



USAID
FROM THE AMERICAN PEOPLE

SRI LANKA

Solicitation No. 05-21

SOLICITATION NUMBER: 05-21

ISSUANCE DATE: August 25, 2021

CLOSING DATE/TIME: September 21, 2021 / 17:30 p.m. Sri Lanka time (Deadline Extended)

**SUBJECT: USAID/SRI LANKA & MALDIVES EMPLOYMENT OPPORTUNITY –
USAID PROJECT MANAGEMENT SPECIALIST – GOVERNANCE AND VULNERABLE
POPULATIONS- (MALDIVES), FSN 10**

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 Management Specialist (Maldives), FSN-10, 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 21, 2021. **Incomplete, unsigned, or applications received after the closing date 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 Executive Officer
USAID/Sri Lanka

ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 05-21

2. ISSUANCE DATE: August 25, 2021

3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: September 21, 2021 (17:30 p.m. Sri Lanka Time) (Deadline Extended)

4. POSITION TITLE: USAID PROJECT MANAGEMENT SPECIALIST – GOVERNANCE AND VULNERABLE POPULATIONS (MALDIVES)

5. MARKET VALUE: Equivalent to CCNPSC Grade 10 (Step 1 MVR. 334,368/- to Step 12 MVR. 501,557/-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 upon overall satisfactory 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 USAID Project Management Specialist (PMS) will serve as an Activity Manager, expert, and advisor on issues related to a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or c) legislative function and processes.

S/he will demonstrate an appreciation for the roles and responsibilities of stakeholders in the government, Parliament, the judiciary, civil society, political parties and the media in the Maldives' governance. The PMS will provide reporting and analysis on related issues to USAID and the U.S. Embassy. The incumbent is expected to assist with strategic planning USAID's good governance, elections and political transitions, and/or legislative system strengthening programs.

The PMS will be responsible for regular reporting on his/her portfolio of assignments, as well as the Maldivian context as it relates to GVP domains. S/he will play a lead role in regular performance reviews to assess progress in his/her portfolio against the mission's development objectives. The PMS will advise the GVP Office and broader USAID mission on significant trends and recommendations pertaining to his/her portfolio. The PMS assists in preparing the mission's annual Performance Plan and Report, in order to capture

programmatic performance of his/her portfolio. The Specialist will ensure that activity performance data is linked to the Development Information System managed by the Office of Program and Policy Support (PPS), and support the PPS Office's requirements related to a mission-wide database to track indicators in an efficient and transparent manner. Once a presence in Maldives is established, the incumbent will manage GVP programs as assigned. This can include programs to strengthen the institutional capacity of the local government authority or government bodies or support good governance and civic engagement programs in Maldives. The PMS will manage and monitor USAID assistance, including the provision of technical direction and leadership to the implementing contractor/grantee teams during and following the development of annual work plans. The PMS will ensure that USAID programs are effectively implemented in accordance with U.S. law and USAID regulations, the contract/agreement, and the approved annual work plan in order to achieve results. S/he reports directly to the Maldives Program Coordinator and receives technical direction from the Director of the Governance and Vulnerable Populations Office.

Travel requirements include:

- S/he will be expected to travel regularly to all areas of operation, allowing USAID to develop and manage critical relationships, monitor and evaluate programs, maintain up-to-date analysis of the dynamic political and social situation, and allow USAID to seize windows of opportunity as they arise.
- The PMS will also be expected to travel to Sri Lanka regularly to meet with Office Directors and Program Managers.
- The Specialist will be required to support trip planning and execution for high level U.S. Government officials to monitor USAID/Maldives activities.

10. Major Duties and Responsibilities:

This PMS position requires technical expertise that will inform USAID programs in the areas of democratic governance, elections and political processes, peacebuilding, transitional justice, and/or preventing violent extremism. The incumbent must maintain current knowledge and information on a broad array of socio economic, political, and development issues affecting Maldives and U.S. Government priorities for Maldives.

Project Management

70%

The job holder provides expert advice and plays a supporting role in the areas of strategic planning, project design and analysis, management, structure and documentation of projects. Assists in the approval process for new awards and subawards, ensuring that proposed assistance requests are in line with USAID priorities and regulations. Supports monitoring and evaluates projects by conducting regular meetings and quarterly monitoring visits, as well as reviewing project reports and related issues. Troubleshoots and contributes to problem solving for issues identified during project implementation. Supports coordination with prime and subsidiary implementing partners to ensure effective program implementation and timely submission of reports (including quarterly reports, financial reports, and indicator data). Provides monitoring, evaluation, and learning for day-to-day oversight of USAID's GVP assistance in Maldives. Maintains an organized and professional work environment at all times, meeting USAID file management requirements. Assists in the development and technical review of program budgets. Provides technical analysis, feedback, and recommendations to USAID officers towards improving program design, management, performance and outcomes. Maintains close contact and foster new relationships with local stakeholders and international partners on contextual and programmatic issues affecting

program performance, implementation, evaluation, impact and sustainability, and/or other matters.

o *When Embassy presence in Maldives permits*, serves as an Activity Manager for more than one GVP program, eventually and potentially transitioning into the role of AOR/COR:

- Maintains complete and auditable financial records for programs managed. Tracks the financial status and expenditures of relevant programs, and process incremental funding actions.
- Prepares documents (budgets, Statements of Work, evaluation criteria, required memos, etc.) and lead administrative actions for program management using USAID procurement platforms: Global Acquisition and Assistance System (GLAAS). Tracks, follows-up, and monitors procurement actions through the Financial Management, Contract, Program, and Executive Offices.

The job holder ensures that monitoring and evaluation (M&E) plans for relevant projects are in place and that activities are developed and implemented against logical frameworks in order to contribute to results. S/he works with USAID officials, implementing partners (IPs), and relevant host-government counterparts to ensure activity monitoring, evaluation, and learning plans (AMELPS), work plans and implementation letters include relevant and effective performance measures that provide results information and accurate measurements of activity impact. Supports office-wide gathering and reviewing of annual and quarterly monitoring and evaluation reporting, such as the Period Performance Review, the Performance Management Plan, and contributions to monitoring performance on the Integrated Country Strategy. Designs and manages internal and external project performance evaluations. Advises on specific measurement and appraisal techniques appropriate for relevant projects and activities. Conducts rolling analysis and ongoing assessment of the operational and policy environment towards identifying new strategic or tactical opportunities to advance USG objectives through assistance activities. Assists in conducting data collection analysis for the USAID/Maldives' Annual Report, Congressional Budget Justification, and Performance Monitoring.

Research, Analysis, and Reporting

30%

The job holder serves as the lead USAID FSN expert on a) elections and political transitions; b) anti-corruption and good governance, and/or c) legislative function and processes in the Maldives context. Provides technical advice and collaboration in the development and implementation of relevant USAID programs and activities. Coordinates and develops partnerships with other donor agencies working on a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or c) legislative function and processes. Develops a professional network of practice with other Maldivian and international professionals working on similar issues in the Maldives. Maintains readiness to brief USG officials on the progress of programs on a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or c) legislative function and processes. Monitors publications and educates team on new information in relevant sectors, in Dhivehi and English. Ensures senior level communication with government, civil society, media, private institutions, and other donor representatives, to provide issue-oriented briefings and presentations.

Position Elements:

- a. **Supervision Received:** The Maldives Program Coordinator will supervise the incumbent. The incumbent will receive technical direction from the Director of the GVP Office and is expected to work independently and as part of a team, while seeking policy guidance from the supervisor. The incumbent is responsible for independent time management and establishment of own work priorities.
- b. **Supervision Exercised:** The supervision of other USAID staff is not contemplated.
- c. **Available Guidelines:** The incumbent is expected to follow standard USAID regulations in carrying out all project management responsibilities. Sources include ADS, USAID Handbooks, OMB circulars, FAM and Mission Orders.
- d. **Exercise of Judgment:** Need to exercise considerable judgment in discussions with senior government officials and in advising implementing partners to have effective programs and in conducting adequate oversight (M&E) of awards. The incumbent is also expected to exercise superior judgment in analyzing political and conflict dynamics in relation to program development and issues related to his/her portfolio. S/he must exercise considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, formulate and present authoritative information for potentially controversial subjects of national or international scope.
- e. **Authority to Make Commitments:** The Job Holder exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor.
- f. **Nature, Level, and Purpose of Contacts:** The incumbent must work closely with mid-to-senior level host country policymakers and consistently provide authoritative information and analysis upon which major long-range USAID/Maldives policy decisions can be made. Consequently, the incumbent will have a wide range of contact with international, local NGOs, other donor agencies, senior Maldivian government officials in Male and elsewhere, and other senior-level stakeholders. Incumbent will represent USAID to other Embassy/USG officials, GoM officials and others as required. Contacts with senior policymakers and staff from host country government institutions will be frequent and recurring since the incumbent will be working in both a liaison and an advisory capacity. Strong working relationships must also be developed and maintained with other USAID and GVP staff and implementing partners.
- g. **Time Expected to Reach Full Performance Level:** The incumbent will perform this full range of duties and responsibilities within one year.
- h. **Office Space/Remote Telework:** The incumbent teleworks to the USAID Mission in Sri Lanka. The incumbent will be responsible for providing her or his own workspace, in their home or elsewhere, until such time that the U.S. Embassy to Maldives establishes an office in Male. The incumbent will be provided with a computer, phone, and other equipment as needed.

- 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:** Minimum of a bachelor's degree or equivalent in a relevant field, such as public policy, political science, public/business/finance administration, international relations, international development, law, peace studies, governance, or other closely related field required.
- b. **Prior Work Experience:** At least five (5) years of progressively responsible experience in planning, developing and/or managing programs focused on democratic governance, electoral processes, peacebuilding, transitional justice, and/or preventing violent extremism required. Demonstrated experience using analysis, monitoring and evaluation tools, and other inputs to adapt programs for greater impact. Prior work experience should demonstrate that the candidate understands international donor programs. Demonstrated experience maintaining strong working relationships with local stakeholders, implementing contractors/grantees, and other donors. And prior work experience should demonstrate that s/he has the capacity and flexibility to manage complex activities under shifting and difficult conditions.
- c. **Post Entry Training:** The incumbent will be expected to possess the necessary technical skills required to perform the duties/responsibilities required of the position. Post-entry training will be focused primarily on USAID's established policies, procedures, and regulations that govern: 1) USAID-specific Agreement/Contracting Officer's Representative responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management. Where necessary and possible, additional training will be provided in technical areas related to the incumbent's portfolio.

- d. **Language Proficiency:** *(List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr: Level IV for oral and written fluency in English and Dhivehi is required. The incumbent will be required to independently prepare and edit complex technical documents and correspondence at a professional level.*
- e. **Job Knowledge:** The Program Management Specialist must have thorough technical knowledge and experience in at least two of the following six fields: a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or c) legislative function and processes. The incumbent requires program management expertise and experience to manage for results in a politically sensitive environment. The incumbent will advise the Government and Vulnerable (GVP) Office and broader USAID mission related to his/her portfolio. Expertise in monitoring and evaluating long-range projects or proposals, as well using contextual analysis and data, to adapt program to achieve results in a complex governance environment. S/he must possess demonstrated knowledge of Maldivian politics, important political figures in one or both governments/civil society/media, and an advanced knowledge of the historical political environment. Knowledge of the U.S. political and institutional context and USAID rules and regulations would be beneficial.
- f. **Skills and Abilities:** This position requires a broad combination of technical, analytical, leadership, and managerial skills. Excellent organizational skills and the ability to juggle multiple competing tasks at one time. Demonstrated ability to work independently and in collaboration with other team members and units. The PMS should be a professional capable of engagement with key Maldivian stakeholders at all levels, as well as representing USAID and the U.S. Embassy with host country officials and donor counterparts. They must have the ability to establish and maintain contacts with counterparts and stakeholders is required, i.e. Maldivian government officials at the national and atoll level, civil society, academics, religious leaders, etc. The ability to communicate effectively and professionally, both orally and in writing, is necessary. The ability to obtain, evaluate and interpret factual data and to prepare precise, accurate and complete reports is necessary. The ability to recognize significant developments and trends reflected from collected data and bring it to the attention of supervisors is required. Knowledge of and ability to use word processing and data management applications effectively, including Microsoft Office Suite, Gmail and other Google applications, and internet applications.

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 – 25 points
- b) Language Proficiency - 15 points
- c) Job Knowledge - 30 points
- d) Skills and Abilities - 30 points
- e) Reference verification (Pass/Fail)

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) Completed form DS-174 (Incomplete forms will is not accepted)

<https://www.usaid.gov/documents/1860/ds-174-form>

(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"

ATTACHMENT 2

USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN/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
2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>
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>

[The CO must check <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>