PSO’s management responsibilities. Based on his/her expertise the USPSC will advise on the appropriate courses of action with regard to the Mission’s strategic direction, project design, monitoring and evaluation as identified by the office management, and will provide recommendations. As the senior expert, s/he will interact directly with a range of Mission staff, including the Mission Director, Deputy Mission Director, Office Directors and USG interagency representatives, on issues relevant to his/her areas of responsibilities. The USPSC will not have final decision-making authority on these issues. His/her role is to build the capacity of PSO’s personnel and advice on these same issues. The contractor is typically delegated complete responsibility and authority to plan, schedule, and carry out major tasks concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by the contractor are normally reviewed by management officials only for potential influence on broad Agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change. The assignments will be specified by instruction from the PS Director.
Exercise of judgment: The incumbent is responsible for the effective use and stewardship of U.S. Government resources, and consequently must exercise sound judgment in performing duties that have financial implications and where no clear precedents exist. The incumbent will exercise the greatest degree of integrity in the execution of this position, including full compliance with USG regulations regarding waste, fraud and abuse and the avoidance of conflict of interest and/or the appearance of conflict of interest.

Nature, level and purpose of contacts: As one of USAID/India’s key experts on strategy formulation, project design and monitoring and evaluation, the incumbent, with the knowledge and guidance of the Office Director, is expected to establish and maintain a wide range of contacts with high-level officials within the Mission, Embassy, senior representatives of corporations and/or philanthropic foundations, as well as USAID/Washington’s experts. This will enable the candidate to maintain awareness of the relevant events and trends in the sector and the U.S. Government, negotiate new partnerships in support of USAID’s objectives, as well as convey accurate information on the U.S. Government’s activities in the sector. In his/her advisory role and with the knowledge and guidance of the Office Director, s/he will maintain close and frequent contact with USAID awardees, as well as with various supporting offices in USAID/India to provide and receive information related to the management of the clean energy portfolio. In this capacity, the advisor will not exercise the authority to obligate the U.S. Government to agreements, partnerships or financial arrangements without pursuing the properly established approvals and consent. The expert does not perform inherently governmental functions.

Level of complexity: This is a highly complex position since it requires knowledge of private sector partnerships, leveraging, innovation approaches to development along with sound knowledge of development and USAID ADS 200 policies and guidance. The effect on the position’s responsibilities is the ongoing constant need of staff to seek clearance and guidance from PSO management before moving forward with tasks and activity and project design in addition to other tasks and responsibilities PSO management needs to address.

Available guidelines: The incumbent will use the guidance found in ADS 200 and 300, relevant Mission Orders, and USAID contracting guidance provided by Mission specialists, among other sources. S/he must be able to use existing guidelines and apply these to specific project design, management, and evaluation situations.

Scope and Effect of the work performed: The incumbent’s primary interaction will be with PSO management to provide technical advisory services for project and activity design, oversight of implementation of existing and new initiatives, and program migration.

Post-entry training: The incumbent will receive on-the-job training on established USAID procedures, regulations, and policies governing Mission interaction with the media, implementing partners, other USG agencies, etc.

Authority to make commitments: None
**Supervision exercised:** This is not a supervisory position; therefore the candidate is not expected to perform any functions other than those related to technical advice, oversight and capacity building of USAID’s staff. However, because the advisor will train PS staff and advise on key elements of project and activity design and performance, s/he will be required to work closely with all Mission technical staff and provide coaching and mentoring.

**Time required to perform full range of duties after entry into the position:** Three months.