SOLICITATION NUMBER: 72038622R10017

ISSUANCE DATE: June 17, 2022

CLOSING DATE/TIME: July 10, 2022 / 23.59 hours Indian Standard Time (IST)


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 a 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,

Ralph Christopher Gomes Jr (affiliate)
R. Christopher Gomes
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72038622R10017

2. ISSUANCE DATE: June 17, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: July 10, 2022 / 23.59 hours Indian Standard Time (IST)

4. POINT OF CONTACT: Ms. Vandana Sharma, Human Resources Specialist, e-mail at indiaper@usaid.gov.

5. POSITION TITLE: Project Management Specialist (WASH)

6. MARKET VALUE: INR 2,873,935 to INR 4,457,939 equivalent to FSN-12. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. 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.


11. STATEMENT OF DUTIES

a) General Statement of Purpose of Contract

The Water for the World Act of 2014 builds on the Water for the Poor Act of 2005, which made water, sanitation and hygiene (WASH) a U.S. foreign policy priority, instructing the U.S. Government (USG) to focus programming and resources in priority countries that have both the greatest sector needs and opportunities for impact. The USAID Water and
Development Plan under the U.S. Government Global Water Strategy articulates the Agency’s approach to increase the availability and sustainable management of safe water and sanitation for the underserved and most vulnerable. Congress has consistently appropriated funds under the water directive to increase sustainable access to safe drinking water and sanitation and improve hygiene. It is anticipated that increased funding for water, sanitation and hygiene activities will be sustained for the coming years. A dedicated WASH team manages this work at USAID/India.

The WASH team is part of USAID/India’s General Development Office (GDO), which also covers portfolios related to sustainable landscapes, pollution, biodiversity, basic education, and Tibetan refugees. The General Development Office is responsible for programs with a total annual funding level of over $40 million. The WASH portfolio has historically received about $6 million in annual funding.

India has been designated a Water for the World High Priority Country. Water for the World High Priority Countries are prioritized for support and investment as the primary recipients of U.S. Government foreign assistance for water security, sanitation, and hygiene with the goal of delivering transformational impact. The Water for the World Act requires the Mission to identify a lead subject matter expert that can help deliver impactful programming at the Mission level. Hence, in addition to serving as the WASH Team Lead, the incumbent will also serve as the Mission’s WASH Subject Matter Expert and Country POC under the HPC designation.

India has a complex and strategically important WASH portfolio that has significant high-level interaction with government of India officials and other development partners. The incumbent represents USAID interests in engagements with these partners. USAID is seen as a very significant donor partner in the WASH sector in India due to the quality of technical expertise that we provide and our significant participation in high level fora. The position will provide leadership, program management and technical support for USAID water and sanitation-related programs. The WASH Advisor is a senior professional in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of WASH service delivery. The incumbent serves as the team’s senior advisor on WASH issues and ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement WASH programs. He/she manages other staff supporting the Mission’s WASH portfolio. The Senior WASH Advisor is expected to guide, coordinate, manage and monitor the expanding and high-profile WASH portfolio of the country, leading to successful outcomes. He/she serves as the in-house subject matter expert on WASH and the Mission’s senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts. The job may be expected to perform work-related travel.

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

**Sector Leadership and Strategy**

Serve as a specialist for the WASH portfolio and provide expert direction in the design, implementation, monitoring and evaluation of WASH programs and interventions. Serve as the Mission’s HPC designation Lead and supervise efforts to identify, prioritize and address
key technical challenges, and policy and institutional structures, constraints and opportunities in sustainable water and sanitation service provision and management in the country, including those related to private sector participation in the sector. Identify opportunities to use available USAID field support mechanisms to expand water and sanitation coverage and improve hygiene and to leverage resources from other sources and related funding streams, e.g., climate adaptation, food security. Through literature review and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global WASH landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated into Mission programming. Play a key role in identifying and coordinating among the various USG and internal USAID water, sanitation and hygiene-related activities and players.

**Project Management**  
(35%)  
Develop concept papers, scopes of work, USAID project and activity design documents and bilateral and multilateral agreements related to the design of water, sanitation and hygiene related programs, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. Maintain a technical portfolio as Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR) and/or Activity Manager, which includes review and approval of workplans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required. Lead the development of a performance-monitoring plan for all Mission activities contributing toward the objectives of the Senator Paul Simon Water for the World Act and its associated earmarks and contribute to data collection and synthesis. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the WASH portfolio. Conduct field visits to USAID-supported WASH activities to meet with implementing partners and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

**Representation and Coordination**  
(25%)  
Represent USAID at designated national, regional and international meetings that relate to WASH, including regular participation in national level WASH technical working groups and related committees. Develop, maintain and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase synergy among the key stakeholders. Provide briefings to USAID and its partners on the status of USAID water, sanitation and hygiene activities in country. Prepare and deliver presentations on the same issues to local government and USG officials and international and local program partners and colleagues. Serve as the Mission’s representative on all inter-agency forums related to WASH. Organize site visits and prepare orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress.

**Supervision, Coaching/Mentoring and Staff Support**  
(10%)  
Supervises other staff which includes developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching them in facilitation of
professional development. Conduct regular performance reviews and address any performance challenges that may arise. Work with direct reports to determine training needs, helps identify appropriate training opportunities and ensure fair participation in training. Provide expert advice and guidance to direct reports on matters relating to WASH.

c) **Supervisory Relationship:** The incumbent works under the general supervision and policy guidance of the Deputy Office Director (Environment and WASH) in the General Development Office, who will review and approve his/her work plan and performance measures.

d) **Supervisory Controls:** The incumbent is also expected to collaborate with the other technical and support offices as appropriate.

12. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

a) **Education:** A minimum of a master’s degree in environmental management, geology, hydrology, public health, water engineering or related field is required.

b) **Prior Work Experience:** At least 8 years of progressively responsible technical experience in water supply, sanitation, and hygiene improvement in India. The position requires a combination of managerial, technical, and analytical abilities. Expertise in the areas of sustainable water and sanitation services, hygiene promotion, private sector engagement, finance, sector policy reform, and program design. Experience must have provided the opportunity for policy work, program direction and visioning, strategic planning, and design, and/or program management, especially of complex and high-visibility programs. A significant portion of this work experience (at least 5 years) must have been related to international donor funded programs.

c) **Language Proficiency:** Fluency (Level IV) in English and Hindi language proficiency, in speaking, reading, writing, is required.

d) **Job Knowledge:** Direct experience in the management of USG, Non-Government Organization (NGO), or other bilateral or multilateral donor-funded projects. Direct hands-on experience on improving water and sanitation services and hygiene promotion in rural and urban areas, informal and formal urban settlements Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc. Good understanding of strategy, programming and implementation activities of WASH based sector activities. Knowledge of water and sanitation sector development in the relevant region, including understanding of emerging, evidence-based approaches in technology selection, policies/enabling environment, institutional structures, community governance, financing, environmental sustainability, and social/cultural issues including gender.

e) **Skills and Abilities:** Demonstrated ability in performing at high levels, with minimal supervision and with initiative.
− Excellent communication skills, tact, and diplomacy to explain, interpret, negotiate, report on and otherwise establish sustainable working relations and trust with relevant level Government of India (GoI) officials and other partners and stakeholders.
− Ability to conceptualize, undertake analysis and understand complex programs and to be sensitive to USAID relationships with the GoI, private organizations, donors and other stakeholders.
− Excellent writing skills in order to develop projects, prepare reports, technical papers, briefing papers and other Mission documents.
− Expertise to analyze and interpret policies, assist in policy revision and programming, develop strategies and programs, and develop and execute work plans.
− Proficiency in English to prepare documents, programs, plans, reports and correspondence.
− Capacity to participate in meetings and discussions conducted in English, often in USAID/Washington and in other international fora, as is the ability to present complex ideas.
− Coordinating and organizational skills for application within multicultural work environments.
− Ability to manage multiple complex tasks simultaneously, to work under pressure and produce results, and to work effectively in a collaborative team environment.
− Capacity to manage a variety of complex awards and relationships, identifying and resolving program issues, and ensuring that all activities are carried out in a technically sound and cost-effective manner.
− Computer skills in Microsoft Word, Excel, and PowerPoint.

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.

A. SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.
Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Technical Knowledge (50)
- Work Experience (30)
- Leadership Experience (20)

**Phase-III:** The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to determine the most highly rated Offerors.

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

- Technical Expertise (30)
- Work Experience (20)
- Leadership (20)
- Writing Skills (30)

### 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-%20DS-174_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20DS-174_0.doc).

2. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.

3. Submit electronic copies of applications to: indiaper@usaid.gov.

4. 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.

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. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated. *
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 clearances are obtained.

VI. BENEFITS AND ALLOWANCES

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee’s salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee’s credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.
5. In addition, employees are covered under the Mission’s Medical and Hospitalization Plan for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

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:


2. ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) Definition. As used in this clause -

*United States or its outlying areas* means—

(1) The fifty States;

(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and


(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such
Excluded States and Outlying Areas is maintained at https://www.saferfederalworkforce.gov/contractors/.


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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/resources_standards-of-conduct.

6. **PSC Ombudsman** : The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman.

   The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

**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.
**Relocation and Housing:** Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate’s responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

**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.