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 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 offers.

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

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Michael Teske
USAID/Central Asia Contracting Officer
ATTACHMENT TO SOLICITATION NO. 16/2022

I. GENERAL INFORMATION

1. SOLICITATION NO.: 16/2022
2. ISSUANCE DATE: July 13, 2022
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 3, 2022 (6 p.m. Bishkek time)
4. POSITION TITLE: Project Management Specialist (Democracy and Governance), FSN-11
5. MARKET VALUE: $33,686 - $47,160 gross per annum equivalent to FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Kyrgyz Republic
   Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE: Full-time: 40 hours per week
7. PLACE OF PERFORMANCE: USAID/Kyrgyz Republic, Bishkek
8. ELIGIBLE OFFERORS: Kyrgyzstani nationals and other nationals with valid permanent residence on the territory of Kyrgyzstan
9. SECURITY LEVEL REQUIRED: FSN SBU
10. STATEMENT OF DUTIES:

   BASIC FUNCTION OF POSITION:

   The job holder is a member of the USAID/Kyrgyz Republic Mission in Bishkek and a member of the Democracy and Governance Office (DGO) team, working under the supervision of the Democracy and Governance Office Director. The job holder serves as an advisor on democracy and governance issues and a project manager for democracy and governance projects in the Kyrgyz Republic.

   As an advisor, the job holder is responsible for advising the Democracy and Governance Office Director, USAID Mission Director, and Embassy leadership on democracy and governance issues of the highest complexity and scope. As a project manager, the job holder serves as Contracting Officer’s Representative (COR) and Agreement Officer’s Representative (AOR) for assigned USAID democracy and governance projects. In these roles, the job holder performs a myriad of independent, complex project management, research, reporting, activity monitoring, evaluation, and analytical duties. The job holder is required to independently plan and coordinate with other technical staff at USAID/Kyrgyz Republic, contracting, finance, and legal offices at USAID/Central Asia, and with other CORs, AORs, and AMs in the region to ensure optimal programming and management of the Mission’s democracy and governance activities. As a specialist, the job holder must be effective in communicating and coordinating with civil society and private-sector representatives, senior-level government officials in host-government agencies, USAID and Embassy officials, international organizations, and donor representatives. The job holder is responsible for the full range of professional development assistance functions, including providing technical and strategic leadership in democracy and governance.

   As a specialist in the Democracy and Governance Office, the job holder represents USAID in external engagements and fora, models USAID values and professional ethics, demonstrates judicious decision-making aligned with USAID regulations and USG foreign policy, and mentors and trains other Democracy and Governance Office staff.

   MAJOR DUTIES AND RESPONSIBILITIES:

   Project Management (50%)
The job holder serves as COR, AOR and Activity Manager for contracts, grants, and/or cooperative agreements in the democracy and governance sector and sub-sectors. Sub-sectors include, but are not limited to, local governance, parliamentary strengthening, public administration, rule of law, anti-corruption, media and civil society development, elections and political processes, counter trafficking-in-persons, human rights, civic education, youth development, conflict mitigation and management, and countering violent extremism.

The job holder oversees project implementation, including: meeting regularly with implementing partner (IP) leadership, reviewing and approving annual IP work plans; facilitating IP relationships and coordinating with local stakeholders (e.g. other IPs, cooperating country-government counterparts, non-governmental organizations, other donors, etc.); overseeing IPs compliance with all relevant USAID regulations and procedures; providing capacity building to local IPs as needed; communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID; ensuring gender is integrated into project implementation, reviewing and approving IP performance reporting; managing and updating project files, and; liaising with USAID contracting, financial and legal offices to ensure orderly, compliant project implementation.

The job holder oversees IP financial management, including: reviewing activity expenditures and properly planning needs for incremental funding; reviewing quarterly vouchers and milestones for approval; preparing quarterly accruals worksheets; presenting project budget data as needed to inform financial and programmatic decisions, and representing the financial status of activities to Mission management in Quarterly Financial Reviews, in collaboration with the Office Director.

The job holder monitors and evaluates IP performance, including: conducting regularly scheduled site visits to review program implementation; ensure project sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight; meeting with beneficiaries; conducting data quality assessments of contractor/grantee performance indicator data; adjusting or recommending adjustments to programs/projects/activities based on site visits and as appropriate; leading or coordinating independent project evaluations including drafting the evaluation scope of work, procuring evaluation services, assisting evaluation team deployments, and reviewing evaluation documents, and; generally ensuring the IP meets performance expectations.

The job holder ensures accurate planning and reporting of project activities, including: drafting project-specific language for USAID planning and reporting processes such as the Operational Plan, Performance Plan and Report, Congressional Budget Justification, Mission Resource Request, and internal portfolio reviews; providing written status reports when requested, and; keeping the Office Director regularly informed of program implementation progress, results, and issues/problems on a timely basis.

The job holder contributes to the Democracy and Governance Office team by serving as an Alternate COR or AOR in support of other Office project managers and by mentoring and training other Office staff in project management and USAID policies and procedures as needed.

**Technical and Strategic Leadership (50%)**

The job holder serves as a technical resource on 2-4 assigned democracy and governance sub-sectors, providing high-level technical guidance to USAID and Embassy senior staff, the Kyrgyz Government, the international community, and other development partners. As a specialist, the job holder leads the conception and design of projects supporting democracy and governance, including: undertaking or contracting contextual and/or technical analysis, developing a strategic approach to the sub-sector aligned with USAID policy and priorities, drafting project design documents, leading project design teams, analyzing gender gaps to be addressed, and leading project procurement processes in collaboration with the contracting office at USAID/Central Asia. The job holder leads USAID/Kyrgyz Republic sector analysis and strategy design as it relates to the 2-4 assigned democracy and governance sub-sectors, including drafting sections for the Mission’s Country Development and Cooperation Strategy and Democracy Human Rights, and
Governance Assessments. The job holder proactively advises the Mission on future programmatic directions in the democracy and governance sector and provide professional analysis on a range of democracy and governance issues.

The job holder serves as a political advisor, providing professional analysis to USAID and Embassy senior staff on issues related to democracy and governance in the Kyrgyz Republic, including political and democratic developments, Kyrgyz political economy and history, cultural, ethnic, gender, and religious considerations, personal history and networks of political figures, and domestic and international conflicts. In this role, the job holder monitors media reporting, regularly reads scholarly and grey literature, establishes, maintains, and leverages senior-level contacts in the Kyrgyz government, academia, civil society and private-sector, international organization, and other donors, consistent with the overall Mission policies and priorities. The job holder represents USAID at international community events, including conferences, roundtables, and forums, and participates in regular and ad hoc coordination groups and technical working groups related to democracy and governance. The job holder briefs Mission and Embassy leadership both orally and in written form on an ad hoc basis or in regular internal meetings, as well as drafting or contributing to analytical documents for USAID Washington or other USG Agencies.

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

12. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Bachelor's degree in International Relations, Political Science, Economics, Conflict Resolution, Development, Public Policy or another relevant field is required.

b. Prior Work Experience: The job holder must have, at a minimum, five years prior progressively responsible professional-level experience in one or more of the following democracy and governance sub-sectors: local governance, parliamentary strengthening, public administration, rule of law, anti-corruption, media and civil society development, elections and political processes, counter trafficking-in-persons, human rights, civic education, youth development, conflict mitigation and management, and countering violent extremism. The job holder must have five years of experience in project management with the USG, other donor, or an international organization. The position requires a combination of managerial, technical, design and analytical experience combined with experience managing resources and programs. Experience in analyzing sector data and translating into practice is required.

c. Language Proficiency: Level IV (fluent reading, writing, and speaking) in English and Russian required. Level III (good working knowledge) in Kyrgyz or Uzbek is required.

d. Job Knowledge: In-depth and comprehensive knowledge of political, social, economic, and cultural characteristics, problems, resources, and development prospects/priorities for the Kyrgyz Republic, cross-border and regional issues, and the relevant government and non-government entities is essential. Understanding of government legislation and policies in democracy and governance and related areas is required. Advanced knowledge of democracy and governance sub-sectors, such as local governance, parliamentary strengthening, public administration, rule of law, anti-corruption, media and civil society development, elections and political processes, counter trafficking-in-persons, human rights, civic education, youth development, conflict mitigation and management, and countering violent extremism is required, including knowledge of current sector trends and international best practices. Thorough knowledge of donor concepts, principles, techniques, and practices, including team management and the administrative, budgeting and financial aspects of project management, are required as is knowledge or the
potential to acquire knowledge of USAID rules, regulations, and policy and programming procedures.

e. Skills and Abilities: Advanced planning, program management, and analytical skills are required. The job holder must be able to independently establish and maintain contacts with senior level Kyrgyz Government officials, the international donor community, international organizations, the private sector, civil society, the Embassy, and USAID. Advanced ability to understand, defend, and explain USAID policies, objectives, and procedures and to transmit and interpret host country government and civil society attitudes and concerns to senior USAID and Embassy officials is also needed. Job holder must be able to independently identify, locate, analyze, and evaluate a variety of relevant data. The job holder must also be able to organize and present complex program information in appropriate written and oral form. Job holder must have the ability to successfully work independently in a fast-paced work environment while juggling multiple competing priorities. The position requires a combination of managerial, technical, design and analytical abilities combined with the demonstrated ability to manage resources, programs and people. Strong leadership, teambuilding, interpersonal, and mentorship skills are required. The job holder must have financial management skills. Proficient practical knowledge of computer applications and familiarity with excel spreadsheets are required. Must be willing to travel under rugged circumstances and work on weekends, holidays and evenings as needed.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education;
2. Prior Work Experience;
3. Language Proficiency;
4. Job Knowledge;
5. Skills and Abilities.

IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by COB August 3, 2022 via e-mail: CentralAsiaJobs@usaid.gov and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

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

V. LIST OF REQUIRED FORMS FOR PSC HIRE
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 necessary forms.

VI. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

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.