SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Deputy Development Advisor in Ulaanbaatar, Mongolia

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,

[Signature]

Thomas G. Bayer
Contracting Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72043820R00001

2. ISSUANCE DATE: October 21, 2019

3. CLOSING DATE / TIME FOR RECEIPT OF OFFERS: November 21, 2019, 9:00 AM (PH time)

4. POSITION TITLE: Deputy Development Advisor

5. MARKET VALUE: $90,621 - $117,810 equivalent to GS-14; Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Two (2) years, with three (3) one-year options, contingent on satisfactory performance, continued relevance of the position and funds availability. Level of effort is full time (40 hours per week).

7. PLACE OF PERFORMANCE: Ulaanbaatar, Mongolia, with possible travel as stated in the Statement of Duties.

8. SECURITY LEVEL REQUIRED: Secret Clearance

9. STATEMENT OF DUTIES

The Mongolia Deputy Development Advisor will provide overall management, communications, and program support to the Agency’s office in Ulaanbaatar. The Deputy Development Advisor reports to, and will play a key role in advising, the USAID Senior Development Advisor to Mongolia on all development issues in the country, and will partner with, and mentor, two Foreign Service National (FSN) staff in the implementation of the USAID program. The Mongolia Deputy Development Advisor will support the timely obligation of bilateral development assistance funding, should additional funding become available, and will serve as the alter ego to the USAID Senior Development Advisor (SDA). The Mongolia Deputy Development Advisor will support the SDA for the annual reporting of project and budget documents, such as the annual portfolio review, the Performance Plan and Report, operational Plan, Congressional Budget Justification, and others, required and requested by USAID/Philippines.

• Major Duties and Responsibilities

a) Serve as the Alternate Agreement Officer’s Representative (A/AOR) or, as necessary, the Agreement Officer’s Representative (AOR) for USAID/Mongolia projects, which will require obtaining and maintaining appropriate certification. This involves providing effective quality control and technical oversight, while also ensuring adherence to USAID policies and procedures. This will entail significant involvement in overseeing USAID/Mongolia program/s,
with an emphasis on private sector driven economic growth, trade, democracy and governance, reviewing work plans, engaging with various development partners, providing guidance to local staff regarding project implementation, advising implementing partners, drafting correspondence, recommending strategic and tactical adjustments, and assuring the achievement of program results.

b) Support the SDA in the preparation of significant program and project documentation, including scopes of work, procurement plans, budgets, obligation schedules, program descriptions, procurement requisitions, Washington reports, and other materials, as required.

c) Establish and maintain an effective program monitoring system. This will entail assessing and making recommendations for ongoing program performance, in part through site visits, as well as through regular discussions and consultations with staff, partners, and counterparts. The incumbent may also be required to procure and implement external evaluation of programs.

d) Serve as the alter ego to the USAID SDA. This will entail remaining up to date and knowledgeable on relevant, but often disparate development issues in the county, including democracy and governance, economic growth, agriculture and livestock, trade, energy, water and sanitation, etc.

e) Support the SDA in maintaining regular communications between USAID/Philippines and the U.S. Embassy in Mongolia. Advise and inform the SDA to provide strategic guidance, analysis, advice, and recommendations regarding development issues to the U.S. Ambassador and the wider U.S. Embassy Country Team. Also, provide similar inputs in discussions with other donors and counterparts.

f) Serve as outreach and donor coordinator: represent USAID in Mongolia to other heads of donor agencies, private sector organizations, civil society organizations, and the host country government. This will include drafting and delivering public remarks during USAID sponsored public events, representing USAID at heads-of-donor-agency meetings, and attending high-level events with senior Government of Mongolia officials.

g) Partner with, and mentor, two Foreign Service National (FSN) staff: assist the SDA in providing technical oversight and guidance to the Project Development Specialist and Program Management Assistant. Assist staff to set their individual work objectives, as well as to develop their individual development and training plans for approval by the SDA.

h) Serve as the Mission’s Disaster Relief Officer (MDRO). The full role and responsibilities of an MDRO are detailed in the *USAID Field Operations Guide for Disaster Assessment and Response*, which will be provided. Illustrative roles of a MDRO include:

1. In the case of a disaster, the MDRO is responsible for verifying the scope and magnitude of the event and the humanitarian impact through established information contacts and networks, including host government officials; other embassies, particularly other donor governments; NGOs; U.N. agencies; and other PIOs.
2. The MDRO immediately notifies the Chief of Mission and USAID/OFDA Regional Advisor in Bangkok and provides them with an overview of the situation.

- **Supervisory Relationship and Supervisory Controls**

  The Mongolia Deputy Development Advisor will receive administrative direction and supervision from the USAID Senior Development Advisor in Ulaanbaatar. S/he in turn will report to the USAID Deputy Mission Director for Pacific Islands & Mongolia, based in Manila, Philippines. U.S. Ambassador to Mongolia on development assistance activities related to Mongolia. As supervisor, the USAID SDA will normally review analyses, evaluations, and recommendations developed by the Mongolia Deputy Development Advisor for their potential influence on broad agency policy objectives and program goals.

10. **AREA OF CONSIDERATION:** U.S. Citizen

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

12. **POINT OF CONTACT:** Ms. Weng Salud, HR Assistant, rsalud@usaid.gov

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

To be considered for this position candidates must meet the following minimum qualifications:

1. Must have United States citizenship;

2. Holds a minimum of a Bachelor’s degree but Master’s degree in business, economics, law, development studies, public administration/public policy, project management or related field is preferred;

3. Have at least ten (10) years of progressive experience in project or program management, with international development experience.

**III. EVALUATION AND SELECTION FACTORS**

To be considered for this position, candidates must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

**A. Education (5 points):** At least a Bachelor’s degree, but a Master’s degree in business, economics, law, development studies, public administration/public policy, project management, or a related field is preferred. Candidates will be evaluated on the relevance of their educational accomplishment to the functional responsibilities of the position.

**B. Professional Experience (35 points):** At least ten (10) years of substantial program management experience in a developing or post-Soviet development context, preferably involving a mix of public and private sector knowledge and expertise in private sector development, trade, energy and economic
growth as well as a diverse mix of relevant sectoral experience designing and supervising development
programs.

C. USG/USAID or other Donor Knowledge (30 points): Demonstrated familiarity with key elements
of the major policy, administrative and technical elements involved in delivering donor programs
successfully in a related multilateral or bilateral donor context. This includes demonstrated skills in
planning, monitoring and implementing aid programs and activities.

D. Strong Interpersonal, Communication and Relevant Technical Skills (30 points): Demonstrated
ability to work with a broad range of counterparts at all levels; contribute in a team oriented workplace;
employ strong inter-personal and inter-cultural skills; display good judgment and strong analytical skills;
and communicate effectively in both written and oral form.

Maximum Points Available: 100

SELECTION PROCESS

After the closing date for receipt of offers, a committee will be convened to review offers and evaluate
them in accordance with the evaluation criteria. Offers which do not meet the required selection criteria
will not be scored. Only finalists will be contacted by USAID with respect to their offers. As part of the
selection process, finalist offerors may be interviewed either in person or by telephone at USAID’s
discretion. Reference checks will be made only for offerors considered as finalists. The selected offeror
must obtain required security clearance level, within a reasonable period of time, from USAID’s Office
of Security in Washington, D.C. USAID will provide further guidance to the successful offeror.

USAID expects to award a personal services contract for the period of performance commencing as early
as practically possible subject to security and medical clearances and funds availability.

IV. APPLYING

Offers must be received on or before the closing date and time specified in the cover letter via e-
m ail to: aidmnlhr@usaid.gov, with copy to: rsalud@usaid.gov. Please indicate the Solicitation
Number in the subject line.

1. Eligible offerors are required to complete and submit the offer form AID 309-2, “Offeror
   Information for Personal Services Contracts with Individuals,” available at
   http://www.usaid.gov/forms. Offerors are required to complete sections A through I. This form
   must be physically signed and scanned. Electronic signatures will not be accepted.

2. Complete, current resume.

3. Supplemental documentation specifically addressing the evaluation factors and qualifications
   shown in the solicitation.

To ensure consideration of applications for the intended position, offerors must prominently reference the
Solicitation number (SOL NO. 72043820R00001) in the application submission.
By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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 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 (FD-258)

VI. BENEFITS AND ALLOWANCES

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

**BENEFITS:**

(a) Employer's FICA Contribution and Medicare 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  
(g) Shipment and storage of household effects  
(h) Shipment of POV (Private Own Vehicle)  
(i) Access to Embassy medical facilities, and pouch mail service

**ALLOWANCES:** USPSCs (if and when applicable) will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below

(a) Temporary Quarter Subsistence Allowance (Section 120)  
(b) Living Quarters Allowance (Section 130)  
(c) Post Allowance (Section 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)  
(k) Consumables Allowance
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.