



USAID | NEPAL

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SOLICITATION NUMBER	SOL-367-15-000011
ISSUING DATE	February 23, 2015
CLOSING DATE	April 3, 2015- 5:00 P.M Kathmandu Time.(closing date extended)
POSITION TITLE	SEED Program Advisor
NUMBER OF POSITION(S)	One
MARKET VALUE	GS-15 (\$101,630 - \$132,122)
ORGANIZATIONAL LOCATION OF POSITION	Kathmandu, Nepal
DIRECT SUPERVISOR	USAID/Nepal Acting Director of Social, Environmental and Economic Development Office (SEED)
SUPERVISORY CONTROL	Minimal. After an initial period, the incumbent is expected to act independently with minimal day-to-day direction.
PERIOD OF PERFORMANCE	Four months, with option to extend up to six months o/a 5/2015 - 11/2015
SECURITY ACCESS	U.S. citizens with <i>ability to obtain secret level security clearance</i>
AREA OF CONSIDERATION	U.S citizens only

POSITION DESCRIPTION: SEED PROGRAM ADVISOR

1. Introduction and Background

USAID/Nepal requests the services of a USPSC to support the broad and complex SEED portfolio for up to six months beginning o/a May 11, 2015 until o/a November 14, 2015. The SEED Office consists of the Feed the Future (FTF) and Global Climate Change (GCC) Presidential Initiatives, and activities in Food for Peace (FFP), economic growth and energy.

2. Objectives:

The objective of the assignment will be to support the implementation of the USAID/Nepal SEED portfolio for up to six months. The USPSC will support the SEED Office. The scope of this task consists of mentoring of personnel, guidance of the design and procurement of SEED activities, contributions to improve reporting and strategic functions, liaison with stakeholders.

a. Work Requirements:

Task Areas:

3.1 Guide the implementation of FTF, GCC, FFP, economic growth and energy activities

3.2 Provide input to project design and procurement processes

3.3 Provide input to strengthen SEED reporting and strategic functions

3.4 Liaison with the USAID Director's office, other Mission technical offices, Mission support offices, relevant USAID Washington, implementing partners and other partners.

3.5 Participate in relevant GON and donor meetings

The USPSC shall:

3.1 Review and provide input to strengthen ongoing FTF, FFP, GCC, economic growth and energy activities: In coordination with the acting SEED Office Director, conduct weekly meetings with the FTF, Environment Team Leaders to review planning and implementation of activities of each team. Review activities for timeliness and quality. Discuss issues and problems and solutions. Identify problems that need higher level intervention and meet with implementation partners if necessary. Assign as

necessary SEED staff to appropriate committees, evaluation committees, etc. Plan for upcoming SEED events, outreach and PR issues, etc.

Ongoing SEED activities (as of May, 2015):

Food Security:

- Nepal flagship FTF Project (KISAN)
- Nepal Business Literacy Project
- FTF Monitoring and Evaluation Project
- Cereal System Initiative for South Asia (CSISA)
- Integrated Pest Management Innovation Laboratory
- Food for Peace / Community Resilience Program - two awards
- UNCDF Mobile Money activity
- US Peace Corps interagency agreement

Environment:

- Hariyo Ban - Biodiversity, Climate Change Mitigation and Adaptation
- Initiative for Climate Change Adaptation
- US Forest Service interagency agreement
- Nepal Biodiversity and Environment Research Center
- International Water Management Institute PIO

Energy:

- Regional Center for Excellence in Micro-Hydro
- Energy development services

3.2. Provide input to improve project design and procurement

processes: Review with Team Leaders the multiple steps of project design and procurement under way in SEED during the performance period. Review adherence to design and procurement schedules. Identify problems and meet with support offices or front office if necessary to resolve issues.

SEED ongoing program planning:

- Design of a seed sector improvement activity
- Design of a biodiversity activity
- Design of a basin level water management activity

Ongoing SEED procurement activity

- Various amendments to existing agreements
- Miscellaneous procurements in SEED technical areas

3.3 Provide input to strengthen SEED reporting and strategic functions: Ensure that SEED staff contribute appropriately to weekly Mission reporting, FTF reporting, quarterly accruals reporting and other reporting requirements as needed.

3.4 Liaison with the USAID Director's office, other Mission technical offices, Mission support offices, relevant USAID Washington, implementing partners and other partners. Prepare agenda for bi-weekly one-on-one meetings with USAID Nepal front office. Prepare for and attend Senior Management Team meetings and other Mission meetings as needed. Meet with implementing partners, prospective partners, partner agencies as needed.

3.5 Participate in relevant GON and donor meetings: Represent USAID at GCC donor meeting as needed. Represent SEED at meetings with partner GON Ministries; Agriculture Development, Energy, Forests and Soil Conservation.

4. Performance Period:

The assignment will begin o/a May 11, 2015 and end o/a November 14, 2015. However by August 29, 2015 the Mission will evaluate the need for the Advisor continuing his/her contract from September 15 through November 14, 2015. This decision will be based on the need for the advisor's services around the time of the arrival of the new SEED Director and will be by mutual consent of the Mission and the Advisor.

5. Reporting Relationships

- The USPSC will report to the USAID/Nepal Acting SEED Office Director. Other appropriate USAID/Nepal offices will provide guidance as necessary.
- The USPSC will supervise SEED PSC staff. He/she may be required to facilitate high level meetings, lead teams, etc.

6. Contract Type and Payment Schedule

USAID/Nepal will offer a U.S. Personal Services Contract. The position has been classified at the GS-15 level. Step will be determined based on documented salary history. Salary, FICA and Medicare will be provided. Per diem (lodging and M&IE) will be provided through a separate Travel Authorization. USG housing may be provided if available.

7. Required Qualifications for the SEED Program Advisor:

A. Education: Master's degree or equivalent degree required.

B. Experience:

1. At least 15 years of experience related to planning and implementation of international development programs in the areas of agriculture and/or environment
2. At least 15 years of experience managing diverse teams in an international context
3. Development experience in South Asia Region
4. Experience working directly with government and donor representatives in planning and programming
5. Working on interdisciplinary and/or multi-cultural team environments
6. Fluency in spoken and written English
7. Strong English writing skills
8. Strong interpersonal skills

C. Knowledge:

1. Advanced knowledge of agriculture, and environment programming
2. Advanced knowledge of program planning processes
3. Knowledge of monitoring and evaluation processes
4. Advanced knowledge of design, implementation procurement procedures
5. Knowledge of team building and coaching

D. Other Requirements

1. Ability to start work in Kathmandu on o/a May 11, 2015.
2. Ability to obtain USAID Security Clearance at secret level.
3. Ability to obtain Medical Clearance.

8. Selection Criteria

Successful applicant will be selected through a review of the resume provided.

The following criteria will be used to evaluate the applications:

(30%) Demonstrated advanced knowledge of development programming in agriculture and/or environment programming in an international

context, preferably in developing countries, preferably in South Asia

(30%) Demonstrated experience in managing diverse teams in an international context.

(30%) Demonstrated advanced knowledge in USAID design, implementation and procurement procedures.

(10%) Demonstrated experience collaborating with host country organizations and country governments and international donors.

9. Application Submission Instructions

Send your application by e-mail to: usaidnepalhr@usaid.gov

The application must include following:

1. Resume
2. OF-612
3. Names and contact details for three references.

Hard copies may be sent to the following address:

Executive Officer USAID/Nepal
U.S. Embassy
G.P.O. Box 295 Maharajgunj Kathmandu,
Nepal