SOLICITATION NUMBER: 72038822R10019

ISSUANCE DATE: June 29, 2022
CLOSING DATE/TIME: July 28, 2022; 04:30PM

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

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking 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 solicitation material for their records.

This solicitation does not obligate USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

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

Sincerely,

Sara Suliman
Contracting Officer
ATTACHMENT 1

1. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72038822R10019

2. **ISSUANCE DATE:** June 29, 2022

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 28, 2022 at 4:30 pm local time in Dhaka, Bangladesh.

4. **POINT OF CONTACT:** Abdul Kayum, email at akayum@usaid.gov. Please DO NOT send applications to this email address. For instructions on how to apply, see section IV & V of this solicitation.

5. **POSITION TITLE:** Project Management Specialist (Energy), FSN – 10

6. **NUMBER OF VACANCIES:** One (1)

7. **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

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

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

10. **ELIGIBLE OFFERORS:** This is a Cooperating Country National position; all Qualified Bangladeshi Nationals are eligible to apply.

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

12. **STATEMENT OF DUTIES:**

A. **GENERAL STATEMENT OF PURPOSE OF THE CONTRACT**

The Project Management Specialist (Energy) provides advice and support services to the USAID/Bangladesh Mission’s Office of Economic Growth (EG) in planning, implementing, managing, and monitoring the Mission's energy portfolio. S/he supports energy activities and programs consistent with the Mission’s priorities and development objectives (DOs). S/he also supports the EG Office in preparing a wide range of project design and implementation documents including budgets, concept papers, scopes of work, performance and audit reports. S/he is expected to fulfill other project administrative requirements such as serving as Agreement/Contract Officer's Representative (A/COR).

The Energy Specialist develops and maintains productive working relationships with key partners, including USAID Missions in the region, other U.S. Government (USG) agencies, national ministries, local governments, international development agencies, donors, non-government organizations (NGOs), and private sector firms. Particularly, s/he supports the Energy Team Leader in coordinating all energy activities with relevant industry and government stakeholders to increase program impact, enhance sustainability, and ensure compliance with USAID policies and procedures. S/he serves as a critical link between the Mission’s energy programming and the U.S. and in-country energy sector resources. Specifically, s/he contributes to the Mission’s efforts under the Asia Enhancing Development and Growth through Energy (Asia EDGE) initiative. Asia EDGE is a U.S. whole-of-government effort to grow sustainable and secure energy markets and
strengthen energy security, increase energy diversification and trade, and expand energy access across the Indo-Pacific.

The incumbent reports to the Energy Team Leader, who leads the Mission’s energy portfolio.

B. STATEMENT OF DUTIES TO BE PERFORMED

Project and Activity Management

• Performs work in all stages of project and activity design and implementation: planning, designing, implementing, monitoring, reporting and closing.

• Serve as an Activity Manager, Contracting Officer’s Representative (COR), or Agreement Officer’s Representative (AOR) for assigned contracts, cooperative agreements, and grants, and fulfill all AOR/COR responsibilities as described in the delegation letter from the Agreements Officer or Contracting Officer including the responsibility for accuracy, completeness and timeliness of official AOR/COR files.

• Facilitate the development of work plans and monitoring, evaluation and learning plans by advising contractors and grantees on expected program performance indicators, targets, and results, and contributing to data collection and synthesis as well as ensuring that program implementation achieves planned results, and developmental impacts are well-documented and reported.

• Guide and monitor activities to ensure compliance with the terms of their contracts and agreements as well as with established USAID guidelines, policies and procedures, including USAID’s environmental compliance requirements.

• Review and respond to regular performance reports from implementing partners to ensure that activity implementation and performance are on track and able to increase outcomes and impacts as well as enhance sustainability.

• Coordinate financial tracking and reporting including preparing accruals reports and supporting Quarterly Financial Reviews.

Technical and Program Support

• Provides technical, programmatic and managerial leadership services to the EG office and the Senior Management Team.

• Supports the Energy Team in conducting research, identifying trends, key issues and opportunities in the areas of renewable energy, energy efficiency, cross border electricity trade, electricity and gas infrastructure, energy policy and governance, as well as providing technical advice to address them.

• Participate in meetings, workshops, and conferences organized by various organizations, including the Government of Bangladesh, other donors and international development organizations.

• Ensures development of various program cycle products in a timely and efficient manner, such as the Operating Plan (OP), the Congressional Budget Justification (CBJ), the Mission Resource Request (MRR), Performance Plan and Report (PPR), Indo-Pacific Strategy reporting and other ad-hoc requests and reports.

• Participate in the preparation of new procurements, such as the preparation of scopes of work, program descriptions, illustrative budgets, waivers, and exceptions to competition as required.

• Serves on Project and/or Activity Design Teams, Technical Evaluation Committees for procurements or new staff recruitment, as assigned.

Coordination with Energy Sector Stakeholders

• Facilitate and coordinate various efforts of the Mission under the US Government’s Indo-Pacific Energy Initiative titled Asia Enhancing Development and Growth through Energy (Asia EDGE).

• With minimal supervision, coordinate with NGOs, donors, civil society, and the Government of Bangladesh in understanding its policy/strategy concerns and potential implications for USAID strategies and program planning.
• Support the Energy Team Leader in identifying opportunities for establishing a strong linkage between the Mission’s energy programming and the U.S. and in-country private and public sector resources.

• Maintain a database on international donor activities and contacts in the energy sector and help organize periodic meetings to enhance communication and coordination.

• Stays abreast of relevant energy sector strategies, reports, analyses, publications, research, Latest technologies, innovations, and developments in Bangladesh and around the world, and provide useful recommendations and solutions, particularly related to addressing critical energy-sector issues.

C. SUPervisory Relationship

The incumbent shall carry out the functions of this position based on strategic/policy direction from the Energy Team Leader. The incumbent works with a reasonable degree of independence and carries out most of his/her assignments on his/her own initiative. The Incumbent must be capable of applying knowledge, skills and experience to issues without detailed guidance from the supervisor. The incumbent shall regularly appraise his/her supervisor on actions and decisions impacting the overall energy portfolio. S/he often sets his/her own deadlines and sets priorities with minimum supervision. The incumbent will report to and work under the general supervision and guidance of the Energy Team Leader who will review and approve the incumbent's annual work objectives and performance measures. Supervision will generally be confined to weekly staff meetings and informal daily and/or weekly consultations.

D. SUPervisory Controls

None.

13. PHYSICAL DEMANDS

The work requested is generally sedentary and poses few physical demands. The incumbent may be required to visit activities outside Dhaka.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: A minimum of a Bachelor’s degree in Engineering, Energy/Environmental/Information Science, Economics, Public Policy, Development Studies or a related field is required.

Prior work Experience: Minimum of three (3) years of experience in program or project management in addressing issues on clean and renewable energy, energy efficiency, energy infrastructure, energy research and policies, climate change adaptation and/or mitigation is required.

Job Knowledge:

• Solid knowledge of viable approaches for identifying critical issues, challenges and opportunities in the clean energy sector in Bangladesh is required.

• Knowledge on the energy sector landscape and the geo-politics of the countries in South Asia in which USAID operates, as well as knowledge on the challenges of implementing energy plans and meeting national targets in the region for energy generation and use of targeted technologies, such as variable renewable energy is required.

• Understanding of the interrelationships between energy, industrial and urban sector issues, as well as economic, social, health, environment and gender issues and effective approaches in ensuring the sustainability of development efforts is required.

Skills and Abilities:

• An entrepreneurial mindset, including an ability to think strategically, operate independently, be self-motivated, and set and achieve ambitious targets.
• Ability to undertake market analysis; develop business plans; and conceptualize, negotiate, implement and build consensus and partnerships.

• Exceptional interpersonal skills, resourcefulness, and credibility with the ability to build relationships and communicate effectively with people of varied professional, cultural, and educational backgrounds.

• Ability to absorb and synthesize a broad range of information, including financial, regulatory, clinical, programmatic, demographic, and scientific information.

• Excellent prioritization skills to juggle multiple tasks simultaneously within tight time deadlines.

• Ability to synthesize and highlight programmatic successes, both in writing and orally, for briefing papers, visiting dignitaries, and Government of Bangladesh and other officials.

• High level of proficiency with word processing, spreadsheets, and presentation software.

Language Proficiency: Bangla and English proficiency Level IV (written, reading, and oral) is required. English level 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 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Education</td>
<td>15</td>
</tr>
<tr>
<td>Prior Work Experience</td>
<td>30</td>
</tr>
<tr>
<td>Job Knowledge</td>
<td>35</td>
</tr>
<tr>
<td>Skills and Abilities</td>
<td>20</td>
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</tbody>
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IV. SUBMITTING 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 HERE. 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 a candidate's education level meets the minimum requirements.
   b) **Work Experience**: how candidate is 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.

V. WHERE TO APPLY

Applications must be addressed to:
Human Resources Office
Attention: Executive Officer
USAID, Embassy of the United States of America

*Applicants must submit the full application package via the online application portal 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 instructions 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 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.

VI. 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.

VII. 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 (Included in above mentioned annual package “7. Market Value”)
- Medical reimbursement
- Life insurance
VIII. 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.

IX. 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

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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