



**SOLICITATION NO.:** 72049222R10005

**ISSUANCE DATE:** 2021

**CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 2021

11:59PM Philippine time

**4. POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines, e-mail at aidmnlhr@usaid.gov

**5. POSITION TITLE:** USAID Project Management Specialist (Resilience), FSN-11

**6. MARKET VALUE:** U.S. Dollars 29,718.00 – 47,550.00 basic salary equivalent to **FSN-11** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the Federated States of Micronesia (FSM). Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and contractor's performance. The initial CCNPSC contract will be for five years, with the possibility of renewing. The renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued USAID Federated States of Micronesia (Mission) requirements and the continued availability of funds. The probationary period is twelve months.

**8. PLACE OF PERFORMANCE:** Kolonia, Federated States of Micronesia (FSM), with possible travel as stated in the Statement of Duties.

**9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Open to all interested individuals who are FSM citizens or non-FSM citizens lawfully admitted for permanent residence in the FSM, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within FSM for purposes of this application.

**10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

## **11. STATEMENT OF DUTIES**

### **BASIC FUNCTION OF POSITION**

The USAID Project Management Specialist (Resilience) serves as the primary staff for the USAID/Pacific Island sub-office in the Federated States of Micronesia (FSM) which covers primarily the FSM, but at times may provide support to the Republic of the Marshall Islands (RMI) and Palau. The Specialist performs a variety of research, analyses, reporting, coordination, monitoring, outreach, and administrative functions in support of USAID's Pacific Islands Main Office located in Manila, Philippines. The Specialist supports and closely advises the USAID Country Coordinator in FSM as

well as the General Development Officer (GDO) and USAID/Philippines technical and support offices to help achieve the following objectives in the Pacific: to support the U.S. Government's (USG) broader foreign policy objectives in the region; to address regional and country priorities; to complement other donor efforts; and to report on the latest news, developments, and perspective from the field and advise on how the portfolio can be adjusted accordingly.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **A. Program/Project/Activity Implementation - 30%**

Under the category, the Specialist will perform the following:

- Serves as Contracting Officer Representative (COR)/Assistance Officer Representative (AOR)/Activity Manager for key programs/projects/activities through contract, cooperative agreement, or grant. Programs/projects/activities are aimed at achieving planned results under USAID Development Objectives (DOs) for Programs in the Pacific Islands.
- Provides administration and oversight for disaster readiness activities, with focus on adaptation strategies as they relate to water supply and sanitation, natural resources management, regional climate change and water networking, and environmental governance activities, including monitoring programs/projects/activities through site visits and the review of work plans and progress reports; tracking expenditures and accruals against obligations; making recommendation to implementing partners (IPs) to increase program/project/activity impact and enhance sustainability; and the reporting of results.
- Drafts official communications for reporting the status of programs/projects/activities, such as the Congressional Budget Justification, Annual Reports, Action Memos, and Acquisition documents (i.e. Activity Approval Document, Scopes of Work, and Global Acquisition and Assistance documents).
- Ensures program implementation achieves planned results, documents developmental impacts, and resolves implementation issues in an efficient and professional manner; provides strategic direction to contractors and grantees, in order to ensure activities, support the Mission DOs consistent with the climate change and environmental strategy; guides and monitors activities of contractors and grantees to ensure compliance with established USAID guidelines, policies, and procedures; and coordinates the work with the USAID Country Coordinator in FSM, appropriate personnel at the USAID/Philippines, USAID/Washington, other USAID Missions, US Embassies, and other USG agencies. Wherever possible, the Specialist ensures USAID initiatives complement bilateral activities.
- Develops, maintains and strengthens working relationships with key partners, including national ministries, local governments, international organizations, other donors, the private sector, NGOs, universities, and the media in order to identify and implement efforts to increase synergy among the key stakeholders – these contacts are typically at the senior management level; prepares and disseminates regular information on issues, accomplishments, and worldwide best practices in achieving climate resilience; and, documents success stories in improving climate change and environmental governance.
- Creates and expands public-private sector partnerships, in order to achieve and sustain greater developmental impacts through improved capacities to adapt to the results of climate change, water management, and environmental governance and regional cooperation.

### **B. Strategic, Representational and Outreach Support - 30%**

Under the category, the Specialist will perform the following:

- Works with various sections within the U.S. Embassies in the Northern Pacific and USAID/Philippines, encouraging and reinforcing development issues as the third component

(Diplomacy, Development, and Defense) of the US national security strategy and recognizing the important contributions of development and diplomacy in the Pacific Islands.

- Develops contacts and networks of development specialists in the Pacific Islands, especially in FSM, RMI and Palau, cultivates relationships and identifies opportunities and points of interface with private sector, NGOs, faith-based organizations, and public sector organizations.
- Assesses and advises on development assistance issues and trends, conducts analyses, and presents summaries of development challenges and opportunities in support of USAID development programs and activities. Submits brief reports to the USAID Country Coordinator, the GDO and USAID/Philippines as needed.
- Establishes dialogues with key governmental, non-governmental, private sector, faith-based organizations, and other key stakeholders, provides analysis and advice on USAID programs and development strategies and activities.
- Advises on whom to meet to obtain appropriate information, secure approvals and clearances for the effective and efficient management and implementation of the USAID portfolio.
- Represents USAID, under the direction of the USAID Country Coordinator, the GDO, at meetings and among Embassy planning groups, international donor groups and technical coordination working groups, and bilateral program heads.
- Prepares power point presentations, press releases, briefing materials and other outreach products to assist in meeting with USG stakeholders and other development partners in the region.
- Develops a tracking mechanism to ensure all programmatic tasks are monitored, accomplished, and reported.

### **C. Program Planning and Design - 10%**

Under the category, the Specialist will perform the following:

- Assesses and identifies vulnerabilities in priority sectors important to the economic growth of the above countries, and determines policy, institutional, financial, socio-cultural, and other constraints to implementing programs/projects/activities designed to reduce the vulnerabilities of the priority sectors from the negative impacts of climate change.
- Develops strategies to improve the capacity to implement resilience measures, including for adaptation to climate change; to effectively apply science and technology to collecting, analyzing, and disseminating climate data, in order to inform planning and decision-making for investments in improved resilience to disasters, alternative livelihoods, and natural resource management; to identify challenges in water resources management, including the impact of Global Climate Change (GCC) on resources in the above host countries, and advises the Mission on actions to address these challenges – including taking the lead in preparing country assessments and strategy development to address water resources management issues, including drinking water supply and quality, irrigation and watershed management.
- Designs activities in support of public awareness campaigns to promote a greater understanding of resilience issues, and to encourage individual as well as collective actions towards disaster readiness; formulates strategies for collaboration with donors, governmental counterparts, non-government organizations (NGOs), and the private sector, in order to identify possible areas for cooperation towards resilience; and, prepares studies, concept papers, scopes of work, program/project/activity design documents, and bilateral agreements related to the design of adaptation activities and other climate change related programs, requiring ongoing and regular contacts with national governments, NGOs, the private sector, and international donor agencies to ensure conflict and/or duplication between planned U.S. Government (USG) and other assistance is eliminated or minimized.

**D. Disaster Assistance - 10%**

Under the category, the Specialist will support the Embassy's Mission Disaster Relief Officer by performing the following:

- Serves as a resource and liaison person for Mission disaster assistance in all of the above countries. S/He liaises with international organizations and other donors during disaster situations to ensure efficient coordination for external assistance.
- Maintains regular communication/contact with the Bureau of Humanitarian Affairs (BHA) officials during disaster situations, and files disaster situation reports as appropriate. Liaises with American voluntary agencies which are capable of responding to disaster situations and which have programs operating in the above countries. S/He provides periodic updates and reports on disaster situations.

**E. Management and Coordination Support - 10%**

Under the category, the Specialist will perform the following:

- Performs full oversight responsibility to provide administrative, office management, program, and procurement-related support for the USAID Pacific Islands sub-office in Embassy Kolonia.
- Ensures all administrative and financial operations of the USAID Pacific Islands sub-office in Embassy Kolonia are carried out appropriately and in coordination with the USAID Country Coordinator and USAID/Philippines support offices.
- Determines appropriate levels and maintains inventory of equipment, furniture, and all office supplies.
- Supports various USAID team visits to the northern Pacific, arranging and managing the development of substantive agendas and contacts with public, private, and non-governmental sectors.
- Provides logistical support for official USAID visitors, such as issuing country clearances and arranging accommodations and making appointments for USAID officials.
- Supports and coordinates Pacific programs with the USAID Country Coordinator and USAID/Philippines, provides input for technical materials, briefings, speeches, and special analytical papers to support presentations, public outreach newsletters, and other communication products and responds to "quick turnaround" requests from Washington and Manila for information about program developments.
- Maintains files and reports of development assistance assessments, strategic assistance alliance meetings, TDY reports and follow-up and collaborative assistance projects (Unclassified and SBU).

**F. Financial Management and Procurement - 10%**

Under the category, the Specialist will perform the following:

- Manages the petty cash revolving fund in the amount of \$1,500 and makes prompt payments for bills such as transportation, representational expenses, telephone bills, etc.
- Obtains funds from the financial accounting office in USAID/Philippines to replenish the petty cash revolving funds after bills have been paid.
- Monitors and maintains records of expenses; plans and formulates budget for USAID activities in Embassy Kolonia; assists with relevant procurements for USAID activities; purchases and maintains all office equipment such as laptop computers, fax machines, printers, etc.; procures other services, such as transportation, etc. as needed.
- Determines the type of office equipment needed; identifies available vendors and processes purchase order.

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.

**SUPERVISORY RELATIONSHIP:** The Specialist works under the general supervision of the USAID Country Coordinator for the FSM and the General Development Officer; assignments are made orally and in writing. Supervision of other staff is not contemplated.

**SUPERVISORY CONTROLS:** This is a non-supervisory position. Supervision of other USAID staff is not contemplated.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

a. **Education** – Bachelor’s Degree with a focus on subjects such as environmental engineering, environmental management, water and sanitation management, economics, and international development and governance or a similar related degree is required. **Note: Additional education may NOT be substituted for experience.**

b. **Prior Work Experience** – Minimum of five years of progressively responsible, professional-level experience in the development field is required. Three years of this should have been in development assistance or related work with the USG, FSM government organizations, other donor agencies, or the private sector. Experience should include project design, program planning and implementation, performance monitoring, and/or the analysis and interpretation of large amounts of complex sector/program/project/activity information. **Note: Additional experience may NOT be substituted for education.**

c. **Language Proficiency/Communication Skills** – Must have excellent communication skills in English, both in oral and written forms, in order to communicate effectively with USAID Mission staff and external contacts at various levels. Writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers.

d. **Job Knowledge** – The Specialist must have a demonstrated knowledge of priority sectors that are important to economic growth and demonstrated expertise in designing activities that effectively applies science and technology for informed planning and decision-making. Knowledge and understanding of the economic, political, social, and cultural characteristics of all of the above countries; and, their economic development problems, resources and resource constraints, and development prospects and priorities, is required. Knowledge of all of the above countries’ disaster response policies and capabilities. The Specialist must have a good knowledge, or the potential to quickly acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and respective roles of local governmental institutions and the host country governments.

e. **Skills and Abilities** – The demonstrated ability to plan, organize, manage, and evaluate sectors/programs/projects/activities is required. The Specialist must have good verbal communication

skills, tact, and diplomacy. Analytical ability is required in order 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 independently with minimal supervision. The ability to work effectively in a team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is required. Good computer skills are required, in order to manage activity 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>.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability. Offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

#### **Rating System**

1. Education – 10 points
2. Prior Work Experience – 30 points
3. Language Proficiency/Communication Skills – 20 points
4. Job Knowledge – 20 points
5. Skills and Abilities – 20 points

### **IV. SUBMITTING AN OFFER**

1. Offers must be received on or before **21 December 2021, 11:59PM Philippine time** and submitted at [aidmnlhr@usaid.gov](mailto:aidmnlhr@usaid.gov) with subject line indicating the solicitation number **-72049222R10005**.
2. Qualified applicants are required to submit the following:



- a. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation.
  - b. **Current resumé/curriculum vitae (CV):** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
  - c. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
  - d. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
3. To ensure consideration of offers for the intended position, offerors are to prominently reference the solicitation number (**72049222R10005**) in the offer submission.

*By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.*

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (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 the forms needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

## **VI. BENEFITS AND ALLOWANCES**

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### **BENEFITS:**

- a. Miscellaneous Benefit Allowance
- b. Life insurance
- c. Contribution to the local social security scheme and health care system
- d. Supplemental retirement plan

Additional information may be provided to the selected offeror at time of salary offer.

## **VII. TAXES**

CCNPSCs are responsible for paying local 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/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 as described below:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$ TBD upon award after negotiations with successful Contractor
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$ TBD upon award after negotiations with successful Contractor

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>
5. **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](mailto:PSCOmbudsman@usaid.gov).