

**SOLICITATION NUMBER:** SOL-388-16-000009

**ISSUANCE DATE:** March 11, 2016

**CLOSING DATE:** April 02, 2016, at 4:30pm, local time in Dhaka Bangladesh

**POSITION TITLE:** Program Economist

**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:** Program Office Director

## **I. POSITION DESCRIPTION**

### **PROGRAM ECONOMIST**

#### **BACKGROUND:**

Bangladesh has seen more than a decade of robust economic growth, along with significant reductions in fertility and maternal and child mortality that further reduced poverty and improved the quality of life. Nonetheless, Bangladesh remains one of the world's poorest and most densely populated countries. More than 65 million people still live in poverty, chronic malnutrition remains pervasive, and inadequate infrastructure threatens the sustainability of growth. And while the readymade garment industry has provided employment to millions – especially women – poor work place safety and substandard labor conditions are pervasive. Bangladesh is the world's most vulnerable country to tropical cyclones and sixth most vulnerable to flooding, with these events disproportionately affecting the poor who often live in marginal, flood-prone lands. The ongoing effects of climate change further exacerbate this already serious problem. Poor delivery of basic health and education services, weak governance and corruption are also key challenges. Again this past year, prolonged civil unrest, political violence and crippling national strikes caused significant loss of life, damage to property and lost income.

In this context, USAID/Bangladesh supports three Presidential initiatives addressing global health, food security and climate change. USAID/Bangladesh has the second largest Feed the Future (FTF) portfolio in the world in terms of budget and can boast of significant achievements under the USAID Forward agenda. The Food for Peace development program in Bangladesh is also one of the Agency's largest at \$42 million annually. Overall, the Bangladesh program budget was \$188 million in Fiscal Year 2015, with an annual Operating Expense budget of \$10 million. In 2015, mission staff included 40 USDH employees (with 8 first-tour officers), four US Personal Services Contractors, two Fellows, four Third Country Nationals and 95 Foreign Service National employees.

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

The Program Office supports the entire Mission in a wide variety of responsibilities including budget and strategic planning, quality control on program design and implementation as well as monitoring project effectiveness, liaising with other Embassy staff and the host Government, and ensuring the Mission follows USAID policy and procedures. The Program Office acts as a clearinghouse for information for the entire Mission and as an informal secretariat for the Front Office. The Program Economist will serve as the Mission's chief advisor on economic matters.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The Program Economist must be able to think and operate strategically and programmatically, analyzing complex situations in order to assist in the development of USAID strategic plans and programs, and assessing the impact of host country policies and practices on USAID programs.

### **Contextual Specialty –**

- Develop and maintain contextualized understanding of the region to include political, social, economic and operational issues.
- Monitor and report on key sectors of the economy that impact on competitiveness and economic growth opportunities.
- Think and operate strategically and programmatically, analyzing complex situations in order to assist in the development of USAID strategic plans and programs, and assessing the impact of host country policies and practices on USAID programs.

### **Economic Analysis –**

- Develop and direct the Mission's economic analytical agenda. In this capacity, the incumbent will conduct analysis of current macro and micro-economic trends and key policy and operational constraints that Bangladesh needs to overcome to increase competitiveness and achieve broad-based economic growth. S/He will also coordinate analytical work across the Mission's implementing mechanisms and direct ad hoc teams of analysts.
- Review and analyze data and provide advisory services to all technical teams on a quarterly basis, or more frequently as needed. Provide similar advisory services to other Mission teams as needed. Responsibilities in this area include, but are not limited to, conducting analysis of sector historical and current macro and micro-economic trends and policies; providing projections and interpretations on economic data; and evaluating and assessing sector opportunities and recommending appropriate strategies in line with data. The Program Economist will also be called on periodically to brief DO and other staff (most of whom are not economics professionals) on general and development economics concepts and principles.
- Complete technical analysis on specific issues such as trade opportunities, impacts of trade legislation, financial sector situation, and others, as requested.
- Conduct analysis of planned and on-going trade negotiations and agreements, advise on trade capacity building measures required, report on strengths and weaknesses of various approaches being examined, and support trade capacity building initiatives undertaken.
- Provide senior level expert analysis on economic and development policy and guidance on strategies, programs, and activities for the USAID/Bangladesh Mission.
- Provide leadership on economic policies that sustain growth and impact the poor, including competitiveness, trade, fiscal management, and public investment, among others.
- Serve as the Mission's chief advisor on economic matters
- Provide a full range of consultative, advisory, information-gathering, analytical, and evaluative technical services of broad scope and complexity

### **Portfolio Management –**

- Serve as an Agreement or Contract Officer's Representative as needed for one or more new programs for which the Economist helped to develop. The incumbent will serve as a Contracting

Officer's Representative, Assistance Officer's Representative or Activity Manager for one or more activities, including the Mission's Trade Facilitation Activity and/or the Mobile Banking Activity.

- Plans, designs, and implements programs associated with new innovative areas such as mobile banking or the Presidential Initiatives. May develop project proposals and prepare technical project specifications and analyses as necessary for project approval and for initiating related procurement actions. May set project performance benchmarks, monitor and evaluate project implementation progress.
- Participates and assists in the development of plans and programs for technical assistance, capital assistance, and other activities across the Mission, and management of projects. Accomplishes work related to the conceptualization, design, documentation, and/or management of mission funded and centrally administrated programs/projects. Programs/projects may be targeted towards a specific country/situation, or they may be targeted to a specific development problem. Develops concept papers, project authorizations, and project amendments as needed. Manage projects and implementing partners under grants, contacts and assistance. Responsible for various reporting requirement to Washington.

#### Reporting –

- Develop and keep up-to-date relevant economic briefing materials and related public relations documents relevant to USAID's activities in Bangladesh in order to prepare briefs and reports for the Mission Director, USAID leadership, the State Department, and Congressional delegations on economic situation and USAID economic growth programming in Bangladesh.

#### Representation –

- Based on working relationships with host country counterparts and with other donors, on-site visits, meetings with implementing partners, and other sources, conduct independent analysis of economic, political, and other developments affecting economic opportunities in Bangladesh.
- Engage senior Government of Bangladesh officials, implementing partners, and other donors in high-level policy dialogue and discussions on issues related to all sector programming.
- Establish and maintain relationships with appropriate USG agencies (Economic Officers at the U.S. Embassy, representatives of international financial institutions (IMF, World Bank, UN), etc.).
- Work closely with other donors and contribute to enhancing the coordination of donor activities, seeking to ensure other donor resources complement USAID funding priorities and limitations to the maximum extent possible.

## **II. OTHER ITEMS**

### **A. SUPERVISION**

The Program Economist will be supervised by the USDH Program Office Deputy Director.

### **B. SUPERVISION RESPONSIBILITIES**

The Program Economist 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.

### III. QUALIFICATIONS AND SELECTION CRITERIA

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.

### IV. 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 economic analysis and development programs is required. Experience with donor agency/mission organization, procedures, and operations systems (e.g., development approaches; procedures for conducting economic analyses, 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 applying economic analysis in development 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 socio-economic analysis, and reporting skills. Considerable confidentiality, sensitivity, poise and maturity are mandatory. 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; in particular the demonstrated ability to work USG stakeholders, technical and GOB officials, USAID Implementing Partners, donors, and civil society. 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 technical and programmatic approaches in development assistance and economic principles is mandatory. This may include demonstrated knowledge in the areas of regression analysis, meta-analysis, cost-benefit analysis, and monitoring and evaluation. Knowledge and skill in conceptualizing programming, policies, and plans, and developing strategies for their implementation is required. Knowledge of current USAID program management and monitoring and evaluation methods as well as a broad range of issues related to development assistance is required. Knowledge of the structure and workings of the US government is desired. Knowledge of the Bangladeshi context, government (GOB) organizational culture, structure, policies, programs and operations and development priorities 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 in economics, business, international development, management, public administration, or other related social sciences, 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.

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## V. OTHER POSITION REQUIREMENTS

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

(The below points determine 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;
- Medical Clearance; and
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID.

## VI. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Optional Application for Federal Employment Form (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. **Reference:** 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 Form 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

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

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

1. Federal employment form (Form 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.