SOLICITATION NUMBER: 04-20
ISSUANCE DATE: September 4, 2020
CLOSING DATE/TIME: September 27, 2020 / 05.30 p.m. Sri Lanka time

SUBJECT: USAID/SRI LANKA & MALDIVES EMPLOYMENT OPPORTUNITY – USAID Project Development Specialist (Maldives), FSN 11

To: All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Maldivian Citizens to provide services as USAID Project Development Specialist (Maldives), FSN-11, under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be Male, Maldives.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short-listed applicants will be contacted.

Submission will only be accepted sent via hrcolombo@usaid.gov by the closing date, September 28, 2020. Incomplete, unsigned or late applications will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

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 regarding this solicitation should be in writing and directed to the undersigned at: hrcolombo@usaid.gov

Sincerely,

Christopher Daly
Supervisory Contracting Officer
USAID/Sri Lanka

Digitally signed by Christopher Daly
Date: 2020.09.03 16:34:39 +05'30'
I. GENERAL INFORMATION

1. SOLICITATION NO.: 04-20

2. ISSUANCE DATE: September 04, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: September 27, 2020 (5:30 p.m. Sri Lanka Time)

4. POSITION TITLE: USAID Project Development Specialist (Maldives)

5. MARKET VALUE: Equivalent to CCNPSC Grade 11 (Step 1 MVR. 402,842/- to Step 12 MVR. 604,263/- per annum). Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Initial one (1) year probationary period with renewable contract(s) contingent on overall performance, continued need of the position and availability of funds.

7. PLACE OF PERFORMANCE: Male, Maldives.

8. MEDICAL AND SECURITY CLEARANCE: The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

9. STATEMENT OF DUTIES: The Project Development Specialist (Maldives) will work with the Maldives Program Coordinator to support the implementation of United States Agency for International Development (USAID) programming in the Maldives, serving as the primary point of contact (POC) for USAID in Maldives. The Project Development Specialist (Maldives) is responsible for liaising with the Government of Maldives (GOM); engaging with other donors; collecting, researching, managing, and distributing information associated with USAID in Maldives; and will facilitate the implementation of a USAID/Maldives communication strategy. S/he will recommend development outreach approaches and content that will assist USAID senior leadership in making strategic decisions related to future programming, communications, events and logistics in Maldives. The Project Development Specialist (Maldives) also serves as the POC for all VIP and high-level visits to Maldives. The Project Development Specialist (Maldives) will facilitate coordination and logistics for visits from USAID/Sri Lanka & Maldives staff, and will develop and build relationships with the government, local businesses, and civil society as is necessary to complete tasks to this end.
10. **Major Duties and Responsibilities:**

**Point of Contact (POC) for USAID/Sri Lanka & Maldives in Maldives (50%)**

- Liaise with Government of Maldives officials on behalf of USAID. Establish and maintain an extensive range of high-level, technical contacts within the Maldivian government, other donor agencies, local civil society organizations, and the private sector. Represent USAID to relevant stakeholders and other USG agencies with presence in Maldives.

- Act as the in situ POC for the Mission related to the Maldives portfolio, and coordinate with the Office of Program and Policy Support (PPS) to respond to program office functions such as planning and reporting for budget and Monitoring, Evaluation and Learning (MEL).

- Communicate frequently with Mission staff working on the Maldives development programming, particularly AORs and CORs for awards in Maldives. Incumbent may serve as Activity Manager or alternate AOR/COR as needed.

- Maintain up-to-date and timely knowledge on country context data using international, national, and USAID sources, as well as local media. Serve as a reference for USAID and the Asia Bureau regarding the Maldives and the evolving portfolio. Inform activity design with relevant and timely data points.

- Draft key reports, documents, and other forms of documentation for the development of strategic documents and performance reporting to the Mission, to the Embassy, and to various Washington audiences.

- Provide periodic analyses and summaries of project achievements for the Maldives Portfolio, as well as occasional presentations for the Mission and relevant stakeholders. This includes periodic or at least quarterly analyses and summaries of project achievements for the Maldives Portfolio.

- Occasional travel to activity sites to observe progress and report on problems, recommended actions to be taken, and follow-up to ensure that assigned actions are, in fact, successfully completed in accordance with USAID regulations. This responsibility requires clear guidance, coordination and regular communication with relevant AORs and CORs.

- In coordination with the Mission Environmental Officer (MEO), ensures that Reg. 216 environmental responsibilities and the Mission’s environmental policies and procedures are adhered to by contractors and grantees under his/her management.

**Development Outreach and Communications (DOC) for Maldives Portfolio (25%)**

- In close coordination with the Mission’s Development Outreach and Communication (DOC) team, supports the Maldives Program Coordinator and the technical offices within the Mission on information collection and production of press, media relations, publicity
events, and outreach activities that advance development objectives as outlined in the ICS strategy.

- Coordinate information dissemination, media outreach (including social media), and public events for USAID in Maldives. Collaborate with the DOC team, Maldives Program Coordinator and implementing partners to develop timely, accurate, effective, and well-written media materials.

- Generate and maintain a standard set of narrative data related to the Mission’s development portfolio for general use in briefers, outreach materials, talking points, communications.

- Photograph and maintain footage of USAID activities and events. Provide USAID with digital and other media to document and communicate USAID successes and lessons as learned. Coordinate and oversee use of photos, video and digital cameras, and any other communications technology as required.

- Maintain a repository of USAID communications materials for Maldives. Update/develop content as is necessary.

- Collaborate with the Mission DOC team to coordinate with the Public Affairs Section (PAS) in finalizing publicity materials, and ensure materials are in harmony with Embassy and USAID messages.

**Event and High-Level Visit Coordination (25%)**

- Coordinate and liaise with the State Department in the execution of USAID events, the dissemination of USAID publicity materials, and any other issues that may arise. Represent USAID in planning relevant events and site visits by the Ambassador, USAID Washington leadership, and other high-level visitors.

- Organize events and site visits for official visitors from the Embassy, USAID, Congress, and other USG entities. Prepare briefing materials, scene setters, and information products to support visits. Maintain a diverse list of potential sites appropriate for a variety of high-level visitors throughout the country. Coordinate with technical teams in preparing implementing partners and communities for official visitors.

- Develop and maintain professional contacts for all logistical needs of the Mission in supporting VIP and high-level visits. Negotiate and establish working relationships with lodging and transportation partners to quickly and seamlessly pull together logistical support mechanics for trips and visits as is required.

- Support Mission and VIP visits through all range of logistics – meeting scheduling, transportation arrangement, room booking
Position Elements:

a. **Supervision Received:** The Project Development Specialist (Maldives) will work under the general supervision of the Maldives Program Coordinator, and in conjunction with the DOC team and the program office. The Specialist works with considerable independence, initiating necessary coordination with key government and civil society stakeholders, implementing partners (awardees), other technical and support offices, a/o USG agencies. S/he must be able to establish priorities, meet deadlines, and perform with minimal guidance and little or no follow-up. The Specialist keeps the Maldives Program Coordinator updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint of providing adequate fulfillment of responsibilities and results achieved.

b. **Supervision Exercised:** The position is non-supervisory. However, the incumbent will serve as an advisor and will provide authoritative guidance on matters pertaining to Maldives programming and logistics.

c. **Available Guidelines:** In addition to the USAID/Sri Lanka and Maldives established administrative operating procedures, policies and formats, the incumbent is required to understand Mission and Agency-specific policies and procedures which govern communications, public engagements, and travel logistics. The incumbent will be required to keep abreast of evolving agency guidelines and policies, including the Automated Directives System, Mission Orders, Mission Notices, and USAID Program Strategy and Policy Documents as is relevant. Guidelines may be general in nature and not specific to the situation at hand, requiring considerable interpretation and judgement on the part of the Specialist.

d. **Exercise of Judgment:** In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgement in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. The incumbent will adhere to the Agency's Code of Ethics and Conduct.

e. **Authority to Make Commitments:** The incumbent will have no independent authority to commit funds on behalf of the USG, the USAID/Sri Lanka and Maldives, or the Program Office.

f. **Nature, Level, and Purpose of Contacts:** The incumbent will be required to establish and maintain positive working relationships with USAID and Embassy staff, national government officials, non-government and private sector representatives, and other foreign donor institutions. Contact will be in person, by phone, or written communication. The purpose of contact will be to: 1) Maintain open lines of communication in support of USAID issues, activities and procedures; 2) Collect, obtain, and verify information for project planning and implementation; 3) Support smooth logistics for VIP and high-level visits.

g. **Time Expected to Reach Full Performance Level:** The incumbent will perform this full range of duties and responsibilities within one year.
11. **AREA OF CONSIDERATION:** Open to qualified Maldivian Citizens and Current Locally Employed Staff (LES) of the U.S. Mission. LES currently on probation are ineligible to apply. USAID provides equal opportunity and equitable treatment for employment of all people without regard to race, color, age, religion, sex, sexual orientation, national origin, political affiliation, disability status, veteran status, marital status or any other characteristic for equality of opportunity in all aspects of employment.

**NOTE:** ALL ORDINARYLY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

12. **PHYSICAL DEMANDS:** The position requirements do not involve rigorous physical demands.

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

Any application that does not meet the requirements stated below will not be evaluated. Only short-listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

**REQUIRED QUALIFICATIONS:**

a. **Education:** Completion of at least an international level Bachelor's Degree (or equivalent) in the fields of social or research sciences, international affairs/relations, political science, development, mass communications, or other sector relevant to development studies, or international programs is required.

b. **Prior Work Experience:** A minimum of (7) years of work experience in progressively responsible project management and/or communications related positions is required. Prior experience working with a U.S. government agency or other international/local development organization or donor is an asset, but not a requirement.

c. **Post Entry Training:** The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's policies and procedures that govern: 1) Professional communications; 2) Agency branding and communication materials requirements; 3) Logistics and travel systems; and 4)
AOR/COR training if necessary.

a. **Language Proficiency**: (List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr: The job holder must possess a very high degree of proficiency in both written and spoken English (Level IV). Strong written and oral proficiency in English is required (Level IV), as well as Level IV proficiency in Dhivehi. Given the nature of the position, effective written and oral communications are critical to perform successfully.

b. **Job Knowledge**: A comprehensive knowledge of the concepts, principles, techniques and practices behind effective communication and relationship management is required. The ability to create messaging across a variety of media, including print, blogs, social media, video, and speeches, and experience with the planning or execution of video content is necessary. Computer literacy, including MS Word, PowerPoint, Excel, gmail suite, scheduling and logistical management tools; and a photo editor and graphic illustrator, along with some understanding of a web content management application is necessary. Knowledge of event coordination and a background in supporting event logistics in Maldives is required.

c. **Skills and Abilities**: A strong ability to review, write, edit communications materials; work in a fast-paced environment; and work as part of a team is required. The Maldives Program Specialist will be a main POC for USAID in Maldives working primarily remotely, and therefore requires strong interpersonal skills; the ability to follow through on all assignments with minimal oversight; and the capacity to work effectively as a team member in a culturally diverse Mission team.

III. **EVALUATION AND SELECTION FACTORS**

To be considered for this position, applicants must meet the required qualifications stated above. For those who are determined to meet the required qualification, further consideration and selection will be based on panel assessment of the Selection Criteria listed below.

a) Prior Work Experience  
b) Language Proficiency  
c) Job Knowledge  
d) Skills and Abilities

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the applicant’s technical knowledge, work performance, communication skills, and group dynamics, using the above criteria. USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.
IV. **HOW TO APPLY**

**Step 1:** Visit the following Website:  
http://www.usaid.gov/sri-lanka/careers

**Step 2:** Download and Complete the “Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member Form DS-174”. **The applicant must answer all the questions in the Form.**

**Step 3:** Submit the following:
1. Form DS-174  
2. Cover Letter explaining your qualifications for the position  
3. Updated curriculum vitae/resume *(no more than five pages)*  
4. Minimum of 5 references with current telephone numbers and e-mail addresses  
5. Copies of all relevant certificates  
   **Scan and attach all the documents as one attachment and submit via e-mail to:**  
   hrcolombo@usaid.gov

To ensure consideration of applications for the intended position, applicants must prominently reference the Solicitation Number and the Position Title in the subject line of the e-mail.

“END OF SOLICITATION”
USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


   [The CO must check [http://www.usaid.gov/work-usaid/aapds-cibs](http://www.usaid.gov/work-usaid/aapds-cibs) to determine which AAPDs/CIBs apply and insert the relevant text as required.]

**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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)