



SOLICITATION NUMBER: 2018-049
ISSUANCE DATE: July 10, 2018
CLOSING DATE/TIME: July 31, 2018, 4:30 pm

SUBJECT: Solicitation for Cooperating Country National **Personal Service Contractor (CCN PSC)**

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.

N.B. If you are eligible for this position, we request you to also apply for the position of Geospatial Information Analyst, Announcement no 2018-50, with a separate application.

Sincerely,

Jennifer Scott
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

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 2018-049

2. **ISSUANCE DATE:** July 10, 2018

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 31, 2018, 4:30 pm local time in Dhaka, Bangladesh.

4. **POSITION TITLE:** Senior Mission GIS Specialist

5. **MARKET VALUE:** FSN-10 equivalent (TK. 2,189,897.00 – TK. 3,851,449.00 per annum).

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. **Depending on qualifications and experience, the incumbent may be hired at a trainee grade (lower than the position grade).**

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. STATEMENT OF DUTIES

GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The Senior Mission GIS Specialist is based in USAID/Bangladesh Program Office and will work closely with the program office, Economist, Monitoring, Evaluation and Learning team, Technical Offices, Project Leads, and Development Objective teams. The incumbent will conduct data analytics using geospatial technologies to inform development programming across the sectors in which USAID works with a specific emphasis on strategic planning, program design, and monitoring, evaluation, & learning. S/he will analyze data and generate data visualization products, including interactive maps and dynamic visualizations, to communicate analytical findings to internal USAID decision-makers and external audiences.

Senior Mission GIS Specialist will also build the capacity of USAID/Bangladesh to use geospatial data, analysis, and visualization products, to better support the goal of data-driven decision making. The Senior Mission GIS Specialist may also manage awards related to the procurement of geospatial technology, application of geographic analysis, and external sources of data that are relevant to USAID programming in sectors such as agriculture, economic growth, education, environment, governance, health, and human rights. The Senior Mission GIS Specialist will work closely with GIS Specialists in USAID bilateral missions in the region, and the USAID GeoCenter based in Washington, DC.

STATEMENT OF DUTIES TO BE PERFORMED

Strategic Planning and Technical Assistance for Bangladesh Mission

(60%)

- Assist with preparation of Country Development Cooperation Strategies (CDCS's), Project Appraisal Documents (PADs), and Scopes of Work (SOWs) by incorporating geospatial analysis and visualization to help set goals, objectives, targets, anticipated results to present this information in compelling visuals.
- Engage in discussion among key offices within the Bangladesh Mission to articulate a vision and plan for integrating geospatial information and analyses into strategic planning, program design, and monitoring, evaluation, & learning (MEL).
- Work closely with the design team and MEL team to ensure evidence-based programming using GIS tool.
- Supervise the GIS team of GIS analyst and GIS interns to produce higher level analytical support to the mission.
- Work closely with the Economist to ensure any potential data analysis and visualization to inform program decision making.
- Ensure on-demand geographic analysis and visualization products from technical teams and the mission to inform development programming decisions.
- Ensure acquisition of database of geospatial data, including retrieval of historic geospatial data previously funded by USAID.
- Implement GIS best practices in areas such as geospatial meta-data standards, workflows, and data-sharing protocols.
- Provide technical advice to ongoing Mission programming, introducing and supporting policies and processes that enable incorporation of data-informed decision making and analytical capacity in the Mission's portfolio.
- Serve as an Agreement/Contracting Officers Representative (AOR/COR) for buy-in procurement mechanisms related to geospatial and data analytics.
- Provide technical advice regarding data quality and data submission to the development data library (DDL).
- Collaborate with the Digital Development Lab, Washington DC, for updating the mission with data related innovation projects beneficial to the mission.

Capacity Building for Bangladesh Mission

(20%)

- Work closely with Mission staff across teams and across sectors to review and identify optimal entry points for digital tools and analytical support.
- Prepare concept papers, background analyses, and briefings to build support for the use of data visualization and data science techniques throughout the Mission.
- Communicate the value of geospatial analysis to staff and facilitate basic training on principles of geospatial analysis, specifically tailored to Mission needs while conveying the limitations and uncertainty inherent in data sets and analytical techniques.
- Consult with Mission staff to offer needs-based suggestions and demonstrations of utility of geospatial analysis and visualization for planning and improving outcomes.
- Organize/facilitate training, workshop, meetings, seminars on best-practice data collection, management, analysis, and visualization for Mission staff and USAID partners.
- Engage regional stakeholders on topics such as accessing and using regional datasets, new analytical methods, and other resources related to development programming.

Networking and other responsibilities

(20%)

- Collaborate with the GeoCenter regarding the planning and implementation of geospatial capacity within the USAID Mission and with the geospatial community both locally and internationally.
- Actively participate in USAID's global network of Geo-specialists and Data Analysts and liaise with networks across Bangladesh to strengthen the Agency's community of practice in GIS and data analytics.
- Collaborate with the donor community for developing data standards and create platforms for data sharing with IPs.
- Maintain connections within the local and international GIS community to maintain a high standard of professionalism in research, data, surveys, practices and policies. This could include leading an

interagency GIS working group within the Embassy to address common issues and coordinate information sharing.

- Collaborate with the host government data generating agencies for developing data standards and practices, and platform advocating use of open data and APIs.
- Identify data required for crisis response planning and activities, including coordination with intra-agency crisis response teams.

Supervisory Relationship

The incumbent works under the direct supervision of the Director of the Program Office or his/her designee, and follows directions of the mission Program Office team leader. The employee is expected to work within the greater Mission Strategic Plans as outlined in key planning documents. The employee, in collaboration with the Program Office and in line with Mission policy has the authority to plan, schedule and carry out major projects concerned with the acquisition, analysis, and visualization of datasets resulting from programs or organizational activities. S/he is expected to perform complex duties independently. Geospatial analysis, explication and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change. The incumbent is expected to work with a high degree of independence and periodically update supervisor on the progress of his/her work. Performance is reviewed by the supervisor on annual basis.

Supervisory Controls

This is not a supervisory position.

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

NOTE: Current employees serving a probation period are not eligible to apply. Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees promoted or reassigned within the last one year to a new position, must submit written approval from a supervisor to apply.

11. PHYSICAL DEMANDS

The work requested is generally sedentary and poses few physical demands.

12. Point of Contact: Deena Shahabuddin, dshahabuddin@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: A Bachelor's degree in geography, urban and regional planning, statistics, economics, computer science, engineering, math, environmental science, agriculture or other relevant discipline is required.

Prior work Experience: A minimum of 5 of professional-level experience in geospatial data management, analysis, and cartographic production; performance monitoring and evaluation; the analysis and interpretation of large amounts of data and design or management of data or analytical systems is required.

Job Knowledge: The incumbent must have strong knowledge of GIS and mapping technology, data analysis, and visualization practices. The job requires understanding of the organization and respective roles of different offices and functions of the Mission, region, and Agency.

Skills and Abilities: The incumbent must have the following:

- Ability to apply geospatial technology for analyses related to such diverse sectors as agriculture, democracy & governance, economic growth, education, environment and health.
- Ability to obtain, clean, visualizes, evaluate and interpret factual data, and prepare concise, accurate and complete reports.
- Technical knowledge of industry-standard GIS software (Esri ArcGIS, QGIS etc.), Spatial Data Infrastructure (SDI), and creation of geospatial data products in developing country environments.
- Technical knowledge in remote sensing software (Erdas Imagine, ENVI etc)
- Strong quantitative background and experience in data collection, cleaning, processing, and reproducible analysis using statistical software or programming languages (e.g. Stata, SAS, SPSS, R) are preferred.
- Experience translating statistical, regression and visualization results into briefing documents or presentations for senior leadership.
- Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint, and other database software, and word processing programs.
- Experience implementing geospatial metadata standards, workflows, data-sharing protocols, and GIS best practices.
- Effective communication skills to present and advocate for data, analysis, and visualization concepts, relevant USAID policies and guidance, data quality practices, etc., to USAID staff and implementing partners (IPs) who have varying familiarity with geospatial analysis.
- Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private-sector organizations.
- Ability to conduct introductory training in the use of geographic information and data for development programming.
- Ability to work independently, to manage several activities at once, and work under pressure to meet deadlines is required. Management and organizational skills to work with numerous teams, identifying priority actions and taking initiative for follow through is needed.
- Must have the ability to work as a team member/team leader as well as to provide leadership in the area of his/her competencies. Work requires good organizational skills and the ability to multi-task.
- Must have excellent written and oral English skills. Ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required.

Language Proficiency: The incumbent must be proficient in spoken and written English at Level IV (fluent) and must likewise be fully fluent in spoken and written Bangla. English language skill will be tested.

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 interviews with the top ranked short-listed candidates. If the interview is conducted, the interview will be one of the determining factors in the final selection.

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

- A. Education – 10 Points**
- B. Prior Work Experience – 30 Points**
- C. Job Knowledge – 30 Points**
- D. Skills and Abilities – 30 Points**

IV. APPLYING

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 [HERE](#).
2. A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements and a statement certifying the date and length of time for which the candidate is available for the position.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your 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:

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 to be considered. Failure to do so may result in a determination that the applicant is not qualified. Applications must be addressed to:

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

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

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following form.

1. Application for Security Certification, US Embassy Dhaka

The above form shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit form 1 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)
- 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 USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, ‘Direct USAID Contracts With a Cooperating Country National and With a Third Country National for Personal Services Abroad.’ including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the following link to determine which CIBs and AAPDs apply to this contract: <http://www.usaid.gov/work-usaid/aapds-cibs>
5. **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>.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates 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. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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