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SOLICITATION NUMBER: 72011721R01

ISSUANCE DATE: 12/07/2020

CLOSING DATE/TIME: 01/15/2021 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for a Project Management Specialist (Justice and Rule of Law), Cooperating Country National Personal Service Contractor (CCN PSC) under 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,

James Mayer
Contracting Officer



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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72011721R01
2. **ISSUANCE DATE:** 12/07/2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 01/15/2021 at 11:59 p.m. Chisinau Time
4. **POSITION TITLE:** Project Management Specialist (Justice and Rule of Law)
5. **MARKET VALUE:** Basic Annual rate (in U.S. Dollars): \$34,291 to \$51,440

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Moldova forms the basis of compensation. The LCP consists of the local 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. 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 an initial five year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
7. **PLACE OF PERFORMANCE:** Chisinau, Moldova.
8. **SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification
9. **STATEMENT OF DUTIES:**

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.

The Project Management Specialist ("the Specialist") position is located in the Democracy and Governance Office (DG) of the Mission. 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 Specialist will be part of a team which works to promote participatory democracy through reducing corruption, improving service delivery, strengthening justice and rule of law, supporting the roles of media and civil society for oversight, and engaging in community development and shared problem-solving. 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.



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The Specialist will work in the DG Office under the supervision of the Office Director or his/her designee. The principal role of the Specialist is to lead the design, management, and implementation of DG's foreign assistance activities. As a Specialist, the incumbent will serve as the Contracting or Agreement Officer's Representative (AOR/COR) on one or more DG activities and may serve as the alternate AOR/COR for one or more activities.

The Specialist for the justice and rule of law sector advises on and assists with all aspects of the Mission's rule of law portfolio. He/she provides expert advice and high-quality service to support the DG Office in planning, implementing, managing, and monitoring the Mission's rule of law portfolio, especially with regard to justice initiatives. Such activities will cover model court programming, antic-corruption and integrity mechanisms, and other efforts to improve justice and rule of law. The incumbent will independently undertake necessary research in support of the justice and rule of law portfolio, organize and maintain databases, files and other information repositories; and maintain and develop reports, documentation and other tasks as they arise. Lastly, the incumbent shall be expected to liaise with interlocutors, including other donors and multilateral institutions, on behalf of the Mission.

MAJOR DUTIES AND RESPONSIBILITIES:

Activity Management/COR/AOR Duties: The Specialist's primary responsibility is to both manage, and assist in the management of, DG's technical assistance activities. Activity management (or COR/AOR) duties may include:

- serving as the contracting/agreement officer's representative (COR/AOR; i.e. the lead project manager) for DG activities;
- serving as the alternate COR/AOR (i.e. a backup project manager) for other DG activities;
- providing USAID and its implementing partners with technical direction in the area of rule of law in order to make programmatic decisions;
- reviewing of vouchers, sub-grants, annual implementation plans, performance monitoring plans, key personnel, and other issues requiring AOR/COR "substantial involvement;"
- conducting financial management tasks related to DG activities, such as preparation of quarterly accruals and pipeline analyses;
- conducting site visits to monitor DG projects, which may require travel outside of Chisinau, as well as regular meetings and correspondence with partners and program stakeholders;
- tracking partner performance against activity objectives and results;
- tracking partner reporting; ensuring complete reports are submitted on-time and reported results are consistent with the contract or agreement;
- maintaining AOR/COR award files and project files; and
- drafts or assists in drafting daily 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.

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

Strategic Planning and Coordination: Provides analysis and recommendations on DG issues and activities;



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tracks key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and complex challenges; conducts research and analysis to support current and future programming; prepares briefing material; cultivates personal contacts in the justice sector; briefs USG stakeholders, including Mission and Embassy management on updates in the sector.

Coordination, Representation, and Communication: Meets regularly with USG stakeholders, other donors, government counterparts, civil society organizations, implementing partners, and other stakeholders to share information and coordinate DG programming; may be required to represent USAID in external meetings related to justice and rule of law.

SUPERVISORY RELATIONSHIP: The Specialists directly supervised by the DG Office Director or his/her designee.

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: chisinauhr@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: This position requires at least a Master’s degree (e.g. MA, MS, JD, MPA, or similar in law, political science, public administration, or other similar field).

Prior Work Experience: This position requires at least five years of progressively responsible experience in development assistance, program management, or justice and rule of law issues.

Language Proficiency: Level IV (fluent) English ability for reading, speaking and writing is required; fluency in Romanian is also required for reading, speaking, and writing.

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.

The probationary period is three months.

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: This position requires at least a Master's degree (e.g. MA, MS, JD, MPA, or similar in law, political science, public administration, or other similar field. Additional education in the aforementioned areas is desired.

30 points – Experience: This position requires at least five years of progressively responsible experience in development assistance, program management, or justice and rule of law issues. Additional experience in the aforementioned areas, especially with the USG, is desired.

30 points – Knowledge: Knowledge of project management principles as well as Moldova's current political, economic, social and cultural environment is also essential. Expert technical knowledge of the justice sector is needed to succeed in the role. Furthermore, a good working knowledge of the institutions, government actors, non-government organizations, and private sector actors whose engagement is necessary to successfully implement rule of law and justice reforms in Moldova is essential. Good working knowledge of the use of MS Office suite, Gmail, and Google suite is desirable. Advanced knowledge in one or more of the aforementioned areas is desired.

30 points – Skills and Abilities:

The following skills and abilities are essential for this position:

- ability to analyze and synthesize complex data;
- excellent listening, writing and verbal communication skills - including presentation skills;
- ability to recognize significant developments and trends in the area of justice and rule of law and identify the impact on program implementation;
- strong interpersonal skills, including the ability to establish and maintain contacts with counterparts, other donor agencies, and international organizations;



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- teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines;
- demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues;
- strong learning agility and the ability to effectively adapt to new or changing situations;
- strong organizational and time management skills;

Additional skills and abilities will be 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 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 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 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 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.
- 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.

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

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.