SOLICITATION NUMBER: USAID 72048622R10015

ISSUANCE DATE: July 8, 2022

CLOSING DATE/TIME: August 6, 2022/11:59PM
Thailand local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – PRO Development Program Specialist (Gender and Inclusive Development), FSN-11

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 V 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,

Scott Spencer
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72048622R10015

2. ISSUANCE DATE: July 8, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 6, 2022/11:59PM Bangkok, Thailand local time

4. POINT OF CONTACT: Kevarin Phirakansakun/RDMA Human Resources Assistant, e-mail: RDMArecruitment@usaid.gov

5. POSITION TITLE: PRO Development Program Specialist (Gender and Inclusive Development)

6. MARKET VALUE: THB 1,340,075 – 2,345,127 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five (5) years initial contract. 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 continued need of the position and availability of funds.

8. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: This position is opened to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor offerors for a Thai residency permit.

10. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

11. STATEMENT OF DUTIES

11.1. General Statement of Purpose of the Contract

The Development Program Specialist (Gender and Inclusive Development) is a member of the Program Office (PRO) in the USAID/RDMA. This position serves as a key resource on matters related to integrating the principles of inclusive development into all RDMA-managed development activities. Inclusive development includes, but is not limited to, the consideration and/or integration within development activities of gender, lesbian, gay, bisexual, transgendered, and intersex persons (LGBTI), youth, indigenous peoples, ethnic and religious minorities, and persons with disabilities (PWD). The incumbent also works
strategically to develop the capacity and skills of RDMA, its client mission’s staff and key partners in inclusive development programming. S/he serves as the Mission's principal inclusive development liaison with donor partners and facilitates the Mission's engagement and ability to influence donors, as well as high level officials of our host governments on policy issues. The incumbent will also lead efforts of technical skill and capacity development, learning, and networking to support collaboration, learning and adapting among gender advisors, LGBTI and PWD points of contact, and other inclusive development specialists throughout the Asia region. S/he will guide Mission staff in USAID’s mandate to ensure that all programs promote inclusive development and gender equity and advise leadership of Asia Missions and Washington colleagues. As a key member of all RDMA activity design teams, s/he will be the senior technical voice for ensuring that gender and broader inclusive development constraints and opportunities are identified, considered, and strategically addressed in the design and development of USAID-funded activities.

11.2. Statement of Duties to be Performed

A. GENDER ADVISOR, CAPACITY BUILDING AND COLLABORATING LEARNING AND ADAPTING (CLA) 50%

- Serves as the Mission’s inclusive development and gender expert and resource person on matters related to USAID’s policies, requirements and best practices related to inclusive development to ensure that all Mission activities comply with the relevant ADS and related guidance and policies. S/he will provide a full range of consultative, information-gathering, analytical, evaluative and written technical services on inclusive development issues to RDMA;
- Facilitates and advise the design and development of gender and other inclusive development analyses for strategies and programs that include literature reviews and producing summaries/briefers on the impact of the social, economic, political, and cultural inequalities associated with gender, LGBTI, PWD, and ethnic and religious minorities, and other inclusive development challenges on the technical areas within which Asia missions operate, such as environment, climate change, health, economic development, and governance;
- Provides technical support to USAID/RDMA Technical Offices to help improve program design, implementation and evaluation (e.g., through support for the Regional Development Cooperation Strategy (RDCS) process, review of new designs, scopes of work for evaluations, training and mentoring) with a deeper understanding of and focus on inclusive development, the rights of LGBTI, indigenous, PWD, ethnic and religious minorities, gender equality, and female empowerment;
- Advises RDMA management, Office Directors, Team Leaders and Activity Managers, including coordination with the HR Office, on matters where gender and inclusive development (GID) integration and awareness is critical;
- Works strategically to enhance the awareness, knowledge, and overall capacity of Mission staff and implementing partners on gender inequality, human rights, counter trafficking in persons, and other issues central to inclusive development;
- Trains and mentors RDMA staff to ensure they have sufficient capacity to successfully assume regular Agreement/Contracting Officer’s Representative (A/COR)
responsibilities and integrate key principles of gender equality and inclusive development into their monitoring and management of mission grants and contracts; and

- In conjunction with the Senior Regional Gender and Inclusive Development Advisor, the monitoring, evaluation, and learning (MEL) team, and Technical Offices, support RDMA learning events, develop opportunities for collaboration on gender and inclusive development within RDMA, contribute to Mission-wide learning opportunities, and track RDMA GID indicators.
- Contributes to RMDA’s support and thought leadership mandate by documenting best practices and lessons learned in the Asia region in gender, LGBTI, ethnic/religious minorities, and PWD integration; female empowerment programming; inclusive development mainstreaming; and monitoring and evaluation. Disseminate these best practices and lessons learned to USAID missions in Asia, Asia Bureau and USAID/Washington staff, and USAID partner governments and other program partners, including regional and multilateral organizations.

B. PROJECT DESIGN AND MANAGEMENT 40%

- Reviews and clears all RDMA Project Development Documents (PDDs), concept notes, and activity designs and descriptions;
- Reviews and provides guidance and clearance for all RDMA gender analyses and other inclusive development assessments as part of the new project and activity design process;
- Acts as AOR/COR for RDMA’s grants and contracts in support of inclusive development (including gender, PWD, LGBTI, and ethnic and religious minorities). In that capacity, manage, monitor, and provide oversight to the grantee and/or contractor to ensure program progress, results, and impacts.
- Coordinates with other RDMA technical offices and provides input to ensure that inclusive development is emphasized appropriately in the relevant technical portfolios; be a leader on the Mission’s Gender and Inclusive Development Working Group, and participate and represent USAID in relevant donor working groups on GID.
- Works with points of contact on inclusive development-related issues within the Mission to provide recommendations to integrate inclusive development and gender equality principles in planning, implementation, and monitoring and evaluation of all development activities in compliance with the USAID Gender Equality and Female Empowerment Policy (2020), the U.S. National Strategy on Gender Equity and Equality (2021), the Policy on Promoting the Rights of Indigenous Peoples (2020), the Automated Directives System (ADS) inclusive development and gender integration requirements, and other USAID inclusive development policy and strategy documents;
- Serves as a resource to help resolve critical problems related to inclusive development and gender integration for Technical Evaluation Committees;
- Provides guidance on indicators, performance monitoring plans and work plans related to inclusive development and gender, as required by agency and Mission policies and requirements.
C. DONOR COORDINATION, OUTREACH AND COMMUNICATIONS, AND REPORTING

- Serves as a GID donor coordination representative to facilitate RDMA's engagement and ability to influence donor and host government policy issues and enhance aid effectiveness with regard to inclusive development;
- Stays abreast of inclusive development issues relevant to USAID's portfolio and participate in events in the Asia and Pacific region, Washington, D.C. and elsewhere which highlight inclusive development issues;
- Serves as one of USAID's senior representatives for delegations related to GID and serve as a liaison and main briefer for high profile delegation visits to RDMA programs, including arranging events, meetings and site visits;
- Serves as USAID's primary representative at donor and government coordination and advisory meetings and working/thematic groups that might be formed or exist to coordinate and discuss inclusive development issues;
- Prepares frequent updates, including those from various committees and working groups, and responds quickly and effectively to ad hoc requests for information from Mission leadership as well as frequent and regular reporting, including pieces for distribution to Congress and other stakeholders as well as posting on the Mission’s website. This requires working closely with all relevant sectors and technical teams to ensure timely progress reports, vignettes and photographs – including success stories to best capture USAID progress on these important issues;
- Provides regular reports, information and updates to the USG on inclusive development issues. S/he will act as the Mission’s liaison point person to the external entities in the donor and the government system on GID.

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.

11.3. Supervisory Relationship
This position reports to the Program Development Officer or his/her designee.

11.4. Supervisory Controls
Full 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

1. Education: A bachelor’s degree in gender or women’s studies, political science, economics, sociology/anthropology, social work or any other closely related social science field is required.
2. **Experience**: Minimum of five (5) years of professional experience in working with gender, women, LGBTI, and/or PWD-related issues in either the public, private or academic sectors, as well as extensive experience of inclusive development in the Asian context.

3. **Language**: Level IV – Fluent in Thai and English with a valid TOEIC score of 855 is required.

### III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](https://www.acquisition.gov/browse/index/far). 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)](https://www.acquisition.gov/browse/index/far). In accordance with [FAR 52.215-1](https://www.acquisition.gov/browse/index/far), 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](https://www.acquisition.gov/browse/index/far)

**Application Rating System**

The application rating system factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

1. **Experience (30 points):**
   Additional points will be given for relevant experience above the minimum requirement stated in Section II which may include demonstrated experience working across multiple stakeholders, building consensus towards a common objective, and guiding others in meeting policy requirements, either with government agencies, NGOs, and/or regional and international organizations.

2. **Knowledge (30 points):**
   - Demonstrates knowledge of inclusive development; gender, LGBTI, PWD, and ethnic and religious minority mainstreaming; gender in development; and inclusive development in the Asian context, including the challenges facing ethnic minorities.
   - Demonstrates overall knowledge of Asia region and cultures.
   - Demonstrates knowledge of organizations, experts, research, and information sources associated with inclusive development.
   - Demonstrates knowledge of and experience in the monitoring and evaluation, including indicator development, study design, and data analysis; especially in gender-related monitoring and evaluation.
   - Demonstrates an understanding of the impact of gender-based violence (GBV) on development programs and assisting programs to address this issue.
   - Demonstrates knowledge of quantitative and qualitative methodologies, including basic statistics, grounded theory, and research design.
● Demonstrates knowledge of major gender analysis tools (e.g. Harvard Analytical Framework, Gender Analysis Matrix; Network Analysis).
● Demonstrates knowledge of research program management, especially planning and oversight of research teams.

3. Skills and Abilities (40 points):
● Demonstrates a high level of analytical skills. Demonstrates an ability in data analysis, program design, strategic planning, program coordination and implementation, especially within a developing country context.
● Demonstrates an ability to integrate inclusive development in creative and innovative ways.
● Demonstrates an ability to design and then deliver active-learning training curriculum on inclusive development.
● Demonstrates proficiency in the use of computers and Microsoft Office applications.
● Demonstrates strong people skills and the ability to interact, communicate, establish, and maintain effective work relationships with stakeholders at all levels (internal and external).
● Demonstrates physical fitness and the abilities to obtain a fit to travel clearance and to travel frequently within the region to support USAID projects.

Total Application Rating: 100
Recruitment Test: 100
Interview Performance: 100
Total Possible Points: 300

SELECTION PROCESS:

To be considered for candidacy, offerors must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in Section II, Item 1-2. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the offeror to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned in Section III, item 1-3. Offerors in a competitive range will be given a recruitment test. Offerors with passing marks from the recruitment test and a valid TOEIC score mentioned in Section II, item 3, will be invited for an interview. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful offeror will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an offeror.

Only offerors within a competitive range will be contacted. No response will be sent to unsuccessful offerors.
**PRESENTING AN OFFER**

Interested offerors must submit the following:


2. A resume or curriculum vitae (CV) without photo.

3. A copy of transcript.

4. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor offerors for the permit (check with Thai Immigration Bureau website [https://www.immigration.go.th](https://www.immigration.go.th) for the information of Thai Residency Permit).

5. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).

6. All required documents must be scanned and submitted via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats. Please do not submit documents in zip files or web links.

7. Application 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, item 12**.

8. To ensure consideration of application for the intended position, the offeror must prominently reference the Solicitation Number in the application submission. The email subject should read: **First name Last name – USAID 72048622R10015 PRO Development Program Specialist (Gender and Inclusive Development), FSN-11**

   By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

**IV. LIST OF REQUIRED CLEARANCE 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 clearance forms.
1. **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.

2. **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.

V. **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

VI. **TAXES**

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country’s laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Thai government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

VII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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


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](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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

   The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

EQUAL EMPLOYMENT OPPORTUNITY: USAID/RDMA provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

**END OF SOLICITATION**