SOLICITATION NUMBER: 01-20
ISSUANCE DATE: February 3, 2020
CLOSING DATE/TIME: February 23, 2020 / 05.30 p.m. Sri Lanka time

SUBJECT: USAID/SRI LANKA EMPLOYMENT OPPORTUNITY – USAID Project Development Specialist, FSN 11

To: All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Sri Lankan Citizens to provide services as USAID Project Development Specialist, FSN-11, under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be Colombo, Sri Lanka.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short-listed applicants will be contacted.

Submission will only be accepted sent via hrcolombo@usaid.gov by the closing date, February 23, 2020. Incomplete, unsigned or late applications will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

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 regarding this solicitation should be in writing and directed to the undersigned at: hrcolombo@usaid.gov

Sincerely,

Christopher Daly
Supervisory Contracting Officer
USAID/Sri Lanka
I. GENERAL INFORMATION

1. SOLICITATION NO.: 01-20

2. ISSUANCE DATE: February 3, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: February 23, 2020
   (5:30 p.m. Sri Lanka Time)

4. POSITION TITLE: USAID Project Development Specialist

5. MARKET VALUE: Equivalent to CCNPSC Grade 11 (Step 1 Rs. 2,991,358/- to Step 14 Rs. 5,085,320/-per annum plus allowances). Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Initial one (1) year probationary period with renewable contract(s) contingent on overall performance, continued need of the position and availability of funds.


8. MEDICAL AND SECURITY CLEARANCE: The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

9. STATEMENT OF DUTIES: The Project Development Specialist (Project Design) serves as the project design expert for the Mission. He/she will work with the Program and Policy Support (PPS) Office to support Technical Offices throughout the program design cycle to plan, coordinate, and manage the design process (project/activity), from concept to approval. The Specialist will ensure new designs incorporate USAID's policies and strategies as well as the Agency's reform initiatives. Primary responsibilities include planning for, and assisting with, new designs and amendments, including the preparation of design documents. The Specialist will also organize Mission reviews of new projects as well as project and activity amendments, and will be expected to serve as Contract Officer Representative (COR) to manage research contracts for analysis and assessments. In the absence of the Mission gender focal point, the incumbent will provide gender guidance for Mission. The incumbent will also act at the point of contact for all Maldives program and policy support. The incumbent will report to the USAID/Sri Lanka and Maldives PPS Office Director or her/his designee.

Major Duties and Responsibilities:

Job Element 1 - Project and Activity Design and Implementation (50%)

- Lead design teams in project and activity design, ensuring they align with U.S. government priorities, strategies, and guidance. This includes USAID’s strategic results frameworks, Embassy strategic frameworks, and the Government of Sri Lanka priorities.
- Ensure Mission compliance with Agency and Mission level policies related to project and
activity design and implementation. This requires the incumbent to stay current on U.S. government and USAID legal, policy, and regulatory requirements related to project design and implementation.

- Lead cross-office design teams to prepare of Project Appraisal Documents (PADs), including necessary analyses, pre-obligation requirements, and legal requirements. This includes areas such as the development hypothesis and theory of change; a logic framework; planning for monitoring, evaluation and learning.
- Coordinate project and activity reviews with all relevant staff, synthesize Mission input; develop and disseminate key issues papers based on the review; and track actions to address key issues identified.
- Collaborate with the Mission’s Monitoring and Evaluation (M&E) Specialist to support technical teams on issues related to M&E and Learning principles and practices. This includes increasing the Mission’s application of USAID’s Collaborating, Learning and Adapting (CLA) principles.
- Stay up to date on USAID policies related to M&E and CLA, and support M&E and CLA efforts (e.g. data quality assessment, data analysis) as needed.
- As subject matter expert for gender in development, provide gender expertise to guide technical teams. The incumbent provides guidance that complies with USAID’s Gender and Social Inclusion Policies, and that strengthens the Mission’s attention to integration of USAID’s Female Empowerment and Gender Equality policy in activity designs.

**Job Element 2 – Research, Analysis, and Reporting (30%)**

- Serve as COR to manage contracts for research and analysis to deliver project or sector assessments required for strategy development and project design. Contracts typically range from two - six months in length.
- Keeping up to date on context data for Sri Lanka and Maldives using international, national, and USAID sources.
- Responsible for synthesizing information to support all PPS functions in developing strategies and performance reports to the Mission, the Embassy, and the Asia Bureau.
- Provide regular written and oral analyses and summaries of project achievements, including presentations for internal and external audiences. This includes working closely with the Outreach Specialist to ensure data included in outreach materials are based on updated and verified information.
- Act as an alternate point of contact on gender and social inclusion (supporting the Mission’s Gender Point of Contact). This will require keeping up to date on gender statistics in both Sri Lanka and Maldives and staying current on USAID’s gender policy and directives.

**Job Element 3: Maldives Point of Contact (POC) for Program Office (20%)**

- Act as the point of contact for all Program and Policy Support (PPS) Office work related to the Maldives portfolio. This requires positive working relationships with USAID and Embassy staff, including the inter-agency Maldives team, and serving as a core member of USAID’s inter-office Maldives team. As Maldives POC, responsible for keeping the Program Officer Director informed about issues that require additional PPS attention, tracking the completion of any tasks issued by headquarters.
- Liaise with Maldives stakeholders to ensure effective coordination, implementation, and reporting related to the Maldives portfolio. This requires occasional travel to Maldives and includes maintaining positive working relationships with national government officials, non-government and private sector representatives, and other foreign donor institutions.
● Provide periodic analyses and summaries of project achievements for the Maldives Portfolio at least quarterly, delivering occasional presentations, and organizing the Mission’s annual portfolio review for Maldives.

**Position Elements:**

a. **Supervision Received:** Reports to the USDH Supervisory Program Officer in the Office of Program and Policy Support (PPS).

b. **Supervision Exercised:** This is a non-supervisory designated position.


d. **Exercise of Judgment:** Incumbent is required to exercise considerable judgement in evaluating sources of information, in determining the validity and reliability of data, analyzing and interpreting data, assessing sensitivities, and in presenting conclusions and recommendations.

e. **Authority to Make Commitments:** Incumbent provides development assistance program related information to GSL, other donor agencies, U.S. Consulates, and other USG agencies; and in clearance of bilateral program and project agreements, which obligate program funds.

f. **Nature, Level, and Purpose of Contacts:** Incumbent maintains contacts with the senior and intermediate GSL officials, USAID/W key officials, officials of the U.S. Embassy, as well as staff of other multilateral (World Bank, ADB, etc.) and bilateral donor agencies.

g. **Time Expected to Reach Full Performance Level:** One (1) Year.

10. **AREA OF CONSIDERATION:** Open to qualified Sri Lankan Citizens and Current Locally Employed Staff (LES) of the U.S. Mission. LES currently on probation are ineligible to apply. USAID provides equal opportunity and equitable treatment for employment of all people without regard to race, color, age, religion, sex, sexual orientation, national origin, political affiliation, disability status, veteran status, marital status or any other characteristic for equality of opportunity in all aspects of employment.

**NOTE:** ALL ORDINARYLY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

11. **PHYSICAL DEMANDS:** The position requirements do not involve rigorous physical demands.

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

Any application that does not meet the requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.
REQUIRED QUALIFICATIONS:

a. **Education**: Completion of at least an international level bachelor’s degree (or equivalent) in the fields of social or research sciences, international relations, political science, development, or in other sector relevant to development studies, research, or international programs is required.

b. **Prior Work Experience**: A minimum of five (5) years of work experience in progressively responsible project management positions with an emphasis on design and implementation is required. At least three (3) years of experience should have been with a large international or local development organization, or donor.

c. **Post Entry Training**: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's policies and procedures that govern: 1) project design and activity management; 2) monitoring and evaluation; and 3) gender policies and guidelines.

d. **Language Proficiency**: Strong written and oral proficiency in English is required (Level IV), as well as Level IV proficiency in either Sinhalese, Tamil or Dhevehi. Given the nature of the position, effective written and oral communications are critical to perform successfully.

e. **Job Knowledge**: A comprehensive knowledge of the concepts, principles, techniques and practices for project design and management is required. A fair knowledge on basic concepts of monitoring and evaluation is required. Good understanding on gender and development principles is required. Computer literacy in word processing, spreadsheet preparation and analysis, project scheduling, and database management is required.

f. **Skills and Abilities**: The incumbent will have a strong ability to review, write, edit project design documents; work in fast-paced environment; and have a strong sense of teamwork. The position requires strong interpersonal skills; the ability to follow through on all assignments with minimal oversight; and the capacity to work effectively as a team member in a culturally diverse Mission team.

III. EVALUATION AND SELECTION FACTORS

To be considered for this position, applicants must meet the required qualifications stated above. For those who are determined to meet the required qualification, further consideration and selection will be based on panel assessment of the Selection Criteria listed below.

a) Prior Work Experience  
b) Language Proficiency  
c) Job Knowledge  
d) Skills and Abilities

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the applicant’s technical knowledge, work performance, communication skills, and group dynamics, using the above criteria. USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.
IV. **HOW TO APPLY**

**Step 1:** Visit the following Website:  
http://www.usaid.gov/sri-lanka/careers

**Step 2:** Download and Complete the “Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member Form DS-174”. **The applicant must answer all the questions in the Form.**

**Step 3:** Submit the following:  
(1) Form DS-174  
(2) Cover Letter explaining your qualifications for the position  
(3) Updated curriculum vitae/resume *(no more than five pages)*  
(4) Minimum of 5 references with current telephone numbers and e-mail addresses  
(5) Copies of all relevant certificates  
**Scan and attach all the documents as one attachment and submit via e-mail to:**  
hrcolombo@usaid.gov  

To ensure consideration of applications for the intended position, applicants must prominently reference the Solicitation Number and the Position Title in the subject line of the e-mail.

“END OF SOLICITATION”
**USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:


[The CO must check [http://www.usaid.gov/work-usaid/aapds-cibs](http://www.usaid.gov/work-usaid/aapds-cibs) to determine which AAPDs/CIBs apply and insert the relevant text as required.]

**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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)