



# USAID | INDIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** USAID/India/386-17-101

**ISSUANCE DATE:** June 5, 2017

**CLOSING DATE/TIME:** June 26, 2017 Indian Standard Time (IST)

**SUBJECT:** Solicitation for 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 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,

Edward Michalski  
Contracting Officer

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** USAID/India/386-17-101

**2. ISSUANCE DATE:** June 5, 2017

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 26, 2017 Indian Standard Time (IST)

**4. POSITION TITLE:** Senior Clean Energy Technical Advisor

**5. MARKET VALUE:** \$88,136 - \$114,578 equivalent to GS-14. Final compensation will be negotiated within the listed market value.

**6. PERIOD OF PERFORMANCE:** The period of performance will be two years. USAID/India expects to award an Off-shore U.S. Personal Services Contract for a two-year period commencing as early as practically possible subject to security and medical clearances and funds availability. Extensions will depend on the need for continuation of such services, availability of funds, and satisfactory performance.

**7. PLACE OF PERFORMANCE:** USAID/India, New Delhi with possible travel as stated in the Statement of Duties.

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

**9. STATEMENT OF DUTIES**

The position is located in the Clean Energy and Environment Office (CLEEO), in the USAID India Mission in New Delhi, India, which manages the India Mission's work on renewable energy, energy efficiency, forestry, and biodiversity conservation. The CLEEO team includes an Office Director and Deputy Director (U.S. Direct Hires), a AAAS Fellow and seven program management specialists and administrative assistants (foreign service nationals). The U.S. Personal Services Contractor (USPSC) will build core and expertise capacity in CLEEO's clean energy specialists to provide effective technical oversight and adaptive management of the Mission's new programming in power grid planning and operations, energy efficiency in the appliances and commercial buildings sector, distributed energy resources deployment, renewable energy planning, and support for electricity utility reforms. In addition, the incumbent will provide extensive technical services in strategic planning, project design and implementation, outreach and research, building a broad and deep technical operating unit fully participatory in the dialogue addressing all aspects of the energy sector in India. S/he will engage with high level officials of the Government of India, build partnerships with private sector enterprises, develop public awareness of energy-related topics, enhance the efforts of other USAID India technical offices by including a focus on energy issues as a cross-cutting element of all development

programming and perform as the Senior Energy Advisor to the USAID India Mission Director and the U.S. Ambassador to India.

- a. **Support the design, procurement, and management of CLEEO's most complex energy activities.** Serve as the principal technical advisor for a \$50 million life-of-project portfolio in clean energy private and public partnerships to enhance the U.S. Government's contributions to the GOI's major initiatives to expand the market for renewable energy and clean energy technologies, services, and investments. In this role, s/he will closely support the clean energy program management specialists in CLEEO to provide effective guidance on all aspects of activity design and implementation, including leverage of additional financial resources, synergies with other USG agencies promoting U.S. foreign policy interests, partnerships with the U.S. and Indian private sector, knowledge management for staff, work plan development for the most complex energy programming, and performance measurement.
- b. **Capacity building for USAID's clean energy specialists.** Serve as the principal capacity-building advisor for the new direct-hires who manage CLEEO and the FSN staff who manage the clean energy portfolio. Work closely with CLEEO management and Washington-based colleagues in the Bureau of Economic Growth, Environment, and Education (E3) / Energy Division to develop a program to build the capacity of CLEEO's staff on least-cost energy planning approaches in a commercial context, power system modeling and analysis for grid stability in high-RE systems, analysis of value-driven distributed energy deployment approaches, and energy efficiency for commercial building and key appliances. The training will include the conceptual frameworks, but be centered on hands-on exercises to build the team's knowledge to identify the key points for successful design and technical oversight of CLEEO investments in these areas.
- c. **Communications, reporting, and representation.** Contribute to the preparation of speeches, briefing memos, talking points for senior embassy officials. Contribute to the drafting of Operational Plans, Program Performance Reports, Portfolio Review documents, and other program management and reporting materials. Represent USAID along with CLEEO management and staff in USG, national, and international fora, in advocating or USAID programs, and in event to showcase USAID energy initiatives.

10. **AREA OF CONSIDERATION:** Open to U.S. citizens. 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.

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

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

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

**Education:** Master's degree in a field that is relevant to energy issues, such as electrical or mechanical engineering is required.

**Work Experience:** The incumbent must have a minimum of seven years of experience related to the design and implementation of electricity and other energy initiatives based on renewable energy resources. S/he must have demonstrated prior experience with the provision of technical advisory services related to the deployment of distributed energy resources in commercial contexts, grid operations and planning with high penetration of variable renewable energy resources, energy efficiency for commercial buildings and appliances, and least-cost energy resource planning. S/he must have demonstrated experience in advising clients on the cost and regulatory implications of adopting clean energy resources. The candidate must have at least three years of experience working on power sector issues in India.

**Job Knowledge required:** The incumbent must demonstrate their knowledge of key challenges, analytical methods, and operational approaches to enable scaling renewable energy and energy efficiency technologies in the Indian power sector.

**Skills and abilities required:** The incumbent must have the ability to understand USAID's internal analysis and reporting requirements, particularly as they relate to activity design, management, and evaluation requirements. The candidate must also have the ability to advise power sector professionals on strategies to deploy and scale renewable energy and energy efficiency technologies in a manner consistent with least-cost electricity system planning objectives:

- Analyze sector-wide and sub-sector (meaning particular energy technologies or links on the electricity value chain) constraints, policies, statistics, and CLEEO programs data.
- Write clearly and effectively so that editing requirements are minimized
- Provide technical advice to USAID/India's clean energy specialists to enable sound technical oversight of the Mission's most complex planning on integration of renewable energy into the Indian power grid
- Provide technical guidance to the Mission's implementing partners who are carrying out targeted analysis and planning initiatives to build the flexibility of the Indian power grid to enable large-scale deployment of variable renewable energy sources
- Design and deliver hands-on capacity building exercises for the USAID/CLEEO staff to strengthen their understanding of the issues related to deployment of distributed energy resources in commercial systems, least cost planning approaches to support clean energy deployment in power systems, use of power system modeling outputs in the design of initiatives to build the flexibility of the Indian power grid.

- Assist in the design of activities with clear metrics and ambitious, but attainable development results
- Develop partnerships with Indian and U.S. private sector companies that support the objectives of USAID's key programs to scale deployment of clean energy, and extend the impact of USAID's investments beyond the direct value of our financial contributions.
- Advise CLEEO's management on how to most effectively cooperate with the U.S. Government interagency in support of the USGs objectives to strengthen the U.S. economy while driving development benefits in India.
- Prepare regular and ad-hoc report, project documentation, and briefing materials.
- Communicate effectively in order to establish and develop good working relations with peers, other USG counterparts, implementing partners, and GOI officials

**Language proficiency:** Fluency (Level IV) in English is required.

### III. **EVALUATION AND SELECTION FACTORS**

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below. 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 project development and project management policies and procedures.
- An understanding of planning, deployment, and scaling of clean energy issues in the context of India's overarching policies for energy security, distribution sector reforms and power grid modernization.
- Advanced degree in engineering, economics 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 for power system stability with high penetration of renewable energy, least-cost energy planning in the context of India's structural challenges in the electricity sector, value proposition for deploying RE in the Indian commercial context, and power system modeling to build the flexibility of the Indian power grid and test new approaches for the same.

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

- Experience in promoting new value propositions, business models and policy design capabilities for scaling renewable energy and energy efficiency solutions.

- At least two years of experience working on power system stability strategies and initiatives in electricity systems that are deploying significant levels of renewable energy (over 10% of energy comes from variable renewable sources).
- Ability to collect, synthesize and make use of power system modeling software to design and communicate strategies for least-cost energy capacity planning.
- Demonstrated ability to build private sector partnerships on utility-scale and distributed clean energy resources with the private sector in the Indian and U.S. contexts.
- 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 to scale renewable energy and energy efficiency.

**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, multi-lateral 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.

**IV. APPLYING**

1. Eligible offerors are required to complete and submit the USPSC Application Form (including AID 302-3, Offeror Information for Personal Services Contracts), which can be accessed through the link below:

<https://www.usaid.gov/sites/default/files/documents/1861/USPSC%20Application%20Form%20-%20Cover%20Form%20and%20Form%20AID%20302-3.docx>

2. Offers must be received by the closing date and time specified in **Section I, item 3**.

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

**SUBMIT APPLICATION TO**

Submit print copies of applications to:

Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021  
Fax: 91-11-2419-8612

Or

Electronic Submission to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

**POINT OF CONTACT**

Ms. Vandana Sharma, Human Resources Specialist , Telephone: 91-11-2419-8117

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. 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 \(Government Civilians Foreign Areas\)](#)

- (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:

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 <https://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>.

**END OF SOLICITATION**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in India provides equal employment opportunity to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

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.