

SOLICITATION NUMBER: SOL-388-15-000003

ISSUANCE DATE: February 12, 2015

CLOSING DATE: March 5, 2015, at 4:30pm, local time in Dhaka Bangladesh

POSITION TITLE: Senior Agriculture Private Sector Advisor
(GS-14 equivalent)

MARKET VALUE: GS-14 Equivalent (\$86,399 - \$112,319 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: One year

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

SECURITY ACCESS LEVEL: Employment Authorization

DIRECT SUPERVISOR:

SUPERVISORY CONTROL: The Advisor will be supervised by the EG Office Deputy Director/FTF Team Leader or his/her designee.

POSITION DESCRIPTION:

SENIOR ACQUISITION AND ASSISTANCE SPECIALIST

I. BACKGROUND:

The USAID/Bangladesh Senior Agriculture Private Sector Advisor will support the implementation of high priority U.S. Government initiatives under the Mission's Economic Growth (EG) portfolio. The principal function is to support Feed the Future (FTF) programming and directly oversee implementation of activities to achieve measurable results in improving food security in Bangladesh through private sector engagement.

Bangladesh is the most densely populated country in the world, with 162 million people living in a land area roughly the size of Iowa. Demographic trends indicate this number will grow to around 220 million by 2050 with population growth threatening to outpace food production.

Furthermore, poverty, lack of access to agricultural land, and poor eating habits contribute to one of the highest under-nutrition rates in the world. Agriculture accounts for an estimated 48 percent of employment in Bangladesh, however, per unit yield for these crops in one of the lowest in the world.

Nonetheless, Bangladesh is progressing and the Mission's FTF FY 2010-15 strategies builds on evidence-based experience, successes, and on-going agriculture, health, and Food for Peace programs. The FTF Bangladesh program is working to intensify staple crop production while simultaneously encouraging diversification into higher-value, nutrient-dense products in order to increase incomes along with the availability, accessibility, and utilization of nutritious food. This is complemented by programs

which undertake messaging to encourage dietary diversification and increased consumption of nutritious foods.

As the Mission begins shaping the next multi-year FTF strategy, highly specialized knowledge is needed to improve program development and implementation around private sector engagement for food security in Bangladesh.

The performance period for this position will be two years.

II. BASIC FUNCTION OF THE POSITION:

The Senior Agriculture Private Sector Advisor serves as the USAID Mission point of contact for the mission's expanding private sector engagement portfolio under the Feed the Future Initiative. S/he provides strategic leadership in identifying and applying innovative approaches and best practices to achieve measurable results in the areas of agribusiness, trade, finance, and private sector and small enterprise development activities that improve food security in Bangladesh. The principal function is to provide state-of-the art, specialized knowledge of technical and programmatic approaches in developing USAID Bangladesh's complex, national, and district level private sector engagement activities under the FTF Initiative.

The Advisor also provides senior level mentoring and guidance on project management, AOR/COR responsibilities, agricultural productivity and state-of-the art, specialized knowledge of technical and programmatic approaches in enhancing and focusing private sector engagement to improve food security to newer staff members.

The incumbent will be a member of the Mission's Office of Economic Growth. This is a challenging and exciting position located in one of USAID's largest development programs. The Feed the Future team is a 19-person, multidisciplinary team which manages USAID's largest food security program. The Advisor will be expected to complete assigned duties with little direct supervision, exercising extensive independent judgment as he or she works with diverse teams.

III. DUTIES AND RESPONSIBILITIES:

The incumbent will provide strategic and technical guidance and leadership in private sector engagement for the Economic Growth team, serve as the Contracting Officer's Representative (COR) / Agreement Officer's Representative (AOR) for major private sector and food security grants or contracts, and develop strategic partnerships with the private sector to improve food security in Bangladesh. This work will include the following:

Strategic and Technical Guidance and Leadership in Private Sector Engagement and Strengthening for Food Security (35%)

Serves as a key advisor in developing new Mission agriculture and private sector engagement strategies, including:

1. Develop new hypotheses and theories of change and lead the design and implementation of new agriculture and private sector engagement activities.
2. Conduct strategic analysis and research, review reports and technical proposals, and prepare substantive reports and briefing materials on issues related to technical and programmatic approaches in enhancing and focusing private sector engagement to improve sustainable agriculture.

3. Advise the Office Director of Economic Growth (EG), the Deputy Director/FTF Team Leader, the EG team, the Program Office, USAID Mission Management, and the Embassy on private sector engagement and agricultural policy in support of USAID-funded food security activities.

Program Management (35%)

The Advisor will be responsible for managing a complex portfolio including the direct management of several private sector engagement and food security 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 private sector portfolio.
2. Manage, monitor, and oversee the activities of grantees and/or contractors implementing USAID's private sector engagement and food security 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.

Build Strategic Partnerships (20%)

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

1. Foster and maintain strategic partnerships with new and existing private sector partners, mid to senior level GOB officials, the donor community, and civil society to enhance collaborative efforts that achieve mutual goals and objectives.
2. Serve as member of USAID technical working groups and other relevant forums in planning and improving the USAID and USG portfolio around private sector engagement for food security.

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 in enhancing and focusing private sector engagement to improve food security to new and junior US Direct Hire and FSN staff working on the FTF portfolio.

A. SUPERVISION

The Advisor will be supervised by the EG Office Deputy Director/FTF Team Leader or his/her designee.

B. SUPERVISION RESPONSIBILITIES

No direct supervisory responsibilities are anticipated. However, the USAID/Bangladesh Economic Growth Office is comprised of seven direct hires (including one DLI), all are on their first or second tour. Similarly, the majority of FSNs are recent hires and at the FSN-09 level or lower. This position is expected to provide mentoring and guidance on project management, AOR/COR responsibilities, agricultural productivity and state-of-the art, specialized knowledge of technical and programmatic approaches in enhancing and focusing private sector engagement to improve food security to newer staff members.

C. PERIOD OF PERFORMANCE

The Personal Services Contract (PSC) will be for one year, starting in o/a May 2015.

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.

IV. OTHER POSITION REQUIREMENTS

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

V. 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 pre-authorized. 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 Factors 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:

- 1. Education:** The applicant must have a Master's Degree in economics, agricultural economics, business, international development, sociology, anthropology, management, public administration, or other related social sciences.
- 2. Experience:** Minimum of ten years of progressively responsible professional or program experience in private sector engagement and agricultural 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.

3. 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.

4. Knowledge: State-of-the art, specialized knowledge of technical and programmatic approaches in enhancing and focusing private sector engagement to improve food security is required. This may include demonstrated knowledge in the areas of non-farm agricultural sector/market-led job creation, mobile money; digital business solutions, entrepreneurial innovation, and/or DCA credit applications in agri-business.

Significant knowledge of program management and monitoring and evaluation methods as well as a broad range of issues related to agricultural development is required. Expert knowledge of best practices in agriculture development program design, implementation, monitoring and evaluation is necessary. Specialized knowledge of the Bangladeshi context, government (GOB) organizational culture, structure, policies, programs and operations and development priorities is desired. Knowledge of strategies, programs, and working methodologies of other donor agencies in the livelihoods sector is desired. Knowledge of the structure and workings of the US government is desired.

4. Skills and Abilities: Strong analytical, management and organizational skills are required. The position requires demonstrated ability in strategic planning, technical and socio-economic 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.

Leadership and diplomacy skills are required as the position requires working with new private sector partners, technical and senior GOB officials, USAID Implementing Partners, donors, and civil society to resolve issues and to further progress towards improving food security in Bangladesh

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.

VI. SELECTION FACTORS:

Applications will be evaluated and scored utilizing the criteria below. The total possible is 100 points.

Education: 15%

The extent to which the applicant meets or exceeds the required level of education as described above.

Experience: 45%

The extent to which the applicant's relevant experience and technical expertise meets or exceeds the requisite levels of professional experience set forth above.

Language: 10%

The extent to which the applicant meets or exceeds the required language ability as explained above.

Knowledge, Skills and Abilities: 30%

The extent to which the applicant's relevant experience meets or exceeds the requisite levels of acquired knowledge, skills and abilities as set forth above.

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 OF-612 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted; 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 (OF-612), 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 OF-612 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 via the internet, facsimile or international mail, 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
Email : Dhaka-jobs@usaid.gov

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 (SF-171) or Optional Application for Federal Employment (OF-612)
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.