



**USAID**  
FROM THE AMERICAN PEOPLE

**BANGLADESH**

**SOLICITATION NUMBER: 72038823R00009**

**ISSUANCE DATE: August 31, 2023**  
**CLOSINGDATE/TIME: Open until Filled**

**SUBJECT:** Solicitation for **Resident Hire U.S. Personal Service Contractor (USPSC)** Climate and Environment Program Advisor, GS-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 offer.

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

Sincerely,

Mark  
Gray

Digitally signed by  
Mark Gray  
Date: 2023.08.30  
12:10:15 +06'00'

Mark Gray  
Contracting Officer

## ATTACHMENT 1

### I. GENERAL INFORMATION

**1. SOLICITATION NO.:** 72038823R00009

**2. ISSUANCE DATE:** August 31, 2023

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** Open until Filled

**4. POINT OF CONTACT:** Abdul Kayum, email at [akayum@usaid.gov](mailto:akayum@usaid.gov). Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

**5. POSITION TITLE:** Climate and Environment Program Advisor

**6. NUMBER OF VACANCIES:** One (1)

**7. MARKET VALUE:** GS-12, equivalent (\$71,099.00 – \$92,429.00 per annum)

Final compensation will be negotiated within the listed market value based on the successful candidate's salary history. Salaries over and above the top of the pay range will not be entertained or negotiated.

**8. PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work. Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission Policy. Telework or remote work from outside the country of performance may only be authorized in certain situation in accordance with the terms and conditions of the contract.

**9. PERIOD OF PERFORMANCE:** This is a one year contract with the possibility of four, one year extensions based on need of the USG and availability of funds. The contract and extensions cannot exceed 5 years.

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

**11. ELIGIBLE OFFERORS:** This is a resident hire position. Only US citizens or US Resident Aliens residing in Bangladesh and who possess proper documentation (Bangladeshi visa and work permit) are eligible to apply.

**Resident Hire USPSC:** A U.S. citizen or resident alien who, at the time of contract award, – (i) resides in the cooperating country for reasons other than U.S. Government or non-U.S. government employment, or under any contract or other arrangement, that provides for repatriation to the U.S; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides or will reside, in the cooperating country for the purpose of U.S. government or non-government employment, or under any contract or other arrangement that provides repatriation to the U.S.

## 12. STATEMENT OF DUTIES

### POSITION INTRODUCTION

The Climate and Environment Program Advisor is in the Climate and Environment Team, Office of Economic Growth (EG), USAID/Bangladesh. The EG office encompasses agriculture, nutrition, environment, energy, and enterprise with 30 active or planned awards and an annual budget of over \$70 million. The EG activities also contribute to the Indo-Pacific Strategy, implements emerging activities to assist Bangladesh's journey to become a resilient developing nation while maintaining food security, economic prosperity, and macroeconomic stability. The incumbent is an advisor for the Mission's growing climate and environment sector activities. S/he will be a dynamic person committed to climate change adaptation and mitigation, natural resources management, and pro-poor economic growth. S/he works independently to provide program management support to the Climate and Environment team lead and the EG Office. The incumbent supports the Climate and Environment Team in all areas of project management, as well as research and systems development and management, and represents USAID in external meetings as necessary. The incumbent works with and reports to the Climate and Environment team lead.

### MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Climate and Environment team lead, the incumbent works independently to accomplish the following:

#### **Project Management and Monitoring Support:**

1. The incumbent closely works with the project managers in monitoring project performance at all levels of implementation.
2. Incumbent will be responsible for leading the drafting of agency reporting documents on behalf of the Climate and Environment team, these include but are not limited to: the Operational Plan, and Congressional Notifications. Incumbent will take the lead on gathering information for Portfolio Reviews.
3. Supports team members in developing the Performance Plan and Report (PPR), including collecting data on indicators, and uploads data into DIS.
4. Supports program managers conducting Data Quality Assessments, monitors partner data collection and reporting systems, and coordinates with partners on events.
5. Assists Climate and Environment team's communication and outreach efforts. Support the Team in developing communication materials, leading social media efforts, and ensuring compliance with USAID branding regulations.
6. Organizes meetings and events; drafts and edits press releases; prepares building blocks and scene setters; acts as a point of contact for significant events; leads climate and environment portions of events; prepares climate and environment activity summaries, project briefs, and sector briefs; drafts weekly reports; and compiles and leads presentations for special events and GOB counterparts.
7. Coordinates high-level visits by organizing site visits, events, and meetings. Advises on climate and environment sites for official visits and assesses project events and visits. Also drafts action memoranda and letters to GOB counterparts.

**Technical Guidance and Support:**

1. Lead the analysis of the current natural resource management situation in Bangladesh and draft technical reports which will guide project design and implementation.
2. Participate in the preparation/refinement of performance management plans for ongoing and new activities. Assess program impact and reports on progress, including preparing annual reports.
3. In coordination with the Development Outreach Coordinator, assist in developing a standard information package on the E&E portfolio for briefings and distribution (materials include scene setters, program briefing papers, status reports, maps, photos, donor and country information).
4. Prepares briefing materials, issue papers, and status and progress reports.
5. Assists the Climate and Environment team with climate and environmental-related tasks.
6. Serves as a member of relevant USAID/Bangladesh technical working groups and other relevant forums.
7. Supports the Climate and Environment team lead in developing and maintaining strong working relationships with GOB and donor counterparts.
8. Provides strategic input regarding future programs and the direction of the Climate and Environment Team.
9. Works on technical evaluation committees for project awards if required.

**13. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands. The work requested is generally sedentary and poses few physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

**Education:** The applicant should have at least a Bachelor’s Degree in a field relevant to the abovementioned duties, such as environmental science, social science, economics, business administration, sustainable development, or a related discipline.

**Prior Work Experience:** At least two years of experience in project management/international development is required, and intensive writing and research experience and skills are desired. General familiarity with development programming in Bangladesh or USAID-related work is desired.

**Knowledge:** Knowledge and skill in conceptualizing environmentally focused international development programming, policies, and plans and developing strategies for their implementation are required. Understanding geopolitical issues in the areas of climate change, biodiversity conservation, or international development will be beneficial. Knowledge of the structure and workings of the US government is desired.

**Abilities and Skills:** Excellent oral and written English communication skills are required. Proficiency in word processing and spreadsheet applications, including typing skills in English, is required. The ability to draft complex documents is necessary. The incumbent must have professional poise, maturity, and self-confidence to make pragmatic judgments and to work independently.

**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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated. 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.

After meeting the minimum qualifications, consideration and selection will be based on a panel evaluation of the Evaluation Criteria. Additionally, USAID reserves the right to conduct written exams and an interview with the top-scoring candidates. Top-scoring candidates will also be asked to provide three professional references. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless the expenses are pre-authorized. Reference checks may be conducted on candidates selected for an interview.

Candidates will be evaluated and ranked based on the criteria listed below:

- 1) **Education (20 points):** The applicant should have at least a Bachelor's Degree in a field relevant to the abovementioned duties, such as environmental science, social science, economics, business administration, sustainable development, or a related discipline.
- 2) **Prior Work Experience (30 points):** At least two years of experience in project management/international development is required, and intensive writing and research experience and skills are desired. General familiarity with development programming in Bangladesh or USAID-related work is desired.
- 3) **Knowledge, Skills and Abilities (50 points):** Knowledge and skill in conceptualizing environmentally focused international development programming, policies, and plans and developing strategies for their implementation are required. Understanding geopolitical issues in the areas of climate change, biodiversity conservation, or international development will be beneficial. Knowledge of the structure and workings of the US government is desired.

Excellent oral and written English communication skills are required. Proficiency in word processing and spreadsheet applications, including typing skills in English, is required. The ability to draft complex documents is necessary. The incumbent must have professional poise, maturity, and self-confidence to make pragmatic judgments and to work independently.

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

1. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts," available [HERE](#). Applicants are required to complete sections A through I. **This form MUST be physically signed and scanned. Electronic signatures will NOT be accepted.**
2. A cover letter of no more than one (1) page that demonstrates how the candidates' qualifications meet the work requirements and a statement certifying the date and length of time for which the candidate is available for the position.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. In order to fully evaluate your application, your 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.

Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the email address listed in Section IV.

By submitting your application materials, you certify that all of 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.

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

**Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that upon award, the contractor will be required to show proof that the contractor is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contract does not meet this requirement the contract may be terminated. USPSCs performing overseas must follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements. \*See Notice regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.

**SUBMIT APPLICATION PACKET ELECTRONICALLY:**

Interested candidates should send above electronically to [dhakajobs@usaid.gov](mailto:dhakajobs@usaid.gov), to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Attention: Supervisory Executive Officer  
USAID HR Section/Executive Office  
USAID/Bangladesh

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

**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. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

Forms 1 through 4 shall be completed only upon the advice of the Contracting Officer that a



candidate is the successful candidate for the job. Do not submit forms 1 through 4 with your application.

## **VI. BENEFITS AND ALLOWANCES**

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

### **BENEFITS**

- Employee's FICA Contribution (USPSC only)
- Contribution toward Health & Life Insurance
- Sunday Pay differential
- Annual Increase (pending a satisfactory performance evaluation)
- Leave and Holidays
- \*Paid Parental Leave

**AS THIS IS A RESIDENT HIRE USPSC POSITION, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:**

- Visa support
- Air fare for Post arrival
- Housing
- Embassy Commissary access
- Transport facilities
- Embassy Medical Unit facilities

## **VII. TAXES**

US Citizens and Resident Aliens are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing US/TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” includes contract clause “General Provisions,” available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

### **2. Part 52- Solicitation Provisions and Contract Clauses**

Subpart 52.2-Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

Ensuring Adequate Covid-19 Safety Protocols for Federal Contractors (OCT 2021)-Alternate 70(OCT 2021)

(M/OAA-DEV-FAR-22-01c)

### **Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or outlying area, or in a covered contractor workplace located in an Excluded

State or outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>

3. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>

4. 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>

5. **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)

6. ADS 309 – Personal Services Contracts can be found at:

<https://www.usaid.gov/sites/default/files/documents/1868/309.pdf>

7. 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](mailto:PSCOmbudsman@usaid.gov).

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.

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