SOLICITATION NUMBER: USAID 72048622R10008

ISSUANCE DATE: June 3, 2022

CLOSING DATE/TIME: July 21, 2022/11:59PM
Thailand local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – REO Project Management Specialist (Environment), FSN-12

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,

Avani Baluci
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72048622R10008

2. ISSUANCE DATE: June 3, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 21, 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: REO Project Management Specialist (Environment)

6. MARKET VALUE: THB 1,890,087 – 3,307,648 per annum equivalent to FSN-12 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 Project Management Specialist (Environment) serves as a member of the Regional
   Environment Office (REO), USAID/RDMA. A primary focus area for this position
   is addressing development challenges focused on energy, natural resource management,
   and high-profile US Government (USG) initiatives related to the People’s Republic of
   China (PRC), the Association of Southeast Asian Nations (ASEAN), and the Lower
   Mekong Region. In addition, the incumbent will serve as the Mission Environment Officer
   (MEO) or deputy MEO to support environmental compliance review of USAID activities.
   Another focus area is improving environmental and social governance of infrastructure
projects in the region through policy reform, institutional strengthening, and more effective enforcement of environmental laws and regulations, which may involve activities in Southeast Asia.

The incumbent will coordinate program activities with other RDMA and USAID staff to ensure effective program implementation and compliance with USAID policies and procedures. S/he will guide and/or supervise contractors and grantees to increase program impact, enhance sustainability, and ensure compliance with USAID policies. The incumbent will both lead and support activities, depending on the delegation of responsibilities among REO team members for specific activities and programs. The incumbent will also develop and maintain productive working relationships with key partners, including USG agencies, regional forums, national ministries, local governments, international development agencies, donors, Non-Government Organizations (NGOs), and private sector firms.

11.2. Statement of Duties to be Performed

A. STRATEGY FORMULATION, PROGRAM PLANNING AND DEVELOPMENT: (20%)

- Leads effort to assess development challenges and manages programming relating to energy, infrastructure, and natural resource management (NRM) and high-profile US Government (USG) initiatives related to the People’s Republic of China (PRC), the Association of Southeast Asian Nations (ASEAN), and the Lower Mekong Region. Identifies and assesses the response from other development agencies to these problems and issues. These responsibilities may include oversight of regional activities in Southeast Asia.

- Identifies key opportunities and challenges in increasing adaptation capacity and resilience to the negative consequences of climate change at the regional and national levels in Asia. Advises Mission staff on proposed actions to respond to these challenges and achieve the greatest development impacts within the available resources. Again, this is a Southeast Asia wide responsibility.

- Analyzes and promotes policy options aimed at strengthening regional, national, and sub-national environmental and social governance in Southeast Asia.

- Formulates the RDMA’s strategies in the aforementioned areas, including goals, objectives and activities required to reform policies, build capacity, strengthen institutions, and promote regional networking. Strategies will be coordinated with donors, regional programs, national government counterparts, NGOs, and the private sector to identify possible areas for collaboration and to avoid duplication.

- Operationalizes strategies by developing new initiatives and program activities to address key development challenges in energy, infrastructure, NRM and related program areas, proposes approaches that promote and scale up innovation, incorporates science and technology, and provides for robust monitoring and evaluation. Ensures new initiatives are consistent with USG priorities and the strategic objectives of RDMA.

- Prepares studies, concept papers, statements of work, USAID program/project activity design documents and bilateral and multilateral agreements related
to the design of energy, infrastructure, NRM, and related programs. Program design requires ongoing and regular contacts with officials in the regional forums, national governments, NGOs, private sector, and international donor agencies to ensure that there is no conflict or duplication between planned USAID assistance and that of other donors.

B. PROJECT/PROGRAM MANAGEMENT: (40%)

- Serves as an activity manager, Contracting Officer’s Representative (COR), or Agreement Officer’s Representative (AOR) for assigned contracts, cooperative agreements, and grants aimed at achieving planned results aligned the RDMA’s Regional Development and Cooperation Strategy (RDCS) and related Project Appraisal Documents (PADs).
- Provides administration and oversight for energy, infrastructure, NRM and related programs and activities, including monitoring activities through site visits and the review of work plans and progress reports; tracking expenditures and financial accruals against obligations; making recommendations to implementing partners to increase program impacts and enhance sustainability; facilitating coordination among implementing partners where synergies exist; and reporting program results.
- Maintains up-to-date records of the financial status and performance of contracts, cooperative agreements, and grants assigned to the incumbent and reports this information upon request to RDMA Management and USAID/Washington (USAID/W).
- Coordinates financial tracking and reporting with other RDMA units, and USAID/W. Drafts official USAID documents required for approval of new awards and/or reporting changes in the status of activities, such as Action and Justification Memos, Congressional Notifications, Annual Reports, and related Acquisition and Assistance Documents. Processes actions related to developing new or modifying existing contracts, agreements, or grants using USAID’s Global Acquisition and Assistance System (GLAAS).
- Facilitates the development of work plans and performance monitoring plans (PMPs) by advising contractors and grantees on expected program performance indicators, targets, and results, and contributing to data collection and synthesis. Ensures program implementation achieves planned results, and developmental impacts are well-documented and reported.
- Provides strategic direction to contractors and grantees to ensure their activities support the strategic objectives of RDMA and are consistent with the REO priorities. Guides and monitors activities of contractors and grantees to ensure compliance with the terms of their contracts and agreements as well as with established USAID guidelines, policies, and procedures, including USAID’s environmental compliance requirements. Resolves any implementation issues in an efficient and professional manner.
- Coordinates activities with appropriate personnel in USAID/W, USAID bilateral Missions and US Embassies in the Asia region.
- Develops, maintains, and strengthens working relationships with key partners, including national ministries, local governments, international organizations,
other donors/development partners, private sector, NGOs, universities, and/or the media to identify and implement efforts to increase synergy among the key stakeholders and leverage resources. Ensures national and local governments are regularly apprised of activity implementation. When appropriate, works with national and local governments to overcome barriers to activity implementation.

- Oversees the organization of meetings and workshops to facilitate regional cooperation and dialogue on priority issues related to focus program areas. Identifies appropriate participants and facilitators, develops agendas, plans, and facilitates working group breakout sessions, documents proceedings and results, and follows up on recommended action steps.
- Prepares and disseminates, on a regular basis, to RDMA Mission staff and program partners information on issues, accomplishments, worldwide best practices in energy, infrastructure, NRM, and related program areas. Documents success stories in achieving progress toward expected results. Contributes program updates to the REO weekly reports, as well as USAID and U.S. State Department briefing reports.

C. ADVISORY SERVICES: (25%)

- Prepares for meetings and/or presentations by identifying key challenges in energy, infrastructure, NRM, and related program areas, and providing appropriate technical or country-level responses. Represents RDMA and presents on its behalf key issues relating to RDMA activities, priorities, initiatives, and achievements.
- Researches the state of energy, infrastructure, NRM, and related program areas, including the relevant institutional, policy and legal frameworks in the region.
- Represents the RDMA at meetings, workshops, and conferences organized by various organizations, including other donor/development partners and international organizations.
- Advises REO, and, as needed, Mission Management, on issues associated with energy, infrastructure, NRM and environmental and social safeguards. Provides briefings to visitors to the RDMA and prepares materials for the press on relevant environmental topics and on USAID’s programs. Prepares and delivers presentations on the same issues at national, regional, and international workshops and conferences.
- Provides technical advisory services to other USAID Mission staff and partners in the Asia region on incorporating energy, infrastructure, NRM and related programs into current Mission portfolios and/or in the design of new programs. Provides technical office coverage as requested.

D. ENVIRONMENTAL COMPLIANCE: (15%)

- Serves as MEO or deputy MEO and advises mission staff on environmental compliance consistent with relevant sections of the Code of Federal Regulations (CFR) and USAID’s Automated Directives System (ADS) for four operating units: RDMA, Laos, China, and Thailand. These procedures are USAID’s principal mechanism to ensure environmentally sound design and management of
development activities; compliance with these procedures is mandatory and apply to every program, project, activity, and amendment supported with USAID funds.

- Provides support on annual reports on the status of environmental compliance within the four operating units.
- Serves as a core member of design teams and throughout the program cycle to help identify potential adverse impacts resulting from proposed activities, to prepare necessary environmental analyses, and to monitor implementation of approved environmental mitigation measures.
- Serves as a liaison between programs, projects, and activities and the Regional Environment Advisor and Bureau Environment Officer, as needed, to obtain additional or specialist expertise. Serves as an environmental resource to the mission to better integrate environmental issues in program and activity design and implementation.
- Helps Mission staff meet USAID’s climate risk management (CRM) requirements, including explaining and tracking compliance with USAID’s CRM processes.

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**
The incumbent reports directly to the Sustainable Energy and Safeguards Team Lead 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:** Bachelor’s Degree in environmental sciences; environmental or civil engineering; disaster risk management sciences; natural resources management (which can include forestry, marine, and coastal); urban and/or regional planning; public policy or economics, or related fields.

2. **Experience:** A minimum of seven (7) years of experience in program or project management in addressing environmental issues, with at least three years of this experience in energy, natural resource management, environmental and social governance and/or related fields.

3. **Language:** Level IV – Fluent in speaking/reading/writing in Thai and English (a valid TOEIC score of 855 or USAID-administered English Level IV is required)
III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. 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). In accordance with FAR 52.215-1, 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

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 which may include relevant experience working in Southeast Asia, and working with the USG, other development agencies and/or international organizations.

2. Knowledge (40 points):
   - Demonstrates solid knowledge of the countries with the region and social-political landscape.
   - Demonstrates knowledge of viable approaches for identifying critical environmental challenges and opportunities for addressing emerging energy, infrastructure, and NRM issues in Asia, including analyzing policy options and promoting the implementation of improved policies.
   - Demonstrates knowledge of challenges in the energy, infrastructure, NRM, and environmental issues related to the People’s Republic of China (PRC), the Association of Southeast Asian Nations (ASEAN), and the Lower Mekong Region, as well as cross-cutting issues (gender, private sector engagement, ecosystems & biodiversity, and disaster risk reduction) and effective approaches in mainstreaming environmental issues into the regional and national development agendas.
   - Demonstrates knowledge of effective approaches in ensuring the sustainability of development efforts.

3. Skills and Abilities (30 points):
   - Demonstrates an ability to design and implement environment programs in a development context and to collaborate with diverse stakeholders and partners.
   - Demonstrates an ability to provide both technical and administrative aspects of project management.
   - Demonstrates excellent communication skills (both verbal and written), strong presentation skills, and the ability to persuade and mobilize stakeholders to support efforts to improve use of appropriate technologies, institutions, and policies.
● Demonstrates excellent interpersonal and teamwork skills, and the ability to develop and maintain strong working relationships with a broad range of development partners and program stakeholders.
● Demonstrates an ability to use computer and office software such as Microsoft Word, Excel PowerPoint, e-mail, and Google applications. Ability to learn and use Agency specific software related to the work area with efficiency.
● Demonstrates an ability to prepare professional quality reports and presentations.
● Demonstrates an ability to learn and apply knowledge of USAID programming policies, regulations, procedures, and documentation.
● Demonstrates an ability to be a self-starter, highly motivated and committed to addressing environmental issues.
● Demonstrates an ability to travel domestically and internationally.

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 either 1) a valid TOEIC score or 2) USAID-administered English Level IV 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:

1. Eligible offerors are required to complete and submit the form **DS-174 Application for Employment as a Locally Employed Staff** and a copy of **transcript**. The DS-174 Application form can be found in the U.S. Embassy website [https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/](https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/)

2. A **resume** (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.

3. 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).

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

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

6. 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**.

7. 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: **Firstname Lastname – USAID 72048622R10008 REO Project Management Specialist (Environment), FSN-12**

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. **Access Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access 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

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.

   The PSC Ombudsman may be contacted via: 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**