



# USAID | INDIA

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**The closing date to apply for the Solicitation has been extended until November 1, 2020**

**SOLICITATION NUMBER: 72038620R10018**

**ISSUANCE DATE: October 01, 2020**

**CLOSING DATE/TIME: November 1, 2020 / Midnight Indian Standard Time (IST)**

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) – Project Management Specialist (Tibetan Refugees)

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**  
Digitally signed by Edward Michalski  
Date: 2020.10.16 16:56:45 +05'30'

Edward Michalski  
Contracting Officer

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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72038620R10018**
- 2. ISSUANCE DATE: October 1, 2020**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: November 1, 2020 / Midnight Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at [indiaper@usaid.gov](mailto:indiaper@usaid.gov)
- 5. POSITION TITLE:** Project Management Specialist (Tibetan Refugees)
- 6. MARKET VALUE:** INR 1,454,888 – INR 2,198,267 equivalent to FSN-10. 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 is located in the General Development Office (GDO), USAID/India. The primary responsibility of the Project Management Specialist (Tibetan Refugees) is to identify, develop, describe, and implement programs/projects/activities in the area of support for Tibetan refugees in India and Nepal in support of the Special Objective of USAID/India's Country Development Cooperation Strategy "Economic and Cultural Resilience of Tibetan

Communities in India and Nepal Strengthened.” Working closely with the GDO Office Director and the senior FSN General Development specialist), the incumbent will assist GDO on all matters related to the Mission’s interest and involvement in supporting Tibetan Refugees in India and Nepal.

The Specialist plays a key role in the full range of advisory, information-gathering, analytical, technical, managerial and representational services related to supporting Tibetan refugees in India and Nepal. S/he independently manages one or more activities, and is responsible for providing management and technical direction to contractors and grantees to ensure that the activity is responsive to the terms and conditions appearing in the relevant USAID agreements, as well as the needs and expectations of project clients. The incumbent is expected to exercise initiative and independent judgment in the management of these activities.

S/he also represents USAID/India in national and international forums related to support for Tibetan refugees and maintains middle to senior level contacts with a range of U.S. Government (USG) officials, representatives of the Central Tibetan Administration (CTA) and international donor organizations, and professional staff of local and international non-governmental organizations (NGOs) and universities. The work includes serving as Contracting/Agreement Officer’s Representative (COR/AOR) or alternate COR/AOR for USAID programs/ projects / activities implemented by contract, Cooperative Agreement, or grant, participating in the design of programs/projects/activities, and the evaluation of ongoing programs, advising on best practices, participating in technical working groups, and helping to strategically integrate the Office’s Tibetan refugee activities to align with USAID/India’s Country Development Cooperation Strategy and other USAID/Washington led initiatives. The job holder is required to perform work-related travel.

**b) Statement of Duties to be performed**

**a. Program/Project Management - 45%**

The Specialist serves as a COR/AOR and/or Activity Manager for selected implementing partners (IP), coordinates them to facilitate implementation in a wide variety of circumstances, ensures high-quality results are being provided in accordance with Mission standards, and following best practices and procedures in the many Tibetan settlements supported by managed activities. The Specialist monitors and evaluates managed programs/projects/activities through site visits, reporting, and trends analysis; works in close collaboration with the other Specialists in the Mission to avoid overlap with other programs/projects/activities; facilitates the development of Implementing Partners (IP) work plans and Performance Management Plans and coordinates preparations for IP portfolio reviews; and, participates in the review of annual, semi-annual, and quarterly IP reports, and requests or participates in the preparation of other reports as needed. The Specialist regularly liaises with the Central Tibetan Administration on implementation and regularly conducts site visits and other travel to priority areas where projects are implemented. Finally, the Specialist coordinates VIP and other Temporary Duties related to personally managed and Office-wide activities, as required.

**b. Technical Advice and Advocacy - 35%**

The Specialist works with colleagues and superiors in the Office, the Office of Program Support, and with other Technical Offices to strengthen USAID strategic and programmatic directions, and the Office's ability to address managed programs/projects/activities, with special emphasis on implementing best practices. The Specialist assists senior USG, Mission, and Office staff in representing USAID to IPs, NGOs, CTA agencies, and other national and international groups and bodies, in order to develop effective and sustainable strategies for implementing Tibetan refugee support activities. The Specialist collaborates with other Office members in the preparation and presentation of deliverables, and assists in monitoring Mission and USG progress toward meeting overall Mission objectives.

**c. Representation and Coordination – 20%**

The Specialist maintains close contact with and engages in technical and policy dialogue as appropriate with staff and senior representatives of international organizations and missions, the CTA, non-governmental organizations and foreign donors. The Specialist assures effective coordination of USAID-funded activities with those of other stakeholders including the CTA, other USG, other non-governmental organizations, USAID/Washington, and the U.S. Embassy. The Specialist represents USAID at donor and other international forums on Tibetan refugee issues.

- c) **Supervisory Relationship:** The Specialist works under the general supervision of the Office Director and/or his/her designee.
- d) **Supervisory Controls:** Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** Completion of a Bachelor's Degree or equivalent formal education in public administration, economic and social sciences, or a relevant related fields required.
- b. **Prior Work Experience:** A minimum 5 years of experience in managing, developing development programs is required.
- c. **Language Proficiency:** Level IV (fluency) in speaking, reading, and writing, English and Hindi, is required.
- d. **Job Knowledge:** The Specialist must have - in-depth professional-level knowledge of development principles, concepts, and practices; a good working knowledge, or the potential

to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities; strong understanding of the socio-political status, history, demographics, politics and culture of Tibetan refugees in India and Nepal and knowledge and understanding of the organization and respective roles of the different levels of the CTA and various institutions supporting Tibetan refugees and the diaspora; a wide range of contacts in Tibetan communities in India, Nepal and abroad including in the CTA, NGOs, International agencies and donors

- e. **Skills and Abilities:** The Specialist must have the ability to plan, organize, manage, and evaluate program/project activities; 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 contacts, 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 CTA attitudes, priorities, and concerns to USAID officials, and to negotiate program/project plans and resolve program/project implementation issues with appropriate organizations, technical advisors, IPs, counterparts, and peers); excellent writing and presentation skills are required in order to prepare regular and ad hoc reports, project documentation, and briefing papers; good analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans; the ability to work effectively in a collaborative team environment, and to achieve consensus on policy, program/project, and administrative matters; good computer skills in order to manage assigned activities and to achieve set goals and achievements, both technical and financial are required.

#### **IV. 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:

- Education (10 points)
- Experience (20 points)
- Job knowledge and Skills (25 points)
- Ability to work as a part of the team (30 points)
- Communication and written exercise (15 points)

## **V. 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](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](mailto: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.

## **VI. 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.

## **VII. 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.

## **VIII. 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.

## **IX. 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/sites/default/files/documents/1868/aidar\\_0.pdf](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>. 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/OGE%20Regulations>

## **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.