

**SOLICITATION NUMBER:** SOL-388-16-000007

**ISSUANCE DATE:** February 25, 2016

**CLOSING DATE:** March 17, 2016, at 4:30pm, local time in Dhaka Bangladesh

**POSITION TITLE:** Senior Environment and Climate Change Advisor  
(GS-14 equivalent)

**MARKET VALUE:** GS-14 Equivalent (\$87,263 - \$113,444 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**PLACE OF PERFORMANCE:** Dhaka, Bangladesh

**PERIOD OF PERFORMANCE:** Two years from the date of appointment

**AREA OF CONSIDERATION:** U.S. Citizens/Third Country Nationals

**SECURITY ACCESS LEVEL:** Employment Authorization

**DIRECT SUPERVISOR:** Environment Team leader.

**POSITION DESCRIPTION:**

**SENIOR ENVIRONMENT AND CLIMATE CHANGE ADVISOR**

**BACKGROUND:**

The USAID/Bangladesh Senior Environment and Climate Change Advisor will support the implementation of high priority U.S. government initiatives under the Mission's Economic Growth portfolio. The principle function is to support the environment and climate change programming and directly oversee implementation of activities to achieve measurable results in reducing the impacts of climate change and improving environmental conditions in Bangladesh. Bangladesh is one of the world's most climate change-vulnerable countries due to its population density, poverty, dependence on agriculture, and geographic location in a large delta that historically has experienced frequent flooding and cyclones. Climate change poses significant risk to the country's 160 million people, including loss of life, and damage to infrastructure, economic assets and livelihoods. By 2050, rising temperatures; saltwater intrusion; and increasingly severe floods, droughts, and cyclones are likely to increase diseases and pests, lower agricultural productivity, and reduce fresh-water availability for over 80 million people. In addition to climate change impacts, biodiversity loss in Bangladesh has accelerated over the past twenty years. Seventy percent of Bangladesh's 160 million people rely on natural resources for their livelihoods. With low awareness of the importance of healthy ecosystems, weak governance and increased population pressure, Bangladesh has one of the lowest per capita rates of forested land and protected areas in the world. The loss in biodiversity, unfortunately, disproportionately impacts the same rural poor who are most vulnerable to climate change.

The performance period for this position will be two years.

## **BASIC FUNCTION OF THE POSITION:**

The Senior Environment and Climate Change Advisor will be a key advisor to the Mission's environment and climate change portfolio. The Advisor will be a member of the Mission's Economic Growth Office and a senior member of the Environment Team. This is a challenging and exciting position located in one of USAID's largest and growing development programs in South Asia. The principal function is to support global climate change and natural resource management programming and directly oversee implementation of activities to achieve measurable results in reducing the impacts of climate change and improving environmental conditions in Bangladesh. An additional function is to provide support and training/mentoring on project management and AOR/COR responsibilities to new and/or junior US Direct Hire and FSN staff working on the portfolio.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The Advisor will provide strategic and technical guidance and leadership in environment-related topics for the Economic Growth team; serve as the Contracting Officer's Representative (COR) / Agreement Officer's Representative (AOR) for environment grants or contracts; and handle program management responsibilities regarding the environment and climate change program. This work will include the following:

### **A. Strategic and Technical Guidance and Leadership (35%)**

The Advisor will serve as a key advisor in developing new Mission environment strategies, including:

1. Develop new hypotheses and theories of change and lead the design and implementation of new climate change and natural resource management activities.
2. Conduct strategic analysis and research, review reports and technical proposals, and prepare substantive reports on trends in climate change and natural resource management. Prepare briefing materials, issues papers, as well as status and progress reports. Develop performance monitoring plans and monitor their implementation. Conduct evaluations and reporting in support of the USAID/Bangladesh's EG portfolio. Participate in the preparation of the annual report to USAID/Washington and special or periodic reports.
3. Advise the Office Director of Economic Growth, the Deputy Director/Environment Team Lead, the Economic Growth team, the Program Office, the USAID Mission Management and the Embassy on Government of Bangladesh (GOB) development policy and programs/projects in support of USAID funded environment activities.

### **B. Program Management (35%)**

The Advisor will be responsible for managing a complex portfolio including the direct management of several climate change and/or natural resource management activities and advising on numerous others. S/he will also:

1. Conduct and supervise administrative and financial analyses; develop and track budget preparation; and oversee implementation and other budget requirements for the EG portfolio.
2. Manage, monitor and oversee the activities of grantees and/or contractors implementing USAID's environment activities. Keep contractors, recipients, and grantees informed of USAID requirements and priorities.
3. Develop performance monitoring plans and monitor their implementation. Conduct evaluations and reporting in support of the EG portfolio.

4. Liaise with implementing contractors, recipients and grantees, and undertake visits to project sites on a regular basis.
5. Contribute to development of all mission reports, including Country Operational Plans, portfolio reviews; semi-annual and annual reports; quarterly financial reports; quality assessments; site monitoring reports; etc.
6. Make recommendations to the Mission on program directions and management.

### **C. Build Strategic Partnerships (20%)**

The Advisor will be responsible for developing new and innovative partnerships and maintaining working relationships, including:

1. Establish and maintain working relationships with mid to senior level GOB officials, for example officials of the Ministry of Environment and Forests, Ministry of Fisheries and Livestock, other relevant GOB officials, the donor community, NGOs, and the private sector to enhance collaborative efforts that achieve mutual goals and objectives. Keeps contractors, recipients and grantees informed of USAID requirements and priorities.
2. Serve as member of USAID technical working groups and other relevant forums in planning and improving the USAID and USG activities in climate change and natural resource management.

### **D. Mentor to Junior Officers and FSNs (10%)**

The Advisor will provide senior level support, training, and mentoring on project management, AOR/COR responsibilities as well as state-of-the art, specialized knowledge of technical and programmatic approaches to new and junior US Direct Hire and FSN staff working on climate change and natural resource management activities.

## **OTHER ITEMS**

### **A. SUPERVISION**

The Senior Environment and Climate Change Advisor will be supervised by the Environment Team leader.

### **B. SUPERVISION RESPONSIBILITIES**

The Senior Environment and Climate Change Advisor is expected to supervise one or two junior or mid-level FSN employees.

### **C. PERIOD OF PERFORMANCE**

The Personal Services Contract (PSC) will be for 24 months, starting on/around June 2016 and ending in June 2018.

### **D. SECURITY CLEARANCE**

The selected applicant must be able to obtain and maintain an employment authorization security clearance and appropriate medical clearances.

## QUALIFICATIONS AND SELECTION CRITERIA

### MINIMUM QUALIFICATIONS:

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Additionally, interviews and writing samples may be requested only from the top scoring candidates. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Criteria listed below.

### EVALUATION CRITERIA:

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria (listed in descending order of importance):

**1. Experience:** Minimum of seven years of progressively responsible professional or program experience in development programs, with multilateral and bilateral donors, NGOs, and/or government is required. Experience with donor agency/mission organization, procedures, and operations systems {e.g., development approaches; procedures for programming funds, defining objectives, and monitoring results; and procedures for awarding grants and contracts} are required. South Asia experience is desired. At least five years' experience in climate change and/or natural resource management programs is required.

**2. Skills and Abilities:** Strong analytical, management and organizational skills are required. The position requires demonstrated ability in strategic planning, technical and socioeconomic analysis, and budget preparation and reporting skills. Considerable confidentiality, sensitivity, poise and maturity are mandatory as the applicant will represent USAID in meetings with mid to senior level Bangladeshi government officials and with private sector and donor partners. The applicant should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision. Strong leadership and negotiating skills are required. Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel are required. Familiarity with Microsoft Access and PowerPoint is desired.

**3. Knowledge:** Broad knowledge of international development programs and policies relating to natural resource management, environmental policy, land tenure, and natural resource management development is mandatory. Knowledge and skill in conceptualizing programming, policies, and plans, and developing strategies for their implementation is required. Knowledge of the structure and workings of the US government is desired.

**4. Education:** The applicant must have at least a Master's Degree in a field relevant to the duties described above such as environment/natural resource management, forestry, environmental economics, wildlife biology or conservation, climate change adaptation, sustainable agriculture, or a related discipline. In cases of exceptional work experience, other relevant graduate- degrees and/or work experience will be taken into consideration.

**5. Language:** Excellent English writing and speaking ability is required. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

### **OTHER POSITION REQUIREMENTS**

The selected applicant must be able to obtain an employment authorization security clearance and appropriate medical clearances.

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a US/Third Country National;
- Completed and signed Federal Form AID-302-3 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted; and
- Medical Clearance; and
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID.

### **INSTRUCTIONS TO APPLICANTS:**

Interested individuals are requested to submit fully completed and hand-signed copy of an Optional Application for Federal Employment Form (AID-302-3), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria:

1. Personal Information: full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
3. Work Experience: provide the following information for your paid and non- paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
4. Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery typing speed, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
5. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. Date of availability to begin assignment in Dhaka, Bangladesh.

Forms are available at the USAID website, <http://www.usaid.gov/forms/> . Applicants should note that the salary history for the purposes of the AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above electronically to [Dhaka-jobs@usaid.gov](mailto:Dhaka-jobs@usaid.gov), to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Address: Supervisory Executive Officer  
Executive Office  
USAID/Bangladesh  
C/O American Embassy  
Madani Avenue, Baridhara,  
Dhaka,, Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

## VII. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

### BENEFITS

- Employer's FICA and Medicare Contribution\*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave
- Shipment and storage of household effects
- Shipment of POV (Private Own Vehicle)
- Access to Embassy medical facilities, and pouch mail service
- Defense-based Accreditation and Medevac insurance

*\*Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

ALLOWANCES: TCNs will be paid allowances in accordance with the Bangladesh Mission Order. Details are available on request. USPSCS will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – if applicable.

1. Temporary Lodging Allowance (Section 120)
2. Living quarters allowance (Section 130)
3. Post Allowance (Section 220)

4. Supplemental Post Allowance (Section 230)
5. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance

SECURITY AND MEDICAL CLEARANCE: Medical clearances are required. An Employment Authorization is required.

#### **VIII. LIST OF REQUIRED FORMS FOR PSC:**

Forms outlined below can found at: <http://www.usaid.gov/forms>

1. Application for Federal employment (AID-302-3)
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National
4. Security) (SF-86), or \*
5. Questionnaire for Non-Sensitive Positions (SF-85). \*
6. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.