



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID/17-04

ISSUANCE DATE: June 30, 2017

CLOSING DATE/TIME: July 21, 2017 Indian Standard Time (IST)

SUBJECT: Solicitation for Foreign Service National/Cooperating Country Personal Service Contractor (FSN/CCN PSC)

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. USAID/17-04. 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,

✓ Robert Trimble
Contracting Officer



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USAID/India is accepting applications for the following Foreign Service National (FSN) Personal Services Contract (PSC) position, to be filled subject to funds availability.

- Solicitation No.** : **USAID/17- 04**
- Position Title** : Development Assistance Specialist (Agriculture)
- Opening Date** : June 30, 2017
- Closing Date** : July 21, 2017
- Number of Positions** : One (1)
- Office** : Food Security Office (FSO)
- Grade** : FSN- 12
- Place of Performance:** The position is based at New Delhi.
- Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

STATEMENT OF DUTIES:

The Development Assistance Specialist (Agriculture) provides technical and program expertise to the Food Security Office and Mission. The incumbent serves as a principal FSN specialist for agriculture, climate change and food and nutrition security, and is a recognized leader and expert in agricultural development; supports ongoing efforts in the USAID/India food and nutrition security initiative, and agricultural development programs and projects; applies significant expertise and experience to foster sustained agricultural sector development to support food and nutrition security; applies advanced knowledge and experience in agribusiness value chain development, agriculture production and processing, rural financing, agriculture associations and cooperative capacity development, and agriculture trade and marketing. The incumbent provides technical advice and leadership to the conceptualization, development, design, administration, and monitoring of the USAID/India food and nutrition security and agricultural development portfolio, and represents USAID/India in various Embassy, international donor and Government of India (GoI) led forums.

Broadly, the incumbent's responsibilities include:

Provides technical advice and leadership in the conceptualization, development, design, administration, and monitoring of the USAID/India agriculture development portfolio and is responsible for the following representative, but not inclusive, duties:

a. Agricultural and Food Security Analysis:

The incumbent provides rigorous analysis of macro and micro trend, public policies, and the latest research and development findings on relevant agricultural interventions to inform agricultural sector development assistance priority decisions. S/he applies the knowledge gleaned from the analysis and designs or participates in designing, new agriculture and food security programs or partnerships for immediate implementation, or continuing ongoing food security interventions as part of the United States Government (USG) Feed the Future Initiative; undertakes food and nutrition security and agricultural development analysis in close collaboration with the GoI and the Indian Council for Agricultural Research (ICAR) and other critical stakeholders, in order to develop a better understanding of key challenges in the agricultural and rural sectors; liaises with GoI agencies, international donors, private-sector agribusinesses, the Consultative Group on International Agricultural Research centers in New Delhi, and others, such as the International Food Policy Research Institute , the International Rice Research Institute, and the International Maize and Wheat Improvement Center. The incumbent assesses existing research, and analyses, conducted in India, the South Asia region, and Africa for possible use in constructing analytical foundations for USAID, Mission, and USG food and nutrition security strategies, and future interventions in agriculture; keeps the Food Security Office team abreast of current agricultural-related research and development efforts and significant events in India, the region and in Africa; advises senior USAID Mission management and others of agricultural and rural development activities and programs impacting on USAID activities in the sector; conducts consultations with stakeholders, including the private sector, and tracks developments related to agriculture and food and nutrition security; and, collects, analyzes, and synthesizes information to inform and strategically guide USAID/India planning; utilizes outcomes of existing and new analyses to define and identify development programs or partnerships, especially those that leverage innovative ideas and approaches, incorporate technological solutions, focus on the role of women in agricultural development, and has the potential to be scaled up in multiple contexts.

b. Conceptualization and Planning

The work includes a substantial conceptualization and planning component, resulting in project papers, gap analyses, and design documents focused on agricultural sector development that potentially lead to improvements to existing USAID food and nutrition security strategies, programs and procedures, and can lead to new research on social and development factors pertaining to agricultural development in India, the region, and Africa. The incumbent contributes to the development of overall USAID Mission conceptual frameworks, and formulates plans for their implementation; prepares concept papers and other relevant documents and initiates and describes and justifies project ideas and initiatives in accordance with the sector strategy; the current development environment in India, the region and Africa; the institutional capabilities and purposes of potential USAID recipients; resource availability, and funding sources; conducts field trips to ground-truth research efforts and concepts, and development programs as appropriate or requested; attends relevant meetings locally and internationally in order to develop contacts, gather information, and represent USAID and the USG; and, establishes and maintains contacts with Asian, African, and GOI officials and their offices, in dealing with issues related to USAID agricultural and food and nutrition security activities; identifies potential new

interventions, in order to provide a timely agricultural response to meet urgent Indian and international concerns relating to global hunger, food security, and climate change.

c. External Coordination

The incumbent develops and sustains close collaborative, professional relationships with senior government officials in India, select African and Asian countries, officials of other USG agencies, USAID Missions in select countries in Africa and Asia, key business leaders, other major donors, and international organizations; ensures effective coordination and alignment of USAID-funded activities with those of other donors working with GoI and agricultural producers and processors, and agricultural cooperatives and associations in India, Africa and Asia; promotes the expansion of effective strategies and approaches that can serve to expand the coverage and quality of agricultural development programs; represents the Food Security Office and USAID/India to stakeholders and external development partners in a wide variety of fora sponsored by USAID development partners, at conferences and workshops, donor subgroup meetings, and other relevant forums on economic development; and, in negotiations with GOI and the governments of select countries in Africa and Asia on project design and implementation, ensuring that host-country officials and USAID missions in relevant geographic regions are apprised of program progress. The external coordination responsibilities require the incumbent to demonstrate highly developed professional judgment, and to provide technical direction, leadership in the field, and management oversight.

S/he supports Indian stakeholders, in order to produce evidence to guide agriculture development, engages various stakeholders in order to respond to such changes; and, supports the development of a sustainable approach to agriculture and food and nutrition security agreement and performs other duties as assigned or required.

AREA OF CONSIDERATION:

The position is open to Foreign Service Nationals (also called Cooperating Country Nationals), which means an individual who is a cooperating country (India) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

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: The work requires a minimum of the equivalent of a US Master's Degree equivalent in agricultural economics or an agriculture production specialty (e.g. agronomy, crop science, animal husbandry). The educational program should have included a strong technical emphasis or specialization in the areas of agricultural development, production, marketing, agribusiness, finance, and/or trade.

b. Experience: A minimum of ten years of progressively responsible experience in agricultural research, agricultural development program administration, and/or agricultural business development is required. A significant portion of this work should have been performed in working for, other donor agencies, agricultural research organizations, think tanks, GoI organizations, or private-sector institutions, which included a strong research component, project design, performance monitoring, and/or the analysis and interpretation of large amounts of data.

c. Language Proficiency: Level IV fluency in English and Hindi (speaking, reading and writing) is required. This position will have a strong component for original writing, and the incumbent must be able to prepare complex papers documenting research and/or conceptualization processes, and other correspondence and analytical materials in English. The incumbent must be able to fully participate in high-level meetings conducted in English, and be able to defend research and recommendations in English – often in USAID/Washington and other international fora.

d. Knowledge: The incumbent must have a substantial grasp of the institutional factors constraining agricultural growth in India and other developing countries in Africa and Asia; demonstrated coordination and organizational skills; effective application of these skills within multi-cultural and multi-disciplinary work environments, ideally in an international development assistance setting; and, the ability to manage multiple tasks simultaneously, and to work effectively under pressure. The work requires application of exceptional conceptual, analytical, reasoning and critical thinking skills, as well as the ability to analyze large amounts of disparate information, and use that information to target a variety of audiences. Experience performing at high levels, with minimal supervision and daily direction, and a strong sense of initiative is required.

e. Skills and Abilities: The incumbent must have excellent verbal communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior government officials, and with public and private organizations, such as primary USAID technical contacts in the development area; ability to undertake analysis and understand complex and multi-sectoral programs; the ability to work under pressure and quickly produce results; and, be sensitive to USAID relationships with the host and collaborating countries' government officials, other donors, the Embassy, and private and public organizations. Strong verbal communication skills are used to explain and interpret host country government attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, documentation of program impacts, and briefing papers. Good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, the development of periodic work plans. Skill in agricultural development programming, policy analysis, and in developing strategies for implementing recommendations is required. The ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters, is necessary. The work requires strong computer and major communication, word processing, and spreadsheet programs application skills.

EVALUATION AND SELECTION FACTORS:

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

- Job knowledge and skills (20 points)
- Ability to work as a part of team (20 points)
- Work Experience (20 points)
- Communication (20 points)
- Writing Skills (20 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

Or

Print copies of applications to:

Human Resources
United States Agency for International Development
U.S. Embassy
Shantipath, Chanakyapuri
New Delhi – 110 021

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 FSN/CCN employees as per the Mission Policy.

TAXES:

All Locally Employed Staff (including FSN/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 CCN PSC 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: FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position (anytime after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service 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 Foreign Service 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.