



# USAID | INDIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72038621R10008**

**ISSUANCE DATE: June 24, 2021**

**CLOSING DATE/TIME: July 18, 2021 / 23:59 hours Indian Standard Time (IST)**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - *Local Compensation Plan*) – Project Management Assistant.**

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** 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 Attachment 1.

Sincerely,

**Edward  
Michalski**

Edward Michalski  
Contracting Officer

Digitally signed by Edward Michalski  
Date: 2021.06.23 12:11:10 +05'30'

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72038621R10008**
- 2. ISSUANCE DATE: JUNE 24, 2021**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: JULY 18, 2021 / 23:59 hours Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Human Resources Specialist, e-mail at [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
- 5. POSITION TITLE:** Project Management Assistant
- 6. MARKET VALUE:** INR 1,116,717 – INR 1,726,248 equivalent to FSN-9. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/India. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the need, satisfactory performance, and funds availability. 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.
- 8. PLACE OF PERFORMANCE:** New Delhi (with possible travel, if applicable, as per the Statement of Duties). 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security Clearance from the Embassy's Regional Security Office.
- 11. STATEMENT OF DUTIES**
  - a) **General Statement of Purpose of Contract**

The USAID Project Management Assistant for Monitoring and Evaluation (PMA - M&E) serves as the Office of Program Support's (PS) support person for all aspects of M&E,

project and activity level data oversight and planning for the Office's M&E Team and reports to the senior M&E Specialist. The PMA (M&E) supports the M&E team and Program Support Office Director and Agreement/Contracting Officer's Representative (A/CORs), as relevant: to 1) develop and manage an office wide Data Quality Assurance (DQA) System; 2) gather and compile data and results for activities/projects for the annual Performance Plan and Report (PPR); results reporting for the semi-annual activity reviews; support management of the project design tracker and other related data and reports; and 4) prepare performance results for annual Portfolio Reviews. The incumbent serves as a custodian of data and database management for the Mission activities and collaborates with technical offices and the PS during the Annual Program Reviews. The PMA (M&E) is responsible for supporting A/CORs to 1) monitor and document activity level indicator information; 2) develop and document a quarterly report of the indicators; 3) assist with database management; 4) assist with management of GIS data; and 5) prepare reports and graphs showing results of the activities. In the absence of an Activity Manager for the Monitoring and Evaluation contract, the PMA (M&E) is expected to serve as the Activity Manager, as required, and collaborate with the corresponding COR to manage the contract and liaise with the contract partner to strengthen monitoring and evaluation systems.

The PMA (M&E) resides in the broader M&E Team within the PS and reports to the senior M&E Specialist with overall direction from the Program Support Office Director. The PMA works closely with the other M&E Specialist and the GIS Specialist on the team and interacts with staff on the project and activity design and implementation team in PSO as well on all M&E, data reporting and other issues related to project and activity design. The incumbent helps maintain the M&E and learning and indicator databases, PS project and activity files and other data records, as needed.

**b) Statement of Duties to be performed**

**A) Monitoring and Evaluation support (60%)**

The PMA (M&E) provides support to the M&E team in planning and carrying out facets of the Monitoring, Evaluation, and Learning (MEL) function. This includes support to the senior M&E Specialist in data gathering and analysis across the Mission portfolios. The incumbent reviews and analyzes project reports, media accounts, and secondary data to assist the monitoring and evaluation specialists in the preparation of success stories and lessons learned.

**Supports M&E team with Data Quality Assurance (DQA) System:** The PMA (M&E), in collaboration with and working under the guidance of the senior M&E Specialist, supports efforts on Data Quality through mandated and recommended Data Quality Assessments and targeted training for implementing partners and technical staff.

**Supports drafting and submission of the annual Performance Plan and Report (PPR):** The PMA (M&E) supports the M&E team to appropriately set out-year targets for standard indicators that map to projected activity level results frameworks to ensure that higher level

objectives will be met. The incumbent works closely with A/CORs and PS to ensure the timely collection of relevant indicator data, and compile/aggregate such data into spreadsheets for review by the technical team. S/he, in collaboration with staff in other support and technical offices, will support development of indicators and narratives for the PPR, for review by the Senior M&E Specialist. S/he keeps the master indicator database and Performance Management Plan (PMP) updated with all data and indicators, e.g., Integrated Country Strategy (ICS), Performance Plan and Report (PPR), Indo-Pacific Strategy (IPS,) etc.

**Schedules and supports Annual and Semi-Annual Activity Monitoring and Portfolio Reviews:** The PMA (M&E), working collaboratively with other staff in the Mission, and the PS M&E team schedules annual and semi-annual portfolio reviews to monitor progress of the activities in order to ensure effective course correction. S/he provides input for the Portfolio Review as well as takes notes and provides other administrative support managing these and other reviews.

**Supports collection and analysis of data management:** The PMA provides support to the senior M&E Specialist on processes such as the Development Information Solution (DIS), tracking of data on the Geographical Information Systems (GIS), PMP indicators and associated reports that accompany each data set.

**Progresses Report Tracking:** The incumbent maintains an electronic and hard copy log for tracking Quarterly or Semi-Annual Report submission, reviews, and responses to implementing partners.

**Supports Field Monitoring:** The PMA (M&E) accompanies A/CORs and PSO M&E team on targeted field visits to ensure adherence to the DQA System.

**Tracks the PS Evaluation Plan:** The PMA (M&E) maintains an electronic and hard copy log of all past, present and planned evaluations. S/he must remain conversant in Agency evaluation policies and best practices in order to ensure that proper planning for evaluations are occurring.

## **B) Project and Activity Design Support (20%)**

**Supports the PSO on urgent tasks:** Under the overall direction of the PS Office Director, the PMA (M&E) provides programmatic support as needed to ensure effective and efficient tracking and management of project and activity-related information, reports and files. S/he provides support with the maintenance of the project and activity design tracker; creates files and records of project and activity related files; creates databases that contain useful information on cross-cutting issues; and provides support on urgent actions with regard to time-sensitive tasks from the USAID Mission Front Office, Embassy or Washington, DC.

### C) Administrative and Other Support

(20%)

**Supports the PSO on urgent tasks:** Under the overall direction of the PS Office Director, the PMA (M&E) provides administrative support as needed to ensure effective and efficient project support. The incumbent completes urgent actions with regard to time-sensitive tasks from the USAID Mission Front Office, Embassy or Washington, DC. S/he helps to plan for and facilitate field visits for high-level USAID or other USG staff, or supports organization of key Mission related events, as needed. Tasks may range from administrative functions to basic logistics and entry-level technical support.

**File Management:** The PMA (M&E) supports the M&E team to ensure that all hard and soft copies for each activity's files are up to date and include all required and relevant documents as required by USAID Automated Directive System -ADS policy.

- c) **Supervisory Relationship:** The incumbent reports to the senior M&E Specialist. S/he works closely, under the direction of the supervisor, with the Program Support Office staff and technical office PMAs on all M&E related issues.
- d) **Supervisory Controls:** The incumbent performs the required tasks independently in the absence of his/her supervisor, after clear instructions and long-range work planning goals have been established. In day-to-day work, the incumbent has some latitude for developing and prioritizing his/her own duties and resolving problems which may arise during accomplishment of these objectives.

### 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's Degree in social sciences, business management, commerce, development studies is required.
- b. **Prior Work Experience:** Minimum of five (5) years of progressively responsible experience closely related to project/program management of development projects with an international development organization, or donor agency.
- c. **Language Proficiency:** Fluency (Level IV) in English and Hindi speaking, reading, writing is required.
- d. **Job Knowledge:** The incumbent must have a good understanding of M&E in a development context and demonstrated experience working on databases and other related matters. The incumbent must be well versed in data analysis as it relates to monitoring and evaluation.
- e. **Skills and Abilities:** Must be able to carry out duties independently and proactively, while also being able to take direction well and respond quickly and accurately to direction from

supervisor and Office Director with regards to M&E support. The PMA must be a team player and work well within a team context, understanding that their role is to support M&E team and PS office managers with superior entry-level M&E abilities and products. The PMA must possess critical thinking skills and problem-solving capabilities, as well as understand and apply complex regulations, policies and procedures to numerous program situations. The incumbent must have the ability to actively plan ahead at least one year with regards to the design of new activities, target setting at an activity level, and office level annual planning for achieved targets under standard indicators for reporting to Washington, DC. The incumbent must possess highly-developed multi-tasking skills. A detail-orientation to the performance of work and strong organizational skills are required. Strong analytical and critical thinking skills are needed to understand complex tasks that cut across the Mission's portfolio. The ability to obtain, evaluate, and interpret data and to prepare precise, accurate, consistently formatted, and complete reports is necessary (i.e. results reports from partners using instructions from USAID/W) is a required skill. Operation of a personal computer is required including demonstrated ability to use Microsoft Office and Google Applications. Excellent interpersonal skills are required, given that the incumbent will liaise with staff in other technical offices on wider mission-level M&E efforts, and will work closely with PS office colleagues on planning, monitoring, evaluation activity design and implementation, and analysis. The incumbent must possess strong English writing and verbal skills, analytical skills, place a high priority on attention to detail and organization, have a firm grasp of information technologies and their applications, and be able to work both independently and collaboratively. The incumbent must be proactive, work with minimal supervision and exercise sound judgment.

### **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>.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Education (5 Points)
- Prior Work Experience (25 Points)
- Language proficiency (20 Points)
- Job Knowledge (25 Points)
- Skills and Abilities (25 Points)

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached). **Please note: Must answer all the questions in DS-174 application form.** You may also click the link below to access the above form:  
[http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc).
2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov).
3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:
  - USAID Website
  - Internal Circulation
5. 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**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
7. Offerors may attach a covering letter and/or resume/curriculum vitae to support their application.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Instructions and forms related to mandatory security clearance.
2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

## **VI. BENEFITS AND ALLOWANCES**

The successful candidate will be explained in detail about the benefits and allowances for Cooperating Country National employees as per the Mission Policy.

## **VII. TAXES**

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

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

USAID regulations and policies governing CCN and 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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award.
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>
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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct)

## **NOTES:**

**Probationary Period:** This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is one year. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.



The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than one year before applying for another USG position.

**Relocation and Housing:** Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate's responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

**Age Requirement:** As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.