SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC) – Project Development Specialist (Project Development Team Lead), FSN – 12

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking 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 solicitation material for their records.

This solicitation does not obligate USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Sara Mohy Suliman
Contracting Officer
ATTACHMENT 1

1. GENERAL INFORMATION

1. SOLICITATION NO.: 72038822R10023

2. ISSUANCE DATE: July 25, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 08, 2022 at 4:30 pm local time in Dhaka, Bangladesh.

4. POINT OF CONTACT: KMA Zubin Faisal, email at zfaisal@usaid.gov. Please DO NOT send applications to this email address. For instructions on how to apply, see section IV & V of this solicitation.

5. POSITION TITLE: Project Development Specialist (Project Development Team Lead), FSN – 12

6. NUMBER OF VACANCIES: One (1)

7. MARKET VALUE: FSN-12, 40 hours equivalent (TK. 4,370,666.00 – TK. 7,924,120.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.

8. PERIOD OF PERFORMANCE: The period of performance is five years, with the possibility of extensions.

9. PLACE OF PERFORMANCE: Dhaka, Bangladesh with possible travel as stated in the Statement of Work.

10. ELIGIBLE OFFERORS: This is a Cooperating Country National position; all Qualified Bangladeshi Nationals are eligible to apply.

11. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Facility Access clearance.

12. STATEMENT OF DUTIES:

A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The Program Development Specialist is responsible for coordinating Project and Activity Design processes at the Mission, from initial concept stage through analysis to final project/activity approval and programmatic approvals through implementation and will be responsible for a full range of project and activity development of mission activities. As a Subject Matter Expert (SME) for design, the Specialist’s expertise leads the development of logical and results frameworks, linkages with U.S. Government strategies/initiatives, and cross-cutting objectives such as sustainability and inclusive development. The Specialist represents the Program Office (PRO) on one or more Development Objective (DO) teams and assists all staff in carrying out the Program Office’s core functions (project/activity design, planning, budgeting, monitoring, and evaluation). The Specialist also serves as certified Alternate/Contracting Officer’s Representative (A/COR).
on contracts for services for program office functions or on grants for multisector, cross cutting objectives.

During project and activity design, s/he provides direction and guidance to technical teams on defining the scope of economic, financial, social, and technical feasibility studies required for design, performs policy analysis to ensure regulatory compliance of processes and documents and assesses the design’s overarching coherence with development principles and Mission strategy. The Specialist interfaces with mission technical teams on a continual basis to ensure all activity designs are on schedule. The Specialist in collaboration with technical offices will serve on design advisory groups.

The Project Development Specialist tracks and research issues regarding Bangladesh’s development and new approaches to project design and implementation. The Specialist serves as the Mission’s design and implementation professional on cross-cutting issues such as sustainability, localization, local solutions and local ownership, self-reliance, diaspora engagement and resilience. The Specialist advises Mission senior management on the political and economic context in Bangladesh and how the evolving context may impact USAID’s ability to achieve its objectives. The Specialist is responsible for managing application processes not managed by the Office of Acquisition and Assistance (OAA). The Specialist manages the Mission’s unsolicited application process, and concurrence request process for Agency-wide initiatives in Bangladesh and Mission participation in opportunities managed by USAID headquarters.

S/he must also maintain contacts with a wide range of officials and community leaders, non-governmental donors, and entities to gain an understanding and insight into the country’s social and economic needs and to interpret and gain support for U.S. assistance policies and goals.

B. STATEMENT OF DUTIES TO BE PERFORMED

Support one or more DO teams in project and activity design, planning, implementation, monitoring, and reporting

- Responsible for managing elements of the entire Project Design process at the Mission, from pre-launch to project development planning (PDP), through PDP launch, analytical coordination to final project approval by the Mission Director.
- Responsible for managing elements of the entire Activity Design process at the Mission, from pre-concept to activity design, procurement planning, pre-award, implementation, and changes to activities in progress.
- With little or no direction, use intuition and motivation to proactively engage operating units across the mission and in Washington to discern the location and status of design packages, obtain approvals and move forward actions critical to U.S. foreign assistance programs. This individual is often held accountable for the physical progress of these processes and therefore must be able to account for a complex array of approvals located throughout USAID.
- Plan and develop projects involving several factors of complexity and responsibility. This includes substantive responsibility in the formative stages of the program design.
- Serve as a recognized professional in the Mission on project and activity design, development of logical and results frameworks, assessment preparations, and linkage with U.S. government strategies and initiatives.
- Serve as a member of project and activity design teams, guiding the design and monitoring progress.
- Lead the implementation and compliance with the USAID Project Design Mission Order and Guidance.
- Serve as activity manager or A/COR/ based on the needs of the Mission, but especially for program office services such as Mission Order consultations, or for activity oversight on grants issued for multisectoral, cross-cutting objectives.
- Provide direction and guidance to technical teams (TO) in developing Project Development Documents (PDD) as stated in the Project Design Mission Order and Guidance.
- Provide direction and guidance to TO teams in monitoring obligations, commitments, and expenditures, in collaboration with the PRO Budget Analyst and TO team Financial Analysts for activity designs.
- Ensure that documents produced by TO teams meet procurement and mission requirements by either
drafting high quality documents or thoroughly reviewing documents prepared by the TO teams that require clearances (e.g., Pre—Glass Checklist, Activity Checklist, Purchase Orders, Requests for Proposals, Requests for Applications, Annual Program Statements, Implementation Letters, waivers, and action memorandums).

- In collaboration with the Mission's Procurement Specialists and TO teams, assist in development of activity design and procurement plans and ensure that appropriate procurement documentation is submitted to the Procurement Office in a timely manner.
- Assist TO teams in updating existing TO country and Agency-wide strategies or developing new strategies.
- Advise and guide TO teams to ensure integration of priority cross-cutting issues across Mission programs.
- In collaboration with the Monitoring and Evaluation Team (MEL) support TO teams in program and activity monitoring activities. For specific TOs backstops, assist in developing Performance Management Plans (PMPs), collecting and assessing data, conducting data quality assessments, and using PMPs as a tool for measuring program performance and effectiveness.
- In collaboration with Monitoring and Evaluation Team, assist TO team(s) in identifying potential programmatic areas and/or activities for evaluation. Support TO teams in drafting associated statements of work.
- In collaboration with TO team Financial Analysts, assist TO teams in preparing relevant documentation and analyses for portfolio reviews in accordance with the Agency policy and the Mission's Performance Management Plan.
- With input from TO teams, draft Annual Report narratives, including performance reports, Congressional Budget Justifications, Annual Operational Plans, Performance Plan and Reports.
- In collaboration with the Outreach team, assist Mission in compiling success stories and other types of information for the Mission's public website and intranet.
- Mentor TO team members and train them in USAID policy and procedures to build their capacity to design, implement and monitor programs.
- Analyze unsolicited applications and concurrent requests from stakeholders across a spectrum of sectors; provide substantive recommendations based on analysis of the Mission’s development strategy and input from technical offices.

**Support one or More TO teams in implementation of Cross-Cutting Issues, Policies and Guidance**

- Analyzes and evaluates significant Bangladeshi government activities in the technical sectors as well as budget and public finance to determine their effects on USAID activities in each sector and/or area.
- Leads and/or participates in PRO activities on policy, strategic planning, project design, compliance, and special initiatives, including, but not limited to: Country Development Cooperation Strategy (CDCS), Feed the Future (FtF) and Global Health Initiative (GHI).
- Collaborate and coordinate work activities and planning with other donors (e.g. via joint analytical work and joint M&E activities and assessments, etc.) as required.
- Support Development Objective (DO) teams to integrate analysis of cross-cutting issues, including gender and youth into the design, implementation, and evaluation of projects.
- Lead the PRO in Mission design and implementation of USAID forward reforms supporting local capacity building efforts.
- Liaise with the Policy, Planning and Learning (PPL) Bureau to inform the development and implementation of strategies relevant to program and activity planning, implementation, monitoring, and reporting.
- Support the Mission to integrate and implement project development relevant strategies and guidance into program and activity planning, implementation, monitoring, and reporting.
Mission Resource/Advisor on Program implementation and Mission Operations

- Responsible for elements of design and delivery of training related to activity and project design to Mission staff.
- Provide recommendations and plans for innovation to PRO leadership on issues related to implementation of TO programs, such as design of new activities, budget/pipeline, or identification of best practices to be shared Mission-wide.
- As requested, draft mission orders to clarify Mission procedures for implementing USAID/W guidance and policies set forth in USAID's Automated Directives System (ADS).
- Work with Mission staff to develop potential new programmatic areas for the Mission and draft associated concept papers, as directed.
- Respond to ad-hoc requests for information from USAID/W.
- Serve on technical evaluation or selection committees for personnel hiring and procurement as required.
- To support the Program Office in providing inputs and updating SOP (Standard Operating Procedure) on any aspects of the Project Cycle.
- As the Diaspora POC, S/he will be responsible to work with the Bangladesh Government, the Diaspora Organizations in US and in Bangladesh, Financial Institutions, and other organizations/agencies.
- As the Inclusive Development POC s/he will be responsible to work with other TO’s and Washington Bureaus to ensure the USAID/Bangladesh programs are addressing inclusive development issues properly and at the same time utilize the different occasional call for applications by Washington, by developing applications for the mission along with the TO’s.
- S/he will also be required to work on drafting different mission orders as required by the Mission.

Integrate gender into activity Design, Implementation and Evaluation

- Design and conduct gender analyses of proposed strategies and programs, providing substantial input into social/gender assessment in policy analysis, research, program design implementation, monitoring, and evaluation.
- Identify appropriate approaches and best practices to addressing gender inequities in the development of USAID/Bangladesh country strategy and during the design of new programs. Provide recommendations on how projects may be better designed to ensure that both women and men benefit equitably from USAID investments.
- Support monitoring and evaluation efforts on progress toward gender equity through identifying appropriate indicators, identifying robust impact assessment methodologies, participating on evaluation teams, and drafting relevant scopes of work, amongst other activities.
- Research and conduct brown bags on gender topics that could be relevant to USAID’s gender approach. Seek opportunities to bring innovative tools, methods, champions to deepen women’s social and economic development mandate.
- Conducts data calls for the various GOB initiatives related to gender, as well as the National Strategy to Counter Violence Against Women; well as, the USAID Gender Equality and Female Empowerment Policy to develop an action plan to measure Mission progress against identified metrics.
- The Specialist will assist in the coordination of up to $18.5 million dollars annually for advancing gender and inclusive development strategies in mission programming. S/he will provide a full range of consultative, information gathering, analytical, evaluative, and written technical services on inclusive development issues relevant to USAID/Bangladesh.
- The Specialist will provide technical support to mission technical offices to help improve activity and project design, implementation, and evaluation (e.g., through support for the CDCS. S/he advocates for the integration of gender equality and women’s empowerment and GBV prevention throughout the activity program cycle.
- S/he guides and supports the Senior Management Team and (TO) teams in the development of strong gender analyses for new activity designs. S/he provides support to other Program Office backstops and TOs to help ensure that gender is effectively integrated throughout implementation, monitoring, and evaluation of USAID activities. In this capacity s/he will assist in the coordination and oversee the quality
of all gender-sensitive technical activities, providing direction, feedback, and support to ensure success. Ensures programming adherence to internationally accepted technical norms and standards of practices relating to inclusive development.

C. SUPERVISORY RELATIONSHIP
The Specialist has wide latitude in planning her/his work schedule, and independently performs all assigned duties and responsibilities. The Program Office Director, Deputy Director and the Project Design Team Lead all provide initial orientation to the Specialist. The Project Design Team Lead (Program Officer) will serve as supervisor for the Specialist.

D. SUPERVISORY CONTROLS
The Specialist will supervise 3 FSN positions within the Project & Design Team and will act as the de-facto team lead in the absence of the U.S Direct Hire Team Lead officer.

13. PHYSICAL DEMANDS
The work requested is generally sedentary and poses few physical demands. The incumbent may be required to visit activities outside Dhaka.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION
To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: Master’s Degree from an accredited university in any business-related field such as international relations, sociology, management, law, economics, business/public administration, financial management, information technology, literature or another related field is required.

Prior work Experience: Minimum of five years progressively responsible or dynamic experience working in international development or a related field, with a minimum of five years working on program/project design and implementation for donor organizations, non-governmental organizations and/or private sector institutions. Substantive experience in project design and management, financial management, monitoring and evaluation and gender is required. Experience leading and working in teams is required.

Job Knowledge: Advanced knowledge of general development principles and approaches, the Bangladeshi development environment, and the Government of Bangladesh (GOB)’s development priorities. In-depth understanding of all aspects of project development, design, implementation, assessments, financial management, and monitoring and evaluation. Understanding of sustainability, inclusive development, and environmental impact and how these factors influence development. Knowledge of government operations, rules, regulations, policies, procedures. Specialist knowledge of key project management practices such as project design, project analysis, risk identification and mitigation are required. In addition to knowledge of project management practices such as Gantt charts and workflow charts.

Skills and Abilities: Excellent judgment, strong communication and interpersonal skills is required. Ability to interpret Agency policy and guidance and follow procedures accurately. Ability to work independently on multiple tasks and meet deadlines with little supervision. Proven ability to work collaboratively in a team environment and to proactively build consensus. Ability to mentor and train others. Proficiency in the latest versions of Microsoft Office products (Word, Excel, and PowerPoint) and web-based platforms such as Google Docs is required.

Language Proficiency: Bangla and English proficiency Level IV (written, reading, and oral) is required. English level will be tested.
III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If an interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the following selection criteria:

- **EXPERIENCE (40 points):** The incumbent is required to have at least five years of work experience in project designing guidance, implementing, managing, monitoring, and evaluating activities. Candidates must be able to demonstrate work experience with technical leadership, program management, strategic planning, policy development and problem-solving skills on complex projects in a highly sensitive environment.

- **KNOWLEDGE, SKILLS, AND ABILITIES (60 points):** Analytical ability to interpret public policies and assist in the development of revised policies to improve the policy environment related to project and design. Knowledge of key project management practices such as project design, project analysis, risk identification and mitigation is required. Knowledge of project management practices such as Gantt charts and workflow charts. Management skills to develop and implement effective management of program activities and ensure gender integration is incorporated. Demonstrated ability to be proactive and to work independently with minimum supervision including ability to supervise and manage technical and support staff. Skill in conceptualizing programs, policies, and plans and developing strategies for management and implementation. The candidate must be able to integrate short- and long-term objectives of the USAID PRO and USG with the cultural/organizational needs of the GOB. Knowledge and skills in quantitative and qualitative evaluation methods. The incumbent must have proven skills in capacity building and mentoring local staff. Demonstrable skills in working effectively with cross-cutting sector personnel, negotiating agreements on matters of program strategy and performance, administration, and management. Ability to navigate and manage politically sensitive issues related to project and design programming.

Excellent leadership, communications and interpersonal skills are critical to this position. Therefore, the incumbent must have: Demonstrated experience managing successful teams of experienced professionals. Ability to work effectively with a broad range of USG personnel, host government officials and partners, and have demonstrated skills in donor coordination and collaboration. Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters is a must. Ability to work effectively in a team environment and communicate technical project and design information to a variety of audiences.

The incumbent must also have excellent verbal communication skills with the proven ability to communicate quickly, clearly, and concisely, both orally and in writing in English and demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and GOB officials and other donors. Ability to use tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and a high level of trust with public and private organizations. Verbal communication skills are also used to negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills are required to prepare regular
and ad hoc reports, activity documentation and briefing papers. Excellent computer skills (MS Word, Excel, Power Point, and Outlook) are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements in this position.

IV. SUBMITTING AN OFFER

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Interested candidates must submit the following:

1. Eligible offerors are required to complete and submit the offer form AID 309-2, “Offeror Information for Personal Services Contracts,” available at HERE. The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.

2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:
   a) Education: how a candidate's education level meets the minimum requirements.
   b) Work Experience: how a candidate's prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.

3. A curriculum vitae (CV) which describes education and career experiences and achievements. To fully evaluate each application, every CV must include:
   a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
   b) Specific duties performed that fully detail the level and complexity of the work.
   c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.

4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives.

5. A passport-size photograph (taken within six months), a copy of passport or voter ID or driver’s license and copy of educational or trade school certificate as required.

V. WHERE TO APPLY

Applications must be addressed to:
Human Resources Office
Attention: Executive Officer
USAID, Embassy of the United States of America

*Applicants must submit the full application package via the online application portal as detailed below to be considered. Failure to do so may result in a determination the applicant is not qualified. (Online Application Process instructions are below)

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Online Application Process:

*Applicants will be required to create or already have a personal GMAIL account to access the online form.

*Access the ‘USAID/Bangladesh Online Recruitment Form’ HERE.

Follow the instructions within the form carefully and submit your information and supporting documents as instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission.
By submitting your application materials, you certify that all the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. 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, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

VI. **LIST OF REQUIRED FORMS FOR PSC HIRES**

When an offer for the position is made, the successful candidate will be required to complete the following:

1. Medical examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

VII. **BENEFITS/ALLOWANCES**

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

**BENEFITS**
- Provident Fund Contribution (10% of base salary) after one year
- Annual & Sick Leave
- 2 Festival Bonuses (Included in above mentioned annual package “7. Market Value”)
- Medical reimbursement
- Life insurance

VIII. **TAXES**

Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

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

USAID regulations and policies governing CCN/TCN 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

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.