



USAID | INDIA

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SOLICITATION NUMBER: 72038620R10005

ISSUANCE DATE: November 26, 2019

CLOSING DATE/TIME: December 10, 2019 Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCNPSC) - Project Management Specialist (Education)

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 No. 72038620R10005. 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 offers.

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

Sincerely,

Edward Michalski
Contracting Officer

USAID/India is accepting applications for the following Cooperating Country National Personal Services Contract (CCNPSC) position, to be filled subject to funds availability.

- Solicitation No.** : 72038620R10005
- Position Title** : Project Management Specialist (Education)
- Opening Date** : November 26, 2019
- Closing Date** : December 10, 2019 Indian Standard Time (IST)
- Number of Positions** : One (1)
- Office** : Office of Social Sector Initiatives (OSSI)
- Grade** : FSN-10
- Salary Range** : INR 1,454,888 – INR 2,198,267 equivalent to FSN-10
Final compensation will be negotiated within the listed salary range (market value).
- Place of Performance:** The position is based in New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

STATEMENT OF DUTIES:

The position is located in USAID/India’s Office of Social Sector Initiatives (OSSI), which manages the Mission’s Water, Sanitation and Hygiene (WASH); basic education; and disaster management portfolios, along with activities related to Tibetan community resilience. Under the direct supervision of the Office Director, the primary responsibility of the incumbent is to identify, develop, describe, and implement programs/projects/activities in the area of education, with a special focus on strengthening the early grade reading abilities of primary school-age children. Programs developed and managed are designed to improve the reading ability of young students in underserved areas in India. Working closely with the OSSI Office Director, the incumbent will be responsible for all matters related to the Mission’s interest and involvement in the education sector, with a specific focus on early grade reading and with a lesser but equally important focus on female empowerment and gender equality. S/he plays a key role in the full range of advisory, information-gathering, analytical, technical, managerial and representational services related to the education sector.

The incumbent’s responsibilities include:

a. Education Program/Project Management: 45%

The Specialist serves as Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR) for selected implementing partners, coordinating implementation in a wide variety of circumstances, ensures that high-quality results are being obtained in accordance with Mission/Agency standards, and following best practices and procedures. The

Specialist monitors and evaluates programs/projects/activities s/he manages through site visits, reporting, and trends analysis; works in close collaboration with other colleagues in the Mission; facilitates the development of Implementing Partner (IP) work plans and Monitoring, Evaluation and Learning Plans (MELPs), and coordinates preparations for IP portfolio reviews; and, reviews IP progress reports, and requests or participates in the preparation of other reports as needed. The assignment requires regular site visits and other travel to priority areas where projects are implemented. In addition, the Specialist coordinates VIP and other Temporary Duties related to individually managed and Office-wide activities, as required.

b. Technical Advice and Advocacy 35%

The Specialist works with colleagues in OSSI, and with other offices, especially the Office of Program Support, to strengthen USAID strategic and programmatic directions, and OSSI's ability to manage programs/projects/activities effectively, with special emphasis on implementing best practices in early grade reading. The Specialist engages with and keeps track of the work being done by other national and international Non-Governmental Organizations (NGOs), governments, autonomous institutions, researchers and academics in order to advise the mission based on the latest developments and evidence. The Specialist assists senior United States Government (USG), Mission, and OSSI staff in representing USAID to IPs, NGOs, Government of India (GOI) agencies, and other national and international groups and bodies, in order to develop effective and sustainable strategies for implementing early grade reading programs. The Specialist collaborates with other OSSI members in the preparation and presentation of deliverables, and assists in monitoring Mission and USG progress toward meeting overall Mission and USG objectives.

c. Outreach and Representation – 20%

The Specialist maintains close contact with and engages in technical and policy dialogue as appropriate with staff and senior representatives of international organizations and missions, the GOI, NGOs and foreign donors in the sector. The Specialist assures effective coordination of USAID-funded activities with those of other donors working with the GOI and other NGOs, USAID/Washington, and the U.S. Embassy. As appropriate, develops, nurtures and sustains close collaborative, professional relationships with middle to senior level GOI central, state and district/municipal level officials, counterparts in other multi-lateral donor organizations like the World Bank and the European Community, international organizations such as the Bill and Melinda Gates Foundation, the United Nations Children's Fund (UNICEF) and the Department for International Development (DFID), as well as other appropriate parties in U.S. and domestic NGOs and corporate philanthropic foundations, and leading education research institutions. The Specialist represents USAID at donor and other international forums on education issues. The Specialist mentors Project Management Specialists, Project Management Assistants, and other administrative personnel, and backstops other OSSI staff members on the Education Team.

AREA OF CONSIDERATION:

The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.

PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

POINT OF CONTACT:

Ms. Vandana Sharma, Human Resources Specialist.

MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- a. **Education:** Completion of a Bachelor's Degree or equivalent formal education in education, economic and social sciences, business administration, or another field relevant to the position is required.
- b. **Prior Work Experience:** A minimum 5 years of experience in managing, developing education sector programs is required.
- c. **Language Proficiency:** Level IV (fluent) English and Hindi proficiency is required.
- d. **Job Knowledge:** The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the overarching problems of managing activities in widely differing education contexts in India and the problems and policies in India, from the political and social perspectives; good working knowledge, or the potential to acquire such knowledge, of US Government legislation, policy, and practice relating to development assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities; knowledge and understanding of the organization and respective roles of the different levels of the GOI, both at the Central and State levels, and the role of mandated units within each level, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans; must have and further nurture a wide range of contacts in the Education Sector in India – Govt., NGO, International agencies and donors.
- e. **Skills and Abilities:** The incumbent must have the ability to plan, organize, manage, and evaluate program/project activities; excellent verbal and written communication and presentation skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior - and middle-level GOI and State officials, and with public and private organizations, such as primary USAID technical contacts in the development area; (Verbal communication skills are also used to explain and interpret GOI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, IPs, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers); good analytical ability to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans; ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters; and good computer skills in order to manage assigned activities and to achieve set goals and achievements, both technical and financial.

EVALUATION AND SELECTION FACTORS:

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

- Education (10 points)
- Experience (20 points)
- Job knowledge and Skills (25 points)
- Ability to work as a part of the team (30 points)
- Communication and written exercise (15 points)

HOW TO APPLY:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). **Please note: Must answer all the questions in DS-174 application form.**

You may also click the link below to access the above form:

http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

Applications not submitted in the specified form by the closing date will not be accepted.

2. Submit **electronic copies** of applications to: indiaper@usaid.gov (preferred)

Or

Print copies of application 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 2)

3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form. Applications without reference to a specific advertisement number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
 - USAID/India website
 - Internal Circulation
 - Other (Please specify)

LIST OF REQUIRED FORMS FOR PSC HIRES:

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the required forms related to mandatory medical and security clearances.

BENEFITS AND ALLOWANCES:

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

TAXES:

All Locally Employed Staff (including CCN) are required to pay income tax to the Government of India.

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts with a Cooperating Country National 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 & 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. 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>

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Cooperating Country National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: Consistent with local law, customs, and practices, the separation/ retirement age for Cooperating Country National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.