



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011721R00002
ISSUANCE DATE: March 26, 2021
CLOSING DATE/TIME: April 25, 2021 (11:59 p.m. Chisinau Time)

SUBJECT: Solicitation No.: 72011721R00002 for a Resident Hire U.S. Personal Services Contractor (USPSC), Cross-Cutting Democracy and Governance Advisor, GS-13, USAID/Moldova

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, Sections I through VIII** 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 attached information.

Sincerely,

/s/

James Mayer
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72011721R00002**
- 2. ISSUANCE DATE: March 26, 2021**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 25, 2021 (11:59 p.m. Chisinau Time)**
- 4. POSITION TITLE: Cross-Cutting Democracy and Governance Advisor**
- 5. MARKET VALUE: \$79,468 - \$103,309** equivalent to **GS-13**
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** one (1) year, with four (4) option years. Options may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds
- 7. PLACE OF PERFORMANCE: Chisinau, Moldova**
- 8. SECURITY LEVEL REQUIRED: Secret**
- 9. STATEMENT OF DUTIES**

BACKGROUND

The USAID Mission to Moldova (the Mission) is responsible for the development, implementation and oversight of USAID-funded programs operating throughout Moldova. The Mission is providing assistance to promote Moldova's transition to a democratic, prosperous, stable, country united towards Europe and resistant to malign influences.

To assist with Moldova's political transition, USAID is promoting good governance and strong democratic practices. Projects include building the capacity of local governments to improve public accountability and service delivery. In addition, programs support judicial institutions and civil society to strengthen the rule of law, fight corruption, expand digital education and enhance civic engagement, especially at the grass roots level. USAID also works with political parties and electoral bodies to enhance transparency and citizen representation in the political process and supports independent, professional media that give citizens access to a variety of perspectives

In the economic growth sphere, by working with clusters of industries, including micro-enterprises in high-value agriculture, USAID is helping increase the private sector's competitiveness in regional markets. USAID also supports regulatory and legal reforms to improve the business environment.

BASIC FUNCTIONS OF THE POSITION

The Cross-Cutting Democracy and Governance Advisor ("Advisor") will work in the DG Office under the supervision of the Office Director or his/her designee. He/she will serve as an advisor

on governance and democratic development issues, with responsibility also in providing technical guidance on cross-cutting issues.

The DG Office manages a large and dynamic portfolio of projects with an annual team budget of \$17.3M that focuses on advancing the capacity of citizens to effectively engage and partner with governing entities, leading to more inclusive and democratic institutions that are responsive to citizens' concerns and resistant to malign influences. The DG Office actively coordinates on cross-cutting goals with the Economic Growth team related to anti-corruption, anti-money laundering and fiscal transparency, and digital transformation. This cross-cutting aspect is integrated into the Mission's new Country Development Cooperation Strategy, which places additional emphasis on internal cross-pollination and hybrid approaches to complex, adaptive problem sets.

The Incumbent will support the operationalization of the newly approved USAID/Moldova Country Development Cooperation Strategy (CDCS), including this hybrid approach. The Advisor will actively participate in the conceptualization, design, monitoring and evaluation, and overall management of USAID/Moldova's new blended approach to the portfolio. The incumbent serves as a technical advisor in support of the full breadth of the Democracy and Governance (DG) portfolio and subject matter expert on cross-cutting issues of importance to be identified based on the needs of the mission and portfolio and at the direction of the Office Director. These cross-cutting issues may include education, digital transformation, aspects of out-migration, anti-corruption, and specific beneficiary groups, such as youth and people with disabilities. The incumbent will actively coordinate on cross-cutting goals and themes identified in the Country Development Strategy with members of the Embassy Country team and the Assistance Working Group (AWG) to ensure a whole-of-Government approach and maximize the effectiveness of USAID and broader USG initiatives in/around the development sphere. The incumbent will also help to coordinate activities at the regional level and may serve as a Mission Point of Contact for some activities centrally managed in DC.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical Advice: Provides technical advice and insights to management, USAID, and Embassy staff on portfolio progress; tracks key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and challenges; conducts research and analysis to support current and future programming; cultivates personal contacts among Moldovan citizens, civil society, international organizations, private sector, and relevant GOM counterparts; briefs USG stakeholders, including Embassy and Mission management. Serves as Mission Point of Contact (POC) for select subject matter areas and assigned cross cutting issues providing analysis and recommendations from a whole-of-portfolio perspective.

Planning & Design: Participate and/or leads in the assessment, design, award and modification of activities, projects and strategies. Responsible for drafting monitoring and evaluation approaches/tools, polished assessments, concept papers, program descriptions, statements of work, modifications, and other analytical and planning documents; drafts and circulates for approval pre-obligation documents; initiates GLAAS requisitions; coordinates with the Regional Contracting Office and Program Office on new procurements and modifications; serves on and chairs Technical Evaluation Committees.

Coordination, Representation, and Reporting: Leads whole-of-portfolio coordination on select and other cross-cutting issues. Provides high level coordination between technical offices. Meets regularly with Embassy stakeholders, other donors, government counterparts, civil society organizations, implementing partners, and others to share information and coordinate on programming. May be required to represent USAID in external meetings related to assigned portfolio areas, with a focus on those cross-cutting across the USAID strategy. Serves as a primary point of contact and/or activity manager for regional and centrally managed mechanisms. Contributes to reporting for weekly bullets; program briefs; program directory updates; portfolio reviews; operational plans, annual performance plan and reports; scene setters; briefers for USAID and other USG officials report outs from meetings and events; and other reporting as required.

Activity Management/COR/AOR Duties: The Advisor will assist in the management of technical assistance activities. Serves as the contracting/agreement officer's representative (COR/AOR), alternate, or activity manager for activities primarily under the DG portfolio. Duties include: conducting site visits to monitor activities and holding regular meetings and correspondence with partners and program stakeholders and tracking partner performance against activity objectives and results.

SUPERVISORY RELATIONSHIP:

The incumbent will work under the direct supervision of the Director of the Office of Democracy and Governance in the USAID Mission for Moldova, or his/her designee.

10. AREA OF CONSIDERATION: US Citizens, Resident Hire.

In accordance with AIDAR, Appendix D, 1 (Class Deviation M/OAA-DEV-AIDAR-17-02c):

(b) Definitions:

(5) Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country –

(i) for reasons other than employment that provides for repatriation to the U.S., including-

(A) with a U.S. government agency;

(B) under any U.S. government-financed contract or agreement; or

(C) under any other contract or employment arrangement.

(ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including –

(A) with a U.S. government agency;

(B) under any U.S. government-financed contract or agreement; or

(C) under any other contract or employment arrangement.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: All questions and offers must be submitted by email to ChisinauHR@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: This position requires a minimum of a university degree (B.A. or B.S) in education, social science, political science, international development, international relations, public affairs and policy management, public administration, business administration, economics, or a related field.

Prior Work Experience: Minimum seven years of progressively responsible experience demonstrating knowledge and competency in the design and management and/or evaluation of USG or international donor-funded development programs/projects, especially in the area of governance, public administration reform, civic space, citizen empowerment, anti-corruption, and/or other cross-cutting development issues. Minimum three years professional experience managing and overseeing USG or donor-funded programs in governance and/or other areas such as education or economic development.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Security and Medical clearances: The ability to obtain the required security and medical clearances in a reasonable timeframe is considered a minimum qualification. See Section V.

III EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: 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 technical tests, interviews, and reference checks to determine the most qualified/highest-ranked offerors. Reference checks may be conducted with the highest-ranked offerors. Reference checks may be conducted with individuals not provided by 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 offerors at the conclusion of evaluations.

Education (10 Points)

This position requires a minimum of a university degree (B.A. or B.S) in education, social science, political science, international development, international relations, public affairs and policy

management, public administration, business administration, economics, or a related field. Master's degree, J.D, Ph.D or other post-graduate studies in a field of study relevant to the Major Duties and Responsibilities is preferred.

Work Experience (35 Points)

Minimum seven years of progressively responsible experience demonstrating knowledge and competency in the design and management and/or evaluation of USG or international donor-funded development programs/projects, especially in the area of governance, public administration reform, civic space, citizen empowerment, anti-corruption, and cross-cutting development issues. Minimum three years professional experience managing and overseeing USG or donor-funded programs in governance and/or other areas such as education or economic development. Experience in project management, monitoring and evaluation is preferred. Practical experience in Central and Eastern Europe, and/or the Former Soviet Union (FSU) is highly preferred.

Job Knowledge (25 Points)

Demonstrated in-depth knowledge of one or a combination of the below fields is essential:

Strong knowledge of international development and challenges in the democracy, governance, and relevant cross-cutting sectors is necessary to succeed in this role. Knowledge of project management principles as well as Moldova's current political, economic, social, and cultural environment, as well as reform and policy priorities across sectors, is desirable. Proficiency in the use of MS Office suite, Gmail, and Google suite is essential.

Skills and Abilities: (30 points)

Demonstrated Skills and Abilities in the below areas are essential:

- Strong learning agility and the ability to effectively adapt to new or changing situations;
- Ability to recognize significant developments and trends in the areas of international development, with an understanding of cross-cutting issues
- The ability to establish and maintain effective relations, to generate trust, and to build alliances with host-country, counterparts, other donor agencies, and international organizations;
- Teamwork skills, both as a leader of and a member of a team, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines;
- Ability to analyze and synthesize complex data;
- Excellent listening, writing and verbal communication skills - including presentation skills to represent USAID/Moldova's projects and strategies in professional meetings and conferences.
- Ability and willingness to function in a collaborative and collegial environment; sensitivity to others; and balanced judgment;
- Strong organizational and time management skills;
- Proven management skills to analyze and resolve a wide range of challenges and problems arising in project/activity implementation.
- Ability to conceptualize, both strategically and programmatically.
- Proficiency in Romanian or Russian is preferred but not required.

Total Points: 100pts

IV. APPLYING

1. Eligible Offerors are required to complete and submit *all* the following documents and information in order to be considered for the position:
 - a. ***Completed and signed*** form AID 309-2, “Offeror Information for Personal Services Contracts,” available at <https://www.usaid.gov/forms/aid-309-2>. ***Only include base salary information in box 4 of sections B and C.*** Do not include bonuses, differentials, cost of living allowances, or other types of compensation. During negotiations, salary history may be verified through pay slips, earnings and leave statements, or other appropriate documentation.
 - b. A cover letter of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III of this solicitation;
 - c. A resume or *curriculum vitae* (CV) of not more than 3 pages which, at a minimum, describes education, experience and career achievements relevant to the evaluation and selection factors in section III of this solicitation;
 - d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror’s ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.
 - e. A scan of the document demonstrating the offeror’s resident hire status (permanent or temporary residence permit, MFA accreditation/ registration, etc.)

Late, incomplete, and/or un-signed offers will not be considered

2. Offers containing all required documents must be received by the closing date and time specified in **Section I, item 3**, and submitted electronically to the email Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors should prominently reference the Solicitation number in the offer submission.

V. PRE-AWARD DOCUMENTATION / LIST OF REQUIRED FORMS FOR PSC HIRES

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 following forms, needed to obtain medical and security clearances.

1. Medical History and Examination Form/ Medical Clearance Update (DS-6561/DS-3057)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)

4. Finger Print Card (SF-87)

Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. 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 offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

Within 2 weeks after written notice from the CO that all required clearances have been received, or unless another date is specified by the CO in writing, the selected offeror shall proceed to Chisinau, Moldova to perform the services specified in section I, item 9.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Resident Hire USPSC is normally authorized the following benefits:

BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual and Sick Leave

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at 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>.

Line Item Table

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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0001	Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
2001	OP 2 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
3001	OP 3 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
4001	OP 4 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available are 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> .