



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72012122R23
ISSUANCE DATE: 10/27/2021
CLOSING DATE/TIME: 11/27/2021 at 11:59 p.m. Kyiv Time

SUBJECT: Solicitation for a Development Program Specialist, Cooperating Country National Personal Services Contractor (CCN PSC) on the Local Compensation Plan.

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,

/s/

Ellen Zehr
Contracting Officer

Attachment 1 to Solicitation No. 72012122R23

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72012122R23
- 2. ISSUANCE DATE:** 10/27/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 11/27/2021 at 11:59 p.m.
Kyiv Time
- 4. POSITION TITLE:** Development Program Specialist
- 5. MARKET VALUE:** Basic Annual rate (in U.S. Dollars): \$53,055-68,966

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Ukraine forms the basis of compensation. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated. This salary range is not inclusive of other benefits and allowances.

6. PERIOD OF PERFORMANCE:

Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. 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 Mission requirements and the continued availability of funds.

7. PLACE OF PERFORMANCE: Kyiv, Ukraine

8. SECURITY LEVEL REQUIRED: Foreign Service National Security Certification

9. STATEMENT OF DUTIES:

The Program Development Specialist for USAID/Ukraine and Belarus is located in USAID/Ukraine's Program Office. The position provides diverse support across the Mission's portfolio. The incumbent must deal with a large, complex set of programmatic processes and serve as a dedicated representative to the offices of Economic Growth and Belarus, providing support across their portfolios, including with activity design, monitoring and evaluation, resource forecasting, and reporting. Additionally, s/he also serves as a technical advisor to the Mission on the development and management of Private Sector Engagement and the Public-Private Partnership portfolio and a focal point for coordination of COVID-related programming.

MAJOR DUTIES AND RESPONSIBILITIES:

Provide dedicated program support to the Office of Economic Growth (OEG)

- Work closely with the PRO team to ensure a strong understanding of all Program Office responsibilities, processes and procedures per Mission Orders, Automated Directives System, and USAID policies.
- Collaborate closely with the OEG team and have a solid knowledge of their portfolio, objectives, and budget.
- Stay informed on the latest developments of PRO and OEG teams and serve as a conduit for information flow between these two offices.
- Provide detailed technical advice to OEG on processes managed by the Program Office, including the program cycle, budget, monitoring, evaluations, and reporting.
- Participate in OEG project and activity design teams, including providing inputs to key documents, guiding and supporting on Agency and Mission policies and procedures established for design, review, and approval of USAID projects and activities.
- Collaborate with the Regional Contracting Office in providing support to OEG on solicitation documents for new activities and modifications of existing activities.
- Work with the Office of Financial Management to understand OEG pipelines and provide input during Quarterly Financial Reviews.
- Ensure that OEG activities are appropriately documented in required reports and regular updates given to USAID stakeholders and external development partners, including the annual performance report, portfolio reviews, congressional presentations, briefers and talking points.
- Coordinate with the OEG team to ensure activity data is complete and consistent for reporting in the annual performance report, portfolio reviews, operational plan, and other requirements.
- Support OEG in liaising with Washington stakeholders, preparing responses to various requests for information.
- Attend relevant OEG meetings, events and site visits.
- Support the Program Office implementation and monitoring of any new processes, systems, or procedures or organizational changes, including serving as alternate AOR/COR if needed.
- Engage as needed with OEG in discussion and tasks related to integrated development objective teams.

Provide dedicated program support to Belarus (BEL) Country Office

- Collaborate closely with the BEL team and have a solid knowledge of their portfolio, objectives, and budget.
- Provide detailed technical advice to BEL on processes managed by the Program Office, including the program cycle, budget, monitoring, evaluations, and reporting.
- Participate in BEL project and activity design teams, provide inputs to key documents, guide and support on Agency and Mission policies and procedures established for design, review, and approval of USAID projects and activities.
- Collaborate with the Regional Contracting Office in providing support to BEL on solicitation documents for new activities and modifications of existing activities.
- Support the Program Office implementation and monitoring of any new processes, systems, or procedures or organizational changes.

Support USAID/Ukraine in developing and implementing strategies for effective outreach to private enterprises, foundations, NGOs, and other alliance partners:

- Coordinate closely with private sector stakeholders to identify specific needs and/or opportunities to engage and where public-private alliances could be developed to leverage funds from private and/or public sector partners to address development problems.
- Identify potential alliance partners and develop relationships with private businesses, corporations, foundations, non-governmental organizations, U.S. Government agencies, other government agencies, regional organizations, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking.
- Based on in-depth knowledge of USAID's portfolio and technical office needs and priorities, seek out and create opportunities for potential private sector engagement and public-private alliances between USAID and private sector entities, in support of implementation of USAID's Private Sector Engagement Policy in Ukraine.
- Conduct rigorous due diligence on private sector engagement and potential alliance partners by reviewing publicly available information and independent sources to ensure the partners' affiliations, associations, and past activities would not lead to any reputational risks to USAID.
- Work closely with staff from USAID and other USG agencies to review any potential derogatory information as part of due diligence efforts.
- Develop and maintain a repository of information on USAID/Ukraine's private sector partnerships and engagement, and support cross-mission monitoring, evaluation, learning and reporting in line with Agency requirements.

Serve as a focal point for COVID-related programming, M&E and reporting

- Collaborate with technical teams to capture, store, and disseminate all information related to the Mission's COVID programming - or other special initiatives or funding as assigned - including budgets, technical and operational guidance, compliance information, workplans and reports, and key external communications.
- Identify potential synergies between COVID programming and work with teams to ensure complementarity and to avoid duplication of efforts.
- Participate in relevant meetings and Agency-wide calls concerning COVID programming, funding, reporting, and other related issues.
- Maintain a regularly updated tracker of USAID contributions toward COVID response in order to quickly prepare responses to various inquiries concerning the Mission's COVID efforts.
- Assist technical teams in completing and ensuring compliance with planning, M&E and reporting for COVID programs or other special funding and initiatives assigned; provide related support to technical teams for compilation of reports to Washington, development of budget and operational plans, etc.
- Support the DOC team in developing and/or vetting external communications related to USAID efforts related to COVID-response or other special funds or initiatives as assigned.

SUPERVISORY RELATIONSHIP: The incumbent reports to the Deputy Director of the Program Office, who provides a broad outline of the assignment, both orally and in writing, and who provides the incumbent wide latitude in planning, organizing, and executing the assigned duties and responsibilities. S/he can work independently, receiving little or no guidance, to exercise initiative in identifying potential partners and to develop responsive

approaches with little direct oversight. The incumbent routinely and independently sets goals, reporting progress and challenges to the supervisor and, when appropriate, to senior Mission management.

SUPERVISION EXERCISED: None.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“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.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Completed offers (including all required documents - see section IV below) must be submitted electronically to: kyivvacancies@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of Master’s degree in International Development, International Business, Business and Corporate Communications, Social Science, or a related field is required.

Prior Work Experience: Minimum of 5 years of progressively responsible, job-related, professional level experience in monitoring activities, tracking data and indicators, conducting evaluations, project design, monitoring and evaluation reporting and development information systems, international development management, NGO/non-profit management, corporate fundraising, partnership management or a related field is required.

Language Proficiency: Level IV (fluent) proficiency is required in both English and Ukrainian.

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

Foreign Service National Security Certification and Medical Clearances: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

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/language 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.

10 points – Education: Minimum of Master's degree in International Development, International Business, Business and Corporate Communications, Social Science, or a related field is required. Additional education in the aforementioned areas is desired.

20 points – Experience: Minimum of 5 years of progressively responsible, job-related, professional level experience in monitoring activities, tracking data and indicators, conducting evaluations, project design, monitoring and evaluation reporting and development information systems, international development management, NGO/non-profit management, corporate fundraising, partnership management or a related field is required. Additional experience in the aforementioned areas is desired.

30 points – Knowledge: Good knowledge of Ukraine's economic, business, political, and social characteristics is required. Clear understanding of Ukraine's key development issues and decision-making procedures in both public and private sectors is required. Extensive knowledge of the Ukrainian private sector, including key enterprises, banks, corporations, entrepreneurs, NGOs and other entities is required. Fundamental knowledge and understanding of monitoring and evaluation. Advanced knowledge in one or more of the aforementioned areas is desired.

40 points – Skills and Abilities: The incumbent must demonstrate ability to work effectively and independently on several different and complex assignments. Proven ability to work as part of a team to advance multiple, overlapping goals and initiatives is required. Proven ability to quickly build essential job competencies is required. Experience and ability to effectively establish partnerships with private sector actors is required. Sound judgment, strong negotiation and leadership skills are required. Computer literacy is essential, including competency in word processing, spreadsheet, and presentation programs. The position requires strong communication skills (oral and written). Advanced skills/abilities in one or more of the aforementioned areas are desired.

TOTAL POSSIBLE POINTS: 100 points

IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in English in order to be considered for the position.
 - a. Completed DS-174 (application for Employment as Locally Employed Staff) which can be retrieved here: <https://eforms.state.gov/Forms/ds174.pdf>
Offerors must thoroughly complete the DS-174 form in English and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

An Internal Offeror's experience acquired before/after joining the U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to the offeror's qualifications could make the offeror ineligible for the position.

- 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. Excess pages (beyond 2) will not be read or considered.
- c. **A CV or standard resume** of no more than 4 pages.

Offerors who do not include all above required documents in their offer submission **will not be considered** for this position.

- 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.
2. Offers 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** by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites **will not be considered**.
 3. To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission.

NOTE: Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Kyiv form)
2. Authorization for Release of Information (U.S. Embassy Kyiv's form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

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/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, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

- 1. BENEFITS:
 - a) Health and Life Insurance coverage
 - b) Defined Contribution Fund 12%

- 2. ALLOWANCES (as applicable):
 - a) Meal Allowances: The annual amount is currently \$853 for employees working on a full time basis.
 - b) Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.

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

VII. TAXES

Locally Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

VIII. 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>.

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Year 1 – Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost	1 year	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor

	Product Service Code: R497 Accounting Info:				
1001	Year 2 - Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor
2001	Year 3 – Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor
3001	Year 4– Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor
4001	Year 5 – Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT	\$ _TBD_	\$_TBD at Award after negotiations with 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>.

- AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
- AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

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>.

EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.