



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038620R10017

ISSUANCE DATE: September 24, 2020

CLOSING DATE/TIME: October 16, 2020 Indian Standard Time (IST)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) – Development Program Specialist (Gender).

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** 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 offers.

Any questions must be directed in writing to the Point of Contact specified in the Attachment 1.

Sincerely,

**Edward
Michalski**

Edward Michalski
Contracting Officer

Digitally signed by
Edward Michalski
Date: 2020.09.23
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72038620R10017**
- 2. ISSUANCE DATE: September 24, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: October 16, 2020**, Indian Standard Time (IST).
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.
- 5. POSITION TITLE:** Development Program Specialist (Gender)
- 6. MARKET VALUE:** INR 1,973,681 – INR 3,017,536 equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**a) General Statement of Purpose of Contract**

The position of Development Program Specialist (Gender) is based in USAID/India's office of Program Support (PS). Working closely with USAID's Project Development Officer and technical teams throughout the Mission, the Specialist reports directly to the Director, Office of Program Support (PS).

The Specialist provides intellectual leadership and serves as the expert professional, technical advisor responsible for leading the development and support of gender concerns in all

USAID/India Programs. The Specialist has lead analytical and programmatic responsibility for ensuring a thorough consideration of gender issues and impacts surrounding USAID investments. The Specialist also plays the lead role in incorporating gender issues and considerations into key USAID strategic planning, including the Country Development Cooperation Strategy (CDCS), and promoting awareness and consideration of these concepts within the Mission and India's larger development community. The incumbent will work very closely with the Mission's CORs/AORs/Activity Managers as well as Monitoring and Evaluation staff to facilitate implementation of the Mission gender activities and to ensure their results are being achieved and properly reported. S/he will serve as COR/AOR of the Mission's gender-focused awards. S/he will provide support for all other Mission awards that require gender integration as a cross-cutting theme. S/he will act as the Activity Manager for all USAID/Washington gender focused awards. As USAID programming policy priority, the primary function of this position is to support all technical teams in their efforts to integrate gender into new project designs and ongoing programming. The Specialist also develops and maintains a Mission-wide overview of how USAID/India is addressing gender issues and would be capable of carrying out USAID's broader representational interests. The incumbent serves as an active participant and establishes active, practical relations with the Government of India (GOI), the international community, and USAID Implementing Partners. The Specialist conducts gender analyses of proposed strategies and programs and provides substantial input into policy analysis, research, project design implementation monitoring and evaluation, and learning to ensure engendered approaches. S/he also monitors compliance with USAID gender requirements and designs and delivers gender training to the Mission and its Implementing Partners, including the development of resource materials, as necessary. The incumbent works with technical teams to ensure gender-related indicators are collected and provides expertise to technical teams regarding monitoring, assessing, and evaluating social and gender performance, outcomes, and impacts of USAID funded projects.

b) Statement of Duties to be performed

INTEGRATE GENDER INTO PROGRAM DESIGN, IMPLEMENTATION AND EVALUATION (40%):

- Designs, updates and conducts or commissions gender analyses of proposed strategies and programs providing substantial input into social/gender assessment in policy analysis, research, program design implementation, and monitoring and evaluation.
- Identifies appropriate approaches and best practices to addressing gender inequities in the implementation of USAID/India's strategy, providing recommendations as to how projects may be better designed to ensure that both women and men benefit equitably from USAID investments.
- Identifies appropriate approaches and best practices to enhance the gendered impact performance of USAID investments, including increasing the involvement and participation of women in decision-making and increasing access to assets for Indian women participating in USAID programs.
- Supports monitoring and evaluation efforts on progress toward gender equity through identifying appropriate indicators, identifying robust impact assessment methodologies,

participating on evaluation teams, and drafting relevant gender-sensitive questions and approaches within scopes of work, amongst other duties.

PROVIDE MISSION LEADERSHIP ON GENDER ISSUES (30%):

- Provides Mission-wide technical, representational and intellectual leadership on policy and program guidance as USAID/India's senior subject-matter expert on gender.
- Identifies, promotes, designs and conducts gender training programs to increase the technical competence of USAID personnel.
- Serves as the primary Mission liaison for the Gender Development Partners Group and coordinates with the GOI and bilateral and multilateral donors to India on gender issues and programming.
- Monitors the implementation of, and updates as necessary, the USAID/ India Mission Order on Gender.
- Forges strong institutional linkages between USAID/India programs and other U. S. Government agencies, and other bilateral and multilateral donor agencies carrying out gender-sensitive assistance activities.

COMPILE AND MAINTAIN GENDER INFORMATION/DATA AND RESPOND TO DATA CALLS/INQUIRIES (30%):

- Closely monitors and assists in data calls from a variety of sources (USAID, other USG agencies and stakeholders, other donors, and the GOI) for information on various USAID initiatives, activities and reports with significant gender content, including but not limited to: the annual Performance Plan and Report, the Operational Plan, and USAID and USG Gender policies and strategies.
- Collaborates closely with technical teams to develop and maintain comprehensive information at the Mission level on USAID programs that integrate gender, maintains updated gender-disaggregated data, and develops and maintains gender-related factsheets for distribution inside and outside the Mission.
- Provides support to Mission's Gender Team and to programming efforts. 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.

c) **Supervisory Relationship:** The Specialist works under the general supervision of the Program Support Office Director, and/or his/her designee.

d) **Supervisory Controls:** The Specialist performs assignments independently. The Supervisor establishes the basic parameters of work and determines major priorities. Routine and/or recurring work is reviewed on a periodic basis, while task-oriented work is reviewed as completed.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a **Education:** Bachelor's degree is required with specialization in Social Sciences, Business Administration, Management or a related area.
- b **Prior Work Experience:** Minimum five years of experience in development related field, international relations, program and project design with a focus on gender equality and women's empowerment.
- c **Language Proficiency:** Level IV (fluent) Hindi and English language proficiency, in speaking and in writing.
- d **Job Knowledge:** Detailed-to-Expert knowledge of gender policies, institutions, laws, regulations and directives on gender; and gender-in-development theory and practice. S/he must have a thorough understanding of the Indian development context, including the political, economic, social and cultural contexts, and the operating environment of USAID as a development partner of the GOI, as well as of the systems and institutions of the GOI, Civil Society and Non-Governmental Organization (CSOs and NGOs) that are directly involved with, or strongly influence, gender-in-development issues in India and in the region.
- e **Skills and Abilities:** The ability to plan, organize, manage, and evaluate program/project activities is required. The Specialist must have excellent verbal and written communication skills, tact, and diplomacy in order to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GOI and State officials, and with public and private organizations, such as primary USAID technical contacts in the development area. Verbal communication skills are also used to explain and interpret GOI attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, implementing partners, counterparts, and peers. Excellent writing skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers. The ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters, is necessary. The work requires good computer skills in order to manage assigned activities and to achieve set goals and achievements, both technical and financial.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Job knowledge (30 points)
- Education (10 points)
- Skills and Abilities (20 points)
- Communication Skills (20 points)
- Writing Skills (20 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:
http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc.
2. Submit **electronic copies** of applications to: indiaper@usaid.gov.
3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
 - USAID Website
 - Internal Circulation
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
7. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Instructions and forms related to mandatory security clearance.

2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

VI. BENEFITS AND ALLOWANCES

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

VII. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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

USAID regulations and policies governing CCN and TCN PSC 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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award.
3. Acquisition & 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. **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/resources_standards-of-conduct

NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

Compensation: The selected individual will be compensated in accordance with the Local Compensation Plan for Cooperating Country National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate's responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.