SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist, FSN-10

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 Attachment 1, Sections I through V of this solicitation. 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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Markus D. Dausses
Contracting Officer

U.S. Agency for International Development
U.S. Embassy
Madani Avenue, Baridhara
Dhaka-1212, Bangladesh
Tel: (880-2) 5566-2000
Fax: (880-2) 5566-2909
www.usaid.gov/bangladesh
ATTACHMENT 1

1. GENERAL INFORMATION

1. SOLICITATION NO.: 72038820R10002

2. ISSUANCE DATE: October 31, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 16, 2019; 4:30 pm local time in Dhaka, Bangladesh.

4. POSITION TITLE: Project Management Specialist

5. MARKET VALUE: FSN-10, 40 hours equivalent (TK. 2,585,595.00 – TK. 4,664,016.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: The period of performance is five years, with the possibility of extensions.

7. PLACE OF PERFORMANCE: Dhaka, Bangladesh, with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Facility Access clearance.

9. AREA OF CONSIDERATION: This is a Cooperating Country National position, any Bangladeshi National is eligible to apply.

10. STATEMENT OF DUTIES:

1. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT
The Project Management Specialist position is located in the Democracy, Human Rights and Governance Office, which is responsible for design, implementation and achievement of USAID/Bangladesh Development Objective 1 (DO1) “Citizen Confidence in Government Institutions Increased.” The primary purpose of the position is to monitor results and financial status of agreements and counterpart initiatives that contribute to desired results under this DO. The incumbent also will assist one FSN professional staff and Governance and Countering Violent Extremism (CVE) Team Lead in program monitoring and implementation. S/he will support the DG Office Director and Deputy Director and represent the Mission DG team at meetings and events, as needed.

The primary roles of the position are: 1) manage activities under CVE and Governance portfolio as primary and/or alternate Agreement Officer’s Representative (AOR) and Contracting Officer’s Representative (COR), 2) provide administrative support to CVE and Governance team and 3) independently conduct monitoring and evaluation of activities under CVE and Governance portfolio.

2. STATEMENT OF DUTIES TO BE PERFORMED
The primary purpose of the position is to support implementation of initiatives that contribute to desired results under DO1. The incumbent will assist FSN professional staff, PSC, USDH staff and the Office Deputy Director and Director in program monitoring and implementation. S/he will represent the Mission DG team at meetings and events with other donors and international agencies and the Government of Bangladesh, as required.

The Project Management Specialist may be assigned to work exclusively on one or more DG programs and his/her contribution to the DG Office will include the following responsibilities:

a) Project Management Support (45%): Draft, prepare and process project documentation related to normal
activity and activity planning, including: procurement requests, implementation letters, waivers, correspondence, briefing papers, memoranda and other program documents related to governance, positive youth development, conflict and countering violent extremism, as required for the Democracy, Human Rights, and Governance Office. Such documents may include internal memos, annual report narratives, letters to the government and NGO counterparts, site reports, technical papers, budgetary tables, statistical information and matrices containing technical terminology and other numeric data. The incumbent also will prepare draft and final documents using computer software, such as Microsoft Word, PowerPoint, and Excel, and perform data processing and analysis, as appropriate, and prepare final versions of documents. S/he will track documentation through the Mission clearance process, serve as primary and/or alternate Contracting/Assistance Officer’s Representative (COR/AOR) to selected projects and Activity Manager as appropriate. The incumbent will ensure timely closeout of grants and contracts in all DG areas, conduct analysis and prepare documentation to resolve audit findings and recommendations, contractor/grantee performance evaluation, S/he will prepare final project status reports, disposition of non-expendable property and memoranda recommending final close-out of grant/contract, audit or project, in consultation with OAA and OFM.

b) Administrative Support (30%): The position will support travel and logistics for CVE and Governance team field trips, meetings and Regional Security Office movement request. The incumbent will ensure GLAAS inputs are completed appropriately with accurate budget codes and illustrative budgets for funds control and availability of funds and see to it that all required documents are attached to the GLAAS request.

c) Monitoring and Evaluation (25%): Assist USDH and FSN staff in analytical tasks related to project design and implementation. Participate in site visits and monitor project progress on the ground. Identify and report on implementation problems or delays. Prepare written reports on site conditions. Provide feedback and suggest changes and corrective measures to the primary CORs/AORs and/or implementing partner.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. SUPERVISORY RELATIONSHIP
Incumbent will work under the daily supervision and guidance of the Democracy Officer.

4. SUPERVISORY CONTROLS
None.

11. PHYSICAL DEMANDS
The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Kafia Khan, kafkhan@usaid.gov. Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: Completion of bachelor's degree from a recognized college or university in a field related to social sciences, development studies or business administration is required.

Prior work Experience: Must have five years of progressively responsible experience in development-assistance work, program monitoring and planning, analysis, presentation and management of data in both written and oral form, preparation and tracking of project documentation for International development agency.

Job Knowledge: Broad understanding of the nature and goals of the donor-funded governance, positive-youth-development, conflict and countering-violent-extremism programs in Bangladesh; comprehensive knowledge of host-country challenges and programs, policies, and regulations pertaining to improving tolerance, minimizing threat of violent extremism and promotion of good governance. Knowledge of
financial analysis and statistical methods of analysis.

Skills and Abilities: Ability to learn quickly and work with a minimum of immediate supervision. Proficiency in the use of personal computers, particularly Microsoft Word and Excel software is required. Must be able to obtain, organize and analyze data and to prepare accurate, precise and well-organized reports and statistical charts. Strong inter-personal skills are required. Must be able to develop and maintain working-level contacts with the Government, NGOs and other private sector agencies.

III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the following selection criteria:

1. Education (20 points)
   A bachelor's degree from an accredited college or university in social sciences, development studies or business administration is required.
   A master's in social science or development studies is encouraged.

2. Experience (20 points)
The incumbent must have a minimum of five years work experience in an NGO, Government, other donor agencies or other private-sector organizations relating to democracy and governance, rural development, human rights and community organization, economic development or other related development topic. Considerable weight will be given to work experience involving program design, management, program monitoring and evaluation.

3. Job Knowledge (30 points)
   Knowledge of democratic institutions and processes in Bangladesh, such as Parliament, decentralization, civil-society development, human rights, media and corruption-related issues and problems is required. Familiarity with how development programs are implemented through constitutional bodies, such as Parliament, the Auditor and Comptroller General's Office, and national government organizations and with advocacy and consensus-building activities of civil society and local government is essential. In-depth understanding of national level government and civil society initiatives to combat violent extremism and their strengths and weaknesses is also required. Knowledge capacity development, program development, and management of media organizations and NGOs is required. Broad understanding of the nature and goals of the donor-funded governance, positive-youth-development, conflict and countering-violent-extremism programs in Bangladesh, and comprehensive knowledge of host-country challenges and programs, policies, and regulations pertaining to improving tolerance, minimizing threat of violent extremism and promotion of good governance is encouraged. The incumbent must have knowledge of financial analysis and statistical methods of analysis.

4. Skills and Abilities (30 points)
   - Ability to develop and maintain an extensive range of contacts in government, donor agency, media and NGO sector circles.
   - Good interpersonal relationship skills.
   - Ability to network with a variety of different organizations that often possess differing views on countering violent extremism, anti-corruption, the media's role in promoting democracy/good governance, citizen participation and oversight.
   - Ability to interact with the elected and appointed officials and staff at the national, regional and municipal levels and citizen groups.
   - Ability to work well and take initiative with minimal supervision.
   - Ability to articulate programs and represent USAID policy positions at senior levels with the Government of Bangladesh, NGOs, and other donors.
• Outstanding writing skills.
• Excellent word-processing, spreadsheet, and internet skills.

IV. PRESENTING AN OFFER

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Interested candidates must submit the following:

1. Eligible offerors are required to complete and submit the offer form AID 309-2, “Offeror Information for Personal Services Contracts,” available at https://www.usaid.gov/forms/aid-309-2. The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.

2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:
   a) **Education:** how candidate’s education level meets the minimum requirements.
   b) **Work Experience:** how candidate’s prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.

3. A curriculum vitae (CV) which describes education and career experiences and achievements. To fully evaluate each application, every CV must include:
   a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
   b) Specific duties performed that fully detail the level and complexity of the work.
   c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.

4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives;

5. A passport-size photograph (taken within six months), a copy of passport or voter ID or driver’s license and copy of educational or trade school certificate as required.

WHERE TO APPLY:

Applications must be addressed to:
Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

Applicants must submit the full application package either
- By regular mail (postal service)
  OR
- Deliver by hand to the South barrier of the U.S. Embassy
  OR
- Submit an online application as detailed below to be considered. Failure to do so may result in a determination the applicant is not qualified. (Online Application Process instructed below)

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

**Online Application Process:**

*Applicants would be required to create or already have a personal GMAIL account to access the online form.*

Access the ‘USAID/Bangladesh Online Recruitment Form’ [HERE](#).

Follow the instruction within the form carefully and submit your information and supporting documents as
instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission. By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

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

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

When an offer for the position is made, the successful candidate will be required to complete the following:
1. Medical examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

VI. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

**BENEFITS**
- Provident Fund Contribution (10% of base salary) after one year
- Annual & Sick Leave
- 2 Festival Bonuses
- Medical reimbursement
- Life insurance

VII. **TAXES**

Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


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