



# USAID | NEPAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72036724R10009  
**ISSUANCE DATE:** 07/24/2024  
**CLOSING DATE/TIME:** 08/07/2024 (11:30 PM Nepal time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for **FSN-12 USAID Project Management Specialist-Deputy Office Director (Democracy, Human Rights and Governance)** (under the Local Compensation Plan).

*Note: Previous experience with the USG, USAID, or on a USAID project is NOT required. USAID/Nepal is interested in diversifying its workforce to reflect the diversity of experiences, perspectives, and knowledge that exists across Nepal. USAID/Nepal values all relevant experiences regardless of where they were gained and encourages applicants to highlight in their application any knowledge and skills that adds value to the position advertised.*

*USAID will evaluate all offerors based on the stated evaluation criteria. USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, religion, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.*

**How to apply:** Please follow section IV below for instructions on how to submit the application for this position.

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 Attached 1.

Sincerely,

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Contracting Officer  
USAID/Nepal

U.S. Agency for International Development Tel: 977-1-4234000  
G.P.O. Box 295 Fax 977-1-4007285  
U.S. Embassy, Maharajgunj <http://nepal.usaid.gov>  
KATHMANDU, NEPAL

आव्हान सङ्ख्या : 72036724R10009

जारी मिति : July 24, 2024

अन्तिम मिति/समय : August 07, 2024 (11:30 PM Nepal time)

विषय : **FSN-12 USAID Project Management Specialist-Deputy Office Director (Democracy, Human Rights and Governance)** (स्थानीय पारिश्रमिक योजनाअन्तर्गत) पदपूर्तिका निम्ति इच्छुक व्यक्तिहरूमा आव्हान ।

नोट : अमेरिकी सरकार, युएसएआईडी अथवा युएसएआईडीको कुनै परियोजनासँगको पूर्व अनुभव अनिवार्य छैन । युएसएआईडी-नेपाल नेपालभर रहेका अनुभवहरू, दृष्टिकोणहरू र ज्ञानको विविधता प्रतिबिम्बित हुने गरी आफ्नो जनशक्तिको विविधीकरण गर्न इच्छुक रहेको छ । युएसएआईडी-नेपालले जहाँसुकै हासिल गरिएका भए पनि सबै सान्दर्भिक अनुभवहरूलाई महत्त्व दिन्छ र विज्ञापन गरिएको पदको मूल्याङ्कन बढाउने कुनै पनि ज्ञान वा सीपमाथि आफ्नो आवेदनमा जोड दिन आवेदकहरूलाई प्रोत्साहित गर्दछ ।

युएसएआईडीले सबै प्रस्तावकहरूको मूल्याङ्कन उल्लिखित मूल्याङ्कन मापदण्डका आधारमा गर्नेछ । युएसएआईडी-नेपाल समान अवसरदायक रोजगारदाता हो जुन नेपाली समाजको सामाजिक तथा जातीय विविधता प्रतिबिम्बित गर्ने कर्मचारी संरचना निर्माणप्रति प्रतिबद्ध छ । हामी सामाजिक समावेशीकरण र विविधताले उत्कृष्टतामा योगदान पुऱ्याउँछ भन्ने विश्वास गर्दछौं । युएसएआईडी-नेपालले कर्मचारी भर्तीसम्बन्धी निर्णयहरू लिङ्ग, लैङ्गिक पहिचान, जात, वर्ण, जातीयता, धर्म, अपाङ्गता, वैवाहिक हैसियत, उमेर (४० वर्षमाथि भएमा) वा यौनिक झुकावको परवाहबिना गर्दछ । हामी सबै पृष्ठभूमिका व्यक्तिहरूलाई आवेदन दिन प्रोत्साहित गर्दछौं ।

सम्भावित प्रस्तावकहरू,

अमेरिकी सरकारको प्रतिनिधित्व गर्दै अमेरिकी अन्तर्राष्ट्रिय विकास नियोग (युएसएआईडी) यस आव्हानमा प्रस्तुत विवरणबमोजिम करारअन्तर्गत व्यक्तिगत सेवा प्रदान गर्ने योग्य व्यक्तिहरूबाट प्रस्तावको माग गर्दछ ।

प्रस्तावहरू अनिवार्य रूपमा यस आव्हानको Attachment 1 अनुरूप हुनुपर्दछ । अपूर्ण वा हस्ताक्षर नगरिएका प्रस्तावउपर विचार गरिनेछैन । प्रस्तावकहरूले आफ्ना रेकर्डका निम्ति सम्पूर्ण प्रस्ताव सामग्रीका प्रति आफूसँग राख्नुपर्दछ ।

यस आव्हानले व्यक्तिगत सेवा करार (PSC) प्रदान गर्न युएसएआईडीलाई कुनै पनि किसिमले बाध्य गर्दैन न त प्रस्तावहरू तयार र पेस गर्दा सिर्जित कुनै खर्च बेहोर्न युएसएआईडीलाई वचनबद्ध नै गर्दछ ।

कुनै जिज्ञासा भएमा Attachment 1 मा तोकिए अनुसारको सम्पर्क बिन्दुमा लिखित रूपमा पठाउनु पर्नेछ ।

भवदीय,

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अनुबन्धन अधिकारी  
युएसएआईडी-नेपाल

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72036724R10009
2. **ISSUANCE DATE:** 07/24/2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/07/2024 (11:30 PM Nepal time)
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)
5. **POSITION TITLE:** FSN-12 USAID Project Management Specialist-Deputy Office Director (Democracy, Human Rights and Governance)
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** Final compensation will be negotiated within the market value for the position equivalent to **FSN-12** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Nepal. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation.
8. **PERIOD OF PERFORMANCE:** Estimated to start o/a January 1, 2025, through o/a December 31, 2029 (depending on the security clearance process)

*Employment under this contract 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 this contract shall apply.*

9. **PLACE OF PERFORMANCE:** Kathmandu, Nepal with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** All interesting candidates - Cooperating Country Nationals (CCNs)  
*AIDAR, Appendix J. 1 (b) Definitions:*  
(6) "Cooperating country" means the country in which the employing USAID Mission is located.  
(7) "Cooperating country national" ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

11. **SECURITY LEVEL REQUIRED:** Facility and computer access.

**12. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

USAID's Democracy, Human Rights and Governance (DRG) Office manages instruments under two broad categories: Civic Engagement (covering anti trafficking in persons and civil society strengthening activities), and Democratic Institutions (covering public financial management, elections and political processes, federalism and local governance). Both areas work closely with all levels of the Government of Nepal (GON) and civil society to ensure rights and protections as well as better service delivery for the Nepali population.

As one of two DRG Deputy Office Directors, USAID Project Management Specialist (Deputy Office Director (Democracy, Human Rights and Governance) (Democratic Institutions)) - DRG Deputy Office Director is a seasoned professional responsible for portfolio management of the Democratic Institutions sector, supervising five staff (including two that will be working remotely). The Deputy Director (Democratic Institutions) will serve as the Mission's senior representative in policy, strategic, and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical and management issues of the Democratic Institutions sector. The DRG Deputy Office Director ensures that the DRG Office has the necessary strategic, technical, and management expertise

to plan, implement and oversee activities under their portfolio. The Specialist provides a strategic vision on staff management, ensuring adequate responsibilities and professional development for all staff. Similarly, they conduct strategic planning on existing and upcoming development instruments to ensure an adequate portfolio, as well as strategic budgeting to adequately plan and track current and future financial flows to their portfolio. They must ensure high quality reporting and monitoring and evaluation of activities to the embassy and external stakeholders. They need not necessarily be an expert on the Democratic Institutions portfolio but must demonstrate adequate knowledge to manage the team efficiently. They may need to cover responsibilities from their team members if necessary.

## **2. Statement of Duties to be Performed.**

The Major Duties and Responsibilities include:

### **A. Technical Advisory and Strategic Leadership**

**(30%)**

- Serves as a supervisory specialist for the Democratic Institutions portfolio and provides direction in the design, implementation, monitoring and evaluation of activities related to political processes, public financial management, local governance and related activities.
- Cultivates technical expertise on the specific areas of responsibilities within the DRG office, USAID Mission, US Embassy and GON priorities.
- Leads and supervises efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in areas related to political processes, public financial management, federalism, local governance, anti-corruption and related issues.
- Advances gender equity and social inclusion (GESI). Guides the Democratic Institutions team and implementing partners in effective inclusive development programming.
- Guides strategic partnerships with public and private sector partners, philanthropies and other donors to advance their portfolio and leverage external resources.
- Understands emerging developments in the Democratic Institutions realm and advises Mission, Embassy, and USAID/Washington senior leaders on how these policies, strategies, findings, and technical guidelines can most effectively be incorporated into the Mission's programming. Regularly communicates with local and international stakeholders.
- Plays a key role in identifying and coordinating among the various donors, USG and internal USAID and relevant stakeholders. Serves as the coordinator for Nepal, coordinating among all USG interagency stakeholders and implementing partners for activities under their portfolio.

### **B. Project Management**

**(30%)**

- Develops and works alongside staff to produce concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to the activities under their supervision, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- Maintains a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, GESI action plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.
- Tracks and adequately plans for current and future financial flows to ensure financial resources to the portfolio.
- Leads routine meetings with implementing partners to discuss technical and programmatic direction of the portfolio. Conducts field visits to activities to meet with implementing partners, private sector, civil society and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Compiles, analyzes, and disseminates, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

### **C. Representation and Coordination**

**(20%)**

- Represents USAID at designated sub-national, national, regional, and international meetings that relate to democracy, human rights and governance, including regular participation in technical working groups, donor groups, and related committees.
- Develops, maintains and strengthens working relationships with key partners, including national ministries, provincial ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase coordination and collaboration among key stakeholders.

- Provides briefings to USAID and its partners on the status of USAID activities under the Democratic Institutions portfolio. Prepares and delivers presentations on the same issues to local and provincial governments, Nepali federal government officials, USG officials, and international and local program partners and colleagues.
- Serves as the Mission’s representative on inter-agency forums, working groups, and coordination committees. Organizes site visits and prepares orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress.

**D. Supervision, Coaching/Mentoring and Staff Support (20%)**

- Supervises five Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them to facilitate professional development and sustaining high morale within the team. Such management includes supervising two individuals working remotely which will require constant accompaniment.
- Conducts regular performance reviews and addresses any performance challenges that may arise. Works with direct reports to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training. Provides expert advice and guidance to direct reports on matters relating to broader democracy, human rights and governance topics, inclusive development, and program management.
- Models and maintains adherence to Equal Employment Opportunity (EEO) policies and philosophies of valuing diversity, equity, inclusion, and accessibility in the workplace. Ensures staff consider and respect diverse perspectives when developing solutions and work products.

**3. Supervisory Relationship**

The Deputy Office Director (Democratic Institutions) works under the general supervision of the DRG Office Director and/or their designee.

**4. Supervisory Controls**

The Deputy Office Director (Democratic Institutions) directly supervises five professional staff. They provide training, approve leave, and exercise the first line of supervision.

**13. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

- Education:** A Bachelor’s degree in political science, law, sociology, anthropology, international affairs or one of the social sciences is required.
- Prior Work Experience:** Minimum of six (6) years of progressively responsible experience in project management including, but not limited to project design and execution, financial planning, human resource management, monitoring and evaluation, GESI and stakeholder engagement in sectors related to the Democratic Institutions portfolio is required. The position also requires a combination of technical and analytical abilities related to the Democratic Institutions portfolio.
- Language Proficiency:** Level IV (fluent) English and Nepali is required for speaking, writing, and reading.
- Job Knowledge:**
  - Must have in-depth professional-level knowledge of broader democracy, human rights and governance principles, concepts, and practices, especially as they relate to Nepal, and the problems and policies facing Nepal from the development, political, civil society, and social perspectives.
  - Must have in-depth professional-level knowledge of strategy, programming, and implementation of activities.
  - Technical knowledge of one of more issues related to elections and political processes, public financial management, federalism and local governance, anti-corruption and related topics.
  - Must have professional-level knowledge and understanding of the organization and respective roles of the different levels of the GON in order to enhance effective communication, and to develop consensus on program strategy and implementation with USAID.
  - The successful candidate must have the ability to effectively apply principles of equity, diversity, inclusion, and accessibility within all aspects of their work, including within the Mission, as part of their interactions with external

stakeholders, and across relevant USAID programming and partnerships.

**e. Skills and Abilities:**

- Must have excellent verbal communication skills, tact, and diplomacy to establish and develop sustainable working relations and a high level of trust with senior- and mid-level GON officials, and with public and private organizations, such as primary USAID technical contacts.
- The ability to work in a diverse environment and uphold the principles of DEIA in the workplace, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships are required.
- Must have demonstrated skills in analyzing and addressing GESI issues.
- Must bring together the various perspectives and voices of populations and communities across Nepal for a more inclusive and equitable distribution of the responsibilities and benefits of development.
- Excellent writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers.
- Analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans.
- Strong skills in strategy development and implementation are required.
- The ability to work effectively in a team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary.
- Computer literacy is required for this position.
- Must have excellent organization and management skills, and the ability to plan, organize, and implement a multifaceted workload.
- The ability and willingness to travel to remote locations across the country.

**A good knowledge of Nepali work culture, language and Nepal development issues and context is required so as to be able to communicate effectively and work collaboratively with stakeholders at the local levels.**

**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 (TEC) 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. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

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

**1. Strategic and Technical Leadership/30points:**

- Demonstrated ability to exercise leadership in working with teams.
- Demonstrated ability to identify, prioritize, and address technical challenges in the Democracy, Rights and Governance sector using an inclusive development lens.
- Demonstrated experience demonstrating strategic thinking and adequately planning and prioritizing competing priorities considering time and resources constraints.
- Demonstrated experience in providing strategic direction or leading the design, implementation, monitoring and evaluation of activities.
- Demonstrated experience making recommendations on policies and strategies based on knowledge of democracy, rights and governance issues.

**2. Project Management/30 points:**

- Demonstrated skill or experience in conducting project management activities, such as producing project design documents, reviewing work plans, budgets, reports and others.
- Demonstrated skill in writing good quality, logically formulated and cohesive written products.

- Demonstrated experience and ability to plan programming based on financial information to ensure adequate financial coverage of the portfolio.
- Demonstrated experience in analyzing progress in achieving sector objectives and adequately reporting such progress.
- Demonstrated ability to assess problems, clearly articulate a synthesis of the issues, and propose multiple alternative solutions to a range of stakeholders including, colleagues, management and Government counterparts (at local and federal levels).

**3. Representation and Coordination/20 points:**

- Demonstrated ability to develop, maintain, and strengthen working relationships with key partners with local governments, international organizations, and other development partners, private sector, NGOs, universities and/or the media to identify and implement opportunities to increase key stakeholder coordination and collaboration.
- Demonstrated ability to conduct briefings and presentations as well as to communicate effectively orally and in writing with a range of stakeholders including Nepali and/or USG government officials, development partners, civil society, and other key stakeholders.

**4. Supervision, Coaching/Mentoring and/or Staff Support/20 points:**

- The extent and complexity of progressively responsible, professional experience involving both technical and managerial responsibilities, tight deadlines, and multiple priorities.
- Demonstrated ability to supervise/coach/mentor a team, including but not limited to developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching them to facilitate professional development and/or meet programmatic goals.
- Understanding of the principles of diversity, inclusion, equity and accessibility (DEIA) and demonstrated capacity and willingness to apply DEIA principles to work.

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**TOTAL: 100 points**

**Reference check (Pass/Fail)**

Negotiations will be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

**IV. SUBMITTING AN OFFER**

As part of the application process, we invite applicants to complete a skills test and submit a resume or CV using a single online portal. Applicants need to make sure their resume or CV is ready to upload prior to starting the test.

Please see the instructions below on preparation for the test:

- Applicants should make sure they have a good internet connection. Applicants should also check their device/laptop to ensure the video setting is enabled before starting the application and test.
- In addition to completing the test, applicants should be ready to upload their resume or CV not to exceed three (3) pages that includes a list of their three most recent professional references. As part of the test, applicants will be prompted when it is time to upload their resume or CV.
- **Applicants need to click the link [here](#) to set up their user account using their email address.**
- Once applicants have created their user accounts, a test link will be sent to their email addresses, after which time they can start their test and application for the job making sure to complete their test before the posted deadline set forth in this solicitation. Applicants should review the test instructions displayed on the welcome page very carefully before starting the test, and again, ensuring their resume or CV is ready for upload once prompted.
- After completing each section of the test, applicants can move to the next section. Applicants may pause the test to take a break once you have completed individual sections of the test; however, they cannot pause in the middle of a particular section of the test once it starts. It is recommended that you try and take the test in one session, if possible, which will take approximately 95 minutes.

Once applicants have completed their assignment and uploaded their resume, they can log off the system.

***Applicants must take the test by the solicitation closing date and time specified in section I, item 3.***

**Please also note that candidates are expected to maintain integrity and honesty throughout the test – if discovered otherwise, the respective candidate will be disqualified at that point from further consideration for the position.**

All applicants who are shortlisted to move forward to the next stage of this recruitment will be contacted by USAID/Nepal HR through your email address.

Applicants are requested to monitor their inbox (including spam folder) for any follow-on messages regarding this recruitment from USAIDNepalHR@usaid.gov

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

- a. Once the Contracting Officer (CO) informs the successful offeror about being selected for a contract award, the CO will provide the successful offeror instructions about how to complete and submit the forms required to obtain medical and security clearances.
- b. **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.

**VI. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate employment forms.

**VII. BENEFITS/ALLOWANCES**

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

**BENEFITS:**

- Health Insurance Coverage for the selected candidate and immediate family members.
- Variable Contribution Fund (18.33% of the annual base salary)- Employee and Employer.
- Annual Bonus payment (1/12 of annual base salary).

**ALLOWANCES:**

- Miscellaneous allowance NRs. 68,000 annually

**VIII. TAXES**

Local Employed Staff are responsible for paying local income taxes.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
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 as described below:

**LINE ITEMS**



ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. <b>R497</b> ] - Accounting Info: <b>[USAID/Nepal funding]</b>	1	LOT	\$ _TBD_____	\$ _TBD at Award after negotiations with Contractor_

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>

- **AAPD 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022

*AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.*

*AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts*

*AAPD No. 21-04, ATTACHMENT 6: Overview of Applicability of FAR 52.223-99*

- **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
- **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
- **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006
- **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age, or sexual orientation. Diversity, equity, inclusion, and accessibility are among USAID’s core values. We welcome candidates of all backgrounds to apply and highlight in their applications their own diverse backgrounds and experiences that contribute to a more vibrant, dynamic, and inclusive workplace.*

## Position Description

### USAID Project Management Specialist-Deputy Office Director (Democracy, Human Rights and Governance), CCNPSC-FSN-12 USAID/Democracy, Human Rights and Governance Office

#### BASIC FUNCTION OF THE POSITION:

USAID's Democracy, Human Rights and Governance (DRG) Office manages instruments under two broad categories: Civic Engagement (covering anti trafficking in persons and civil society strengthening activities), and Democratic Institutions (covering public financial management, elections and political processes, federalism and local governance). Both areas work closely with all levels of the Government of Nepal (GON) and civil society to ensure rights and protections as well as better service delivery for the Nepali population.

As one of two DRG Deputy Office Directors, USAID Project Management Specialist (Deputy Office Director (Democracy, Human Rights and Governance) (Democratic Institutions)) - DRG Deputy Office Director is a seasoned professional responsible for portfolio management of the Democratic Institutions sector, supervising five staff (including two that will be working remotely). The Deputy Director (Democratic Institutions) will serve as the Mission's senior representative in policy, strategic, and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical and management issues of the Democratic Institutions sector. The DRG Deputy Office Director ensures that the DRG Office has the necessary strategic, technical, and management expertise to plan, implement and oversee activities under their portfolio. The Specialist provides a strategic vision on staff management, ensuring adequate responsibilities and professional development for all staff. Similarly, they conduct strategic planning on existing and upcoming development instruments to ensure an adequate portfolio, as well as strategic budgeting to adequately plan and track current and future financial flows to their portfolio. They must ensure high quality reporting and monitoring and evaluation of activities to the embassy and external stakeholders. They need not necessarily be an expert on the Democratic Institutions portfolio but must demonstrate adequate knowledge to manage the team efficiently. They may need to cover responsibilities from their team members if necessary.

#### MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

##### A. Technical Advisory and Strategic Leadership

(30%)

- Serves as a supervisory specialist for the Democratic Institutions portfolio and provides direction in the design, implementation, monitoring and evaluation of activities related to political processes, public financial management, local governance and related activities.
- Cultivates technical expertise on the specific areas of responsibilities within the DRG office, USAID Mission, US Embassy and GON priorities.
- Leads and supervises efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in areas related to political processes, public financial management, federalism, local governance, anti-corruption and related issues.
- Advances gender equity and social inclusion (GESI). Guides the Democratic Institutions team and implementing partners in effective inclusive development programming.
- Guides strategic partnerships with public and private sector partners, philanthropies and other donors to advance their portfolio and leverage external resources.
- Understands emerging developments in the Democratic Institutions realm and advises Mission, Embassy, and USAID/Washington senior leaders on how these policies, strategies, findings, and technical guidelines can most effectively be incorporated into the Mission's programming. Regularly communicates with local and international stakeholders.
- Plays a key role in identifying and coordinating among the various donors, USG and internal USAID and relevant stakeholders. Serves as the coordinator for Nepal, coordinating among all USG interagency stakeholders and implementing partners for activities under their portfolio.

##### B. Project Management

(30%)

- Develops and works alongside staff to produce concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to the activities under their supervision, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- Maintains a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, GESI action plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.

- Tracks and adequately plans for current and future financial flows to ensure financial resources to the portfolio.
- Leads routine meetings with implementing partners to discuss technical and programmatic direction of the portfolio. Conducts field visits to activities to meet with implementing partners, private sector, civil society and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Compiles, analyzes, and disseminates, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

**C. Representation and Coordination (20%)**

- Represents USAID at designated sub-national, national, regional, and international meetings that relate to democracy, human rights and governance, including regular participation in technical working groups, donor groups, and related committees.
- Develops, maintains and strengthens working relationships with key partners, including national ministries, provincial ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase coordination and collaboration among key stakeholders.
- Provides briefings to USAID and its partners on the status of USAID activities under the Democratic Institutions portfolio. Prepares and delivers presentations on the same issues to local and provincial governments, Nepali federal government officials, USG officials, and international and local program partners and colleagues.
- Serves as the Mission’s representative on inter-agency forums, working groups, and coordination committees. Organizes site visits and prepares orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress.

**D. Supervision, Coaching/Mentoring and Staff Support (20%)**

- Supervises five Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching them to facilitate professional development and sustaining high morale within the team. Such management includes supervising two individuals working remotely which will require constant accompaniment.
- Conducts regular performance reviews and addresses any performance challenges that may arise. Works with direct reports to determine training needs, helps identify appropriate training opportunities, and ensures fair participation in training. Provides expert advice and guidance to direct reports on matters relating to broader democracy, human rights and governance topics, inclusive development, and program management.
- Models and maintains adherence to Equal Employment Opportunity (EEO) policies and philosophies of valuing diversity, equity, inclusion, and accessibility in the workplace. Ensures staff consider and respect diverse perspectives when developing solutions and work products.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- Education:** A Bachelor’s degree in political science, law, sociology, anthropology, international affairs or one of the social sciences is required.
- Prior Work Experience:** Minimum of six (6) years of progressively responsible experience in project management including, but not limited to project design and execution, financial planning, human resource management, monitoring and evaluation, GESI and stakeholder engagement in sectors related to the Democratic Institutions portfolio is required. The position also requires a combination of technical and analytical abilities related to the Democratic Institutions portfolio.
- Post Entry Training:**  
On job training in USAID programming and implementation procedure. ADS related training. Formal AOR/COR training may be required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- Language Proficiency:** Level IV (fluent) English and Nepali is required for speaking, writing, and reading.

e. **Job Knowledge:**

- Must have in-depth professional-level knowledge of broader democracy, human rights and governance principles, concepts, and practices, especially as they relate to Nepal, and the problems and policies facing Nepal from the development, political, civil society, and social perspectives.
- Must have in-depth professional-level knowledge of strategy, programming, and implementation of activities.
- Technical knowledge of one of more issues related to elections and political processes, public financial management, federalism and local governance, anti-corruption and related topics.
- Must have professional-level knowledge and understanding of the organization and respective roles of the different levels of the GON in order to enhance effective communication, and to develop consensus on program strategy and implementation with USAID.
- The successful candidate must have the ability to effectively apply principles of equity, diversity, inclusion, and accessibility within all aspects of their work, including within the Mission, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships.

f. **Skills and Abilities:**

- Must have excellent verbal communication skills, tact, and diplomacy to establish and develop sustainable working relations and a high level of trust with senior- and mid-level GON officials, and with public and private organizations, such as primary USAID technical contacts.
- The ability to work in a diverse environment and uphold the principles of DEIA in the workplace, as part of their interactions with external stakeholders, and across relevant USAID programming and partnerships are required.
- Must have demonstrated skills in analyzing and addressing GESI issues.
- Must bring together the various perspectives and voices of populations and communities across Nepal for a more inclusive and equitable distribution of the responsibilities and benefits of development.
- Excellent writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers.
- Analytical ability is needed to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans.
- Strong skills in strategy development and implementation is required.
- The ability to work effectively in a team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary.
- Computer literacy is required for this position.
- Must have excellent organization and management skills, and the ability to plan, organize, and implement a multifaceted workload.
- The ability and willingness to travel to remote locations across the country

**POSITION ELEMENTS:**

- Supervision Received:** The Deputy Office Director (Democratic Institutions) works under the general supervision of the DRG Office Director and/or their designee.
- Supervision Exercised:** The Deputy Office Director (Democratic Institutions) directly supervises five professional staff. They provide training, approve leave, and exercise the first line of supervision.
- Available Guidelines:** Available guidelines include USG and USAID guidance, rules, and requirements; USAID Mission Orders, Mission strategy, and other relevant reports; the Automated Directives System (ADS); and USAID Mandatory and Standard Provisions, the FAR and AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation on the part of the Specialist. They must be able to assess alternatives and interpret guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.
- Exercise of Judgment:** A high degree of independent judgment is required for developing, implementing, and managing the portfolio and individual activities within it, identifying opportunities to use available USAID resources and mechanisms to advance democratic institutions in Nepal, reviewing program documentation, and managing assigned actions and tasks. Excellent judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact.
- Authority to Make Commitments:** The Deputy Office Director (Democratic Institutions) exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and

Mission policy. They take action and establish priorities based on available guidelines and professional judgment. Use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the Deputy Office Director (Democratic Institutions) to resolve challenges for which there are no clear or immediate solutions. Guidance is sought when needed, and the supervisor informed of activity and project status. They cannot independently commit the USG to the expenditure of funds, but within the scope of the authority delegated, they may indicate to ranking counterparts and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. They may negotiate a referendum for the immediate supervisor.

- f. Nature, Level, and Purpose of Contacts:** The Deputy Office Director (Democratic Institutions) establishes strong working relationships with officials in national and sub-national governments, private companies, representatives of bilateral and multilateral donors/institutions, NGOs, and members of civil society organizations. They maintain a full range of contacts within the Mission, at all levels, and with assigned IPs and grantees implementing USAID-funded activities in the sector.
- g. Time Expected to Reach Full Performance Level:** One year.