

SOLICITATION NUMBER: SOL-388-16-000015

ISSUANCE DATE: April 12, 2016

CLOSING DATE: May 3, 2016, at 4:30pm, local time in Dhaka Bangladesh

POSITION TITLE: Senior Education Advisor

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: Education Pillar Team Leader of Office of Population, Health, Nutrition & Education

I. POSITION DESCRIPTION

Senior Education Advisor

BACKGROUND:

The USAID/Bangladesh Senior Education Advisor will support the implementation of high priority U.S. Government initiatives under the Mission's Education Portfolio within the Office of Population, Health, Nutrition and Education (OPHNE). The OPHNE manages a health and education portfolio of nearly \$100 million. The health portfolio is the larger of the two with an escalating budget up to \$90 million alone next year. While the education portfolio is currently quite small with an annual budget of about \$2 million per year, it is expected to significantly increase starting next year. The education program budget in fiscal year 2017 is expected to be at least \$15 million, and it will grow by at least \$10 million dollars per year, for the next five years. The current education portfolio is focused on basic education, which is a high priority for the Mission and the Agency as well as Congress. In addition, the education team is designing new primary and workforce development activities, responding to Agency Goals 1 and 2. The selected applicant will provide technical support and take a lead in managing major initiatives under the USAID/Bangladesh's Education portfolio, with particular focus on workforce development. This new area of focus is critical particularly in strategically important countries like Bangladesh which are making the transition from lower middle to middle income status. The Mission seeks a thought leader to lead in the development, testing and broad implementation of new state of the art approaches and work with senior U.S. and Bangladeshi education officials. They will lead cross sectoral teams in the mission and donor community, and work with the Bangladesh public and private sector including both employers and academics. The selected applicant will assist the Mission with strategic planning, project design, and evaluation and monitoring of all education activities. S/he will also provide policy guidance and suggest priority approaches for approaching fundamental education issues including closer engagement with Government of Bangladesh, (GOB) officials and donors working in the education sector.

BASIC FUNCTION OF THE POSITION:

The Mission's Senior Education Advisor will be a key member of the OPHNE team for the Mission's programming and management of the education portfolio and provide expert technical advice. S/he will report to the Education Pillar Team Leader. The Advisor will work with other team members to ensure timely and effective program planning, oversight and reporting. S/he will provide intellectual leadership, policy guidance and programming advice in the area of education. S/he will work closely with OPHNE staff to ensure coordination and collaborative programming to maximize synergies with health. The Senior Advisor will oversee and mentor other education staff and ensure coordination with other Mission technical and support offices on all aspects of management, reporting and project implementation. S/he will supervise one staff member as well as create linkages within OPHNE health activities and with other USAID technical areas. S/he will also contribute to representing the Mission with other development partners, local counterparts and stakeholders, and program participants.

MAJOR DUTIES AND RESPONSIBILITIES

1. The Senior Education Advisor advises the OPHNE Education Pillar Team Lead and Mission Management on strategies and processes to improve primary education and workforce development. S/he monitors significant developments in education policies, tracks trends in the education and workforce sectors and identifies opportunities to promote effective models of primary and technical education in Bangladesh. Where possible, the Advisor will identify areas of collaboration between the health and education programs to increase synergies between the two sectors.
2. Identifies policy reforms pertaining to primary education and workforce development reform and advises on programming strategies in support of those reforms.
3. Oversees the implementation of major initiatives in legislative strengthening of primary education reform in support of Mission goals and objectives in the sector.
4. Where possible, builds health activities into ongoing education programs and leverages GOB and donor sector funds to replicate successful USAID funded education programs.
5. Ensures proper project management, monitoring and reporting. Oversees the preparation of required financial and programmatic reports for USAID/Bangladesh senior management and USAID/Washington. Maintains program records and prepares future funding plans and revisions.
6. Advises on program implementation and activity coordination and synergies for optimal resource utilization and results achievement. This will include taking advantage of significant resources in health under the USG Global Health Initiative and Food Security Initiative which both promote nutrition.
7. Establishes and maintains excellent working relationships with Bangladeshi officials in government e.g. linkages with the Ministry of Primary and Mass Education; Ministry of Education, the Ministry of Women and Children Affairs, and the Ministry of Local Government, at the level of the Director General.
8. Liaises with government, donors, and local development partners in implementation of the Education Sector Program and strengthens linkages with USAID investments in education with the sector program.

9. Prepares briefing materials, issues papers, and status and progress reports. Develops performance monitoring plans and monitors their implementation, conducts evaluations and reporting in support of the USAID/Bangladesh's Education portfolio with OPHNE. Participates in the preparation of the annual report to USAID/Washington and other special or periodic reports.

II. OTHER ITEMS

A. SUPERVISION

The Senior Education Advisor will be supervised by the Education Pillar Team Leader of OPHNE.

B. SUPERVISION RESPONSIBILITIES

The Senior Education Advisor will supervise one FSN Project Management Assistant.

C. PERIOD OF PERFORMANCE

The Personal Services Contract (PSC) will be for two years, with possible extension(s). Extension(s) will be contingent on satisfactory performance, continued need for services, and subject to the availability of funds.

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):

- A. **Education:** The applicant must have a Master's Degree in education, science, sociology, development studies, public administration, international affairs, or other related academic discipline.
- B. **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 education programs with emphasis on primary education, workforce development programs or a related area is required. Experience in education reforms and policy strengthening is an advantage.

- C. **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.
- D. **Knowledge:** Knowledge of best practices in designing, implementing, monitoring and evaluating education programs is needed. 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 education sector is desired. Knowledge of the structure and workings of the US government is desired.
- e. **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 Bangladeshi officials 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 computer office applications are required.
- 1. **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.

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.

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, 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 Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. 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.