



USAID | ASIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID 72048623R10011

ISSUANCE DATE: May 9, 2023

CLOSING DATE/TIME: June 7, 2023/11:59PM
Thailand local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – REO Project Management Specialist (Environment, Energy and Climate), FSN-11

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,

Scott Spencer  Digitally signed by Scott
Spencer
Date: 2023.05.01
11:06:05 +06'30'

Scott Spencer
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72048623R10011**
- 2. ISSUANCE DATE: May 9, 2023**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 7, 2023/11:59PM 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, Energy and Climate), FSN-11
- 6. MARKET VALUE:** THB 1,340,075 – 2,345,127 per annum equivalent to FSN-11 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 USAID Project Management Specialist (Environment, Energy and Climate) serves as a member of the Regional Environment Office (REO), United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA). The position is responsible for coordinating program activities with USAID/RDMA and its client missions' staff to ensure effective program implementation and compliance with USAID policies and

procedures. The incumbent is also responsible for planning, developing, managing, monitoring, and reporting on environmental activities and programs, consistent with USAID/RDMA's Regional Development Cooperation Strategy (RDCCS), and other U.S. Government (USG) and USAID priorities, strategies, and policies. A primary focus area for this position is to strengthen environmental governance in the REO portfolio and promote USAID's leadership on energy and climate change mitigation and adaptation strategies across activities in Asia. S/he will also guide and/or supervise contractors and grantees to increase program impact, enhance sustainability, and ensure compliance with USAID policies. The incumbent also develops and maintains productive working relationships with key partners, including USAID Missions, U.S. Government agencies, 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. PROGRAM, PROJECT AND ACTIVITY MANAGEMENT: 60%

- Serves as a Contracting Officer's Representative (COR), or Agreement Officer's Representative (AOR) for assigned contracts, cooperative agreements, and grants, and fulfills all AOR/COR responsibilities as described in the delegation letter from the Agreements Officer or Contracting Officer including the responsibility for accuracy, completeness and timeliness of official AOR/COR files.
- Provides strategic direction to contractors and grantees to ensure their activities support RDMA's development objectives and are consistent with the U.S. Government's strategy and priorities.
- Facilitates the development of work plans and monitoring, evaluation and learning plans by advising contractors and grantees on expected program performance indicators, targets, and results, and contributing to data collection and synthesis as well as ensuring that program implementation achieves planned results, and developmental impacts are well-documented and reported.
- Guides and monitors activities 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.
- Reviews and responds to regular performance reports from implementing partners to ensure that activity implementation and performance is on track and able to increase outcomes and impacts as well as enhance sustainability.
- Maintains up-to-date records of the financial contracts, cooperative agreements, and grants assigned to the incumbent and reports this information upon request to RDMA Management and USAID/Washington.
- Coordinates financial tracking and reporting including preparing accruals reports, in collaboration with other RDMA units and USAID/Washington.
- Drafts and reviews official USAID documents required for procurement, monitoring, evaluation and reporting actions.

- Prepares and disseminates on a regular basis to RDMA Mission staff and program partners information on issues, accomplishments, and worldwide best practices in the focus program areas. Contributes program updates to the REO weekly reports, as well as USAID and U.S. State Department briefing reports.
- Coordinates activities with appropriate personnel at the RDMA, USAID/Washington, and bilateral USAID Missions and U.S. Embassies in the Asia region. Wherever possible, ensure USAID's regional initiatives complement bilateral USAID Mission activities.
- Develops, maintains, and strengthens working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities, and the media to identify and implement efforts to increase synergy among the key stakeholders and leverage resources. 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.

B. STRATEGY FORMULATION AND PROGRAM DEVELOPMENT: 20%

- Assesses priority environmental problems and issues relating to clean energy, climate change, and related environmental areas, including human and institutional capacity needs and the enabling policy conditions. Analyzes and promotes policy options aimed at strengthening regional institutions, including civil society, capability in critical areas, including the sound governance of natural resources.
- Identifies key opportunities and challenges in the environment, energy and climate sectors at the regional and national levels in Asia. Advises Mission staff on proposed actions to respond to these challenges and opportunities.
- Formulates RDMA's strategies in the focus program areas, including goals, objectives and activities required to accomplish results in the RDMA Development Objectives.
- Operationalizes strategies by developing new initiatives and innovative program activities, and leads efforts to reach consensus on an implementation approach. Ensures new initiatives are consistent with the strategic objectives of RDMA.
- Prepares studies, concept papers, statements of work, USAID project and activity design documents as well as bilateral and multilateral agreements related to the design of environmental programs. Ensures that there is no conflict or duplication between planned USAID assistance and that of other donors.

C. ADVISORY SERVICES: 20%

- Provides technical support services to USAID bilateral missions as requested.
- Conducts research, identifies trends, key issues and opportunities in the areas of environmental governance and climate as well as providing technical advice to address these issues.
- Represents the RDMA at meetings, workshops, and conferences organized by various organizations, including the interagency, other donors and international

organizations. Prepares and delivers presentations on relevant environmental topics and on USAID's programs at national, regional, and international workshops and conferences.

- Advises RDMA Project Design Teams, RDMA Senior Management (as needed) as well as other bilateral missions in the region on environmental issues, particularly on natural resource management, environmental governance and climate change mitigation and adaptation.
- Provides briefings to visitors to RDMA and prepares materials for the press on relevant environmental topics and on USAID's programs.

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 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:** Minimum of a bachelor's degree in environmental sciences, environmental engineering, energy sciences, earth sciences, climate change, natural resource management, public policy, or related field is required.
- 2. Experience:** At least five (5) years of experience in program or project management in addressing environmental issues is required.
- 3. Language:** Level IV – Fluent in Thai and English with a valid TOEIC score of 855.

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 in USAID, other U.S. Government agencies, other development agencies and/or international organizations.

2. Knowledge (40 points):

- Demonstrates knowledge of environment, energy and climate issues in Asia, especially in Southeast Asia.
- Demonstrates knowledge of viable approaches for identifying critical environmental governance challenges in the areas of transparency, participation, access to justice and accountability; and opportunities for climate change adaptation and mitigation in Asia. This required knowledge includes analyzing regulatory policy, climate finance, and related development policy.
- Demonstrates an understanding of proven approaches for promoting greenhouse gas mitigation and climate adaptation strategies and measures through more transparent, participatory, and accountable practices and policies at national and local levels of government.
- Demonstrates an understanding of opportunities for introducing more sustainable technologies and practices into natural resource management and environmental programs as viable approaches for addressing climate change threats.
- Demonstrates an understanding of the interrelationships between civil society, private sector, development partners and other stakeholders, as well as economic, social, health, environment and gender issues and effective approaches in ensuring the sustainability of development efforts.
- Demonstrates solid knowledge of the countries in Asia in which USAID operates, along with the region and social-political landscapes respective to the region as well as knowledge of the critical environmental threats facing Asia and individual countries.

3. Skills and Abilities (30 points):

- Demonstrates project management capability which includes design, implementation and monitoring of environment programs in a development context as well as collaboration with diverse stakeholders and partners.

- Demonstrates excellent communication skills (both verbal and written), strong presentation skills, and the ability to persuade and mobilize stakeholders to support efforts to improve the 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 excellent computer skills to use office software such as Microsoft Word, Excel, Power Point, e-mail and Google applications.
- Demonstrates an ability to prepare professional quality reports and presentations.
- Demonstrate an ability to acquire knowledge of USAID programming policies, regulations, procedures, and documentation.

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 a valid TOEIC score 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 **AID 309-2 (Offeror Information For Personal Services Contracts With Individuals)** form. The **AID 309-2** Application form can be found on the USAID website <https://www.usaid.gov/forms/aid-309-2>. **Continuous Pages** are required if your work experience description goes beyond Section C - Additional Work Experience in **AID 309-2**. Continuous Pages can be found on the U.S. Embassy website <https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/>
2. A resume or curriculum vitae (CV) without photo.
3. A copy of transcript.
4. 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> for the information of Thai Residency Permit).
5. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).
6. All required documents must be scanned and submitted via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats. Please do not submit documents in zip files or web links.
7. 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 4**.
8. To ensure consideration of application for the intended position, the offeror submissions must clearly reference the Solicitation number on all offeror submitted documents. The email subject should read: **First name Last name – USAID 72048623R10011 REO Project Management Specialist (Environment, Energy and Climate), FSN-11**

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 FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
 - **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Certification. Temporary clearances may be requested while a personal background investigation is conducted.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

V. BENEFITS AND 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:

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>
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/OGES%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