



USAID | NEPAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72036724R10010
ISSUANCE DATE: 07/31/2024
CLOSING DATE/TIME: 08/14/2024 (11:30 PM Nepal time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for **FSN-12 USAID Development Program Specialist (Deputy Director Program Office)** (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,

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 : 72036724R10010

जारी मिति : July 31, 2024

अन्तिम मिति/समय : August 14, 2024 (11:30 PM Nepal time)

विषय : **FSN-12 USAID Development Program Specialist (Deputy Director Program Office)** (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.:** 72036724R10010
2. **ISSUANCE DATE:** 07/31/2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/14/2024 (11:30 PM Nepal time)
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at usaidnepalhr@usaid.gov
5. **POSITION TITLE:** FSN-12 USAID Development Program Specialist (Deputy Director Program Office)
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 December 2024, through o/a December, 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

The Deputy Office Director (Program)/Senior Development Program Specialist position is located in the USAID/Nepal's Program Office (PO), reports to the Director of the PO.

The Deputy Office Director (Program) is a leader and expert in strategic planning, program and activity design, implementation, and monitoring and evaluation for development activities. The Specialist serves as the PO Office's senior advisor on activity design and localization issues and provides leadership in identifying opportunities for localization programming. Localization intends to promote inclusive, sustainable development by directing more resources to local actors and organizations, including more local voices into all aspects of our programs, and addressing Agency constraints to achieving that objective. The Specialist will be responsible for engaging with internal and external stakeholders such as senior level government ministry counterparts, the private sector, and other donors to build and manage new relationships that advance USAID localization efforts. As one of two PO Office Deputy Directors, the Specialist oversees the Activity Design and Localization Unit, supervising technical staff, and overseeing the COR responsibilities of the Localization Specialist on the team. In addition, the PO Deputy Director will advise on, and oversee, capacity building efforts with local

partners, and for USAID staff to ensure that we are designing and implementing local partner activities effectively. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement localization programs and activities across the Mission's entire portfolio.

The Specialist will supervise three (3) Cooperating Country National Personal Service Contractor (CCNPSC) in the Activity Design and Localization Unit, including: a GESI Advisor, a Translator/Interpreter, and a Program Specialist.

2. Statement of Duties to be Performed.

The Major Duties and Responsibilities include:

a. Policy, Representational, and Coordination Functions – 25 %

- Represents USAID at designated sub-national, national, regional, and international meetings that relate to localization.
- Develops, maintains, and strengthens working relationships with key local partners, including national ministries, provincial ministries, local governments, other donors, private sector, NGOs, and other local organizations to identify and implement efforts to increase coordination and collaboration among key stakeholders.
- Advises on existing and needed policy issues to ensure that local organizations are equal partners in Nepal's development efforts.
- Provides briefings to USAID and its extended partners on the status of USAID's localization efforts in Nepal. Prepares and delivers presentations on the same issues to government stakeholders, U.S. officials, and international and local program partners and colleagues.
- Organizes site visits and prepares orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress related to localization.
- Coordinates USAID's localization efforts internally through written products, facilitated meetings, events, and other types of coordination activities.
- Plays a key role in identifying and coordinating among the various local partner activities and relevant stakeholders.

b. Supervision, Coaching/Mentoring and Staff Support – 25 %

- Supervises up to three Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching them to facilitate professional development. Provides daily direction to two U.S. direct hire staff who serve on the Activity Design and Localization Unit, but who are supervised by the PO Director.
- 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 activity design and localization.
- 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.
- Models appropriate professional behavior that complies with USAID's Standards of Conduct.

c. Program Development, CLA, Reporting, and Management – 25 %

- Provides guidance and support to USAID staff to develop concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to local partner programming, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- Leads routine meetings with potential partners, existing implementing partners, and other stakeholders as appropriate to discuss the technical and programmatic direction of localization, integrating the concepts of collaborating, learning, and adapting.
- Conducts field visits to local partner activities to meet with implementing partners, private sector, government officials, and other stakeholders as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Compiles, analyzes, and disseminates, on a regular basis and as requested, to USAID mission staff, USAID/Washington, partners, and others as appropriate, reporting on progress in achieving localization targets together with commentary on issues and recommended solutions.
- May serve, if needed, 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, monitoring activities through field visits, and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.

d. Strategic and Technical Leadership – 25 %

- Serves as a Supervisory Specialist for the Activity Design and Localization Unit, and provides expert direction in the design, implementation, monitoring, evaluation, and learning of local partner activities.
- Maintains and applies his/her technical expertise in the specific areas of responsibilities within the PO office, USAID Mission, U.S. Embassy, and with implementing partners.
- Leads and supervises efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in the Mission's transition to localization.
- Identifies and leads on opportunities for reaching new partners, working with new local partners, and strengthening their capacity.
- Ensures programmatic coordination and complementarity with other USAID cross-cutting issues including, but not limited to, federalism, equity and inclusion, resilience, and climate change.
- Provides guidance, expertise, and facilitation for capacity building for local partners, and for USAID staff to build and develop essential skills linked to localization.
- Keeps informed of emerging developments in localization, and advises accordingly 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.

3. Supervisory Relationship

The Deputy Office Director (Program) works under the general supervision of the PO Director. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved

4. Supervisory Controls

The Specialist will supervise three (3) Cooperating Country National Personal Service Contractor (CCNPSC) in the Activity Design and Localization Unit, including: a GESI Advisor, a Translator/Interpreter, and a Program Specialist. The Specialist directly manages the three staff; defines priorities; gives guidance and instructions to staff members; and sets deadlines. In addition, the Specialist provides daily direction to two U.S. direct hire staff who serve on the Localization and Activity Design Team, but who are supervised by the PO Director. Makes decisions about optimization of workload and re-distribution of tasks within the Activity Design and Localization Unit.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** A Bachelor's Degree, or the local equivalent, in international development, public administration, international relations, political science, or a related field is required.
- b. Prior Work Experience:** Minimum of six (6) years of progressively responsible, professional-level experience in: 1) policy analysis, 2) project design, 3) program planning, and 4) monitoring and evaluation OR work related to (1-4) working with a Nepali local organization, is required. The position requires a combination of managerial, technical, analytical, and interpersonal abilities, and experience in both leading and influencing teams.
- c. Language Proficiency:** Level IV (fluent) English and Nepali is required for speaking, writing, and reading. Level I rudimentary knowledge of one of the local languages is required.
- d. Job Knowledge:**
In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Nepal and the region. Knowledge of the political, social, and economic structure of Nepal. Must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and respective roles of the different branches of the GON and the NGO sector in Nepal, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans. Knowledge of GON institutions, policy trends, objectives, and priorities, preferably relating to USAID activities.

e. Skills and Abilities:

The Specialist must have excellent verbal communication, diplomacy, and interpersonal skills to establish and develop collaborative working relations and a high level of trust with senior- and mid-level GON officials, and with public and private organizations. The Specialist must possess the ability to concurrently manage multiple priorities including projects, engagements, and information requests. This will entail excellent written and oral skills and superb attention to detail. As a supervisor, the Specialist must have demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming. The Specialist 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, with the objective of eliciting the various perspectives and voices of populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development. The Specialist must have good facilitation skills, or the potential to acquire such skills, in order to ensure smooth coordination and collaboration within USAID, and between USAID and diverse groups of local stakeholders.

Excellent writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Good 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 local partners, and the development of periodic work plans. Skill in designing development activities is required. The ability to work effectively in a multicultural team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary. The work requires good computer skills to manage the achievement of goals and objectives. The Specialist must have excellent organization and management skills, and the ability to plan, organize, and implement a multifaceted workload.

The ability and willingness to travel frequently to remote locations across the country is required.

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. Skills and Abilities/40points:

- Level IV (fluent) English and Nepali is required for speaking, writing, and reading. Level I rudimentary knowledge of one of the local languages is required.
- Excellent verbal communication, diplomacy, and interpersonal skills to establish and develop collaborative working relations and a high level of trust with senior- and mid-level GON officials, and with public and private organizations.
- The ability to concurrently manage multiple priorities including projects, engagements, and information requests.
- 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, with the objective of eliciting the various perspectives and voices of populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development.
- Good facilitation skills, or the potential to acquire such skills, in order to ensure smooth coordination and collaboration within USAID, and between USAID and diverse groups of local stakeholders.
- Excellent writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers.

- Good 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 local partners, and the development of periodic work plans.
- Ability to work effectively in a multicultural team environment, and to achieve consensus on policy, program/project/activity, and administrative matters.
- Skill in designing development activities is required.
- Good computer skills to manage the achievement of goals and objectives.
- Excellent organization and management skills, and the ability to plan, organize, and implement a multifaceted workload.

2. Job Knowledge/35 points:

- Knowledge of DEIA (diversity, equity, inclusion and accessibility) principles, practices and issues is required.
- In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Nepal and the region.
- Knowledge of the political, social, and economic structure of Nepal.
- Must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities.
- Knowledge and understanding of the organization and respective roles of the different branches of the GON and the NGO sector in Nepal, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans.
- Knowledge of GON institutions, policy trends, objectives, and priorities, preferably relating to USAID activities.

3. Prior Work Experience/25 points:

- A minimum of six (6) years of progressively responsible, professional-level experience in: 1) policy analysis, 2) project design, 3) program planning, and 4) monitoring and evaluation OR work related to (1-4) working with a Nepali local organization, is required. The position requires a combination of managerial, technical, analytical, and interpersonal abilities, and experience in both leading and influencing teams.
- Demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming

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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 110 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).
- 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
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. R497] - Accounting Info: [USAID/Nepal funding]	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.

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 Development Program Specialist -Deputy Director (Program Office), CCNPSC-FSN-12
USAID/Program Office

BASIC FUNCTION OF THE POSITION:

The Deputy Office Director (Program)/Senior Development Program Specialist position is located in the USAID/Nepal's Program Office (PO), reports to the Director of the PO.

The Deputy Office Director (Program) is a leader and expert in strategic planning, program and activity design, implementation, and monitoring and evaluation for development activities. The Specialist serves as the PO Office's senior advisor on activity design and localization issues, and provides leadership in identifying opportunities for localization programming. Localization intends to promote inclusive, sustainable development by directing more resources to local actors and organizations, including more local voices into all aspects of our programs, and addressing Agency constraints to achieving that objective. The Specialist will be responsible for engaging with internal and external stakeholders such as senior level government ministry counterparts, the private sector, and other donors to build and manage new relationships that advance USAID localization efforts. As one of two PO Office Deputy Directors, the Specialist oversees the Activity Design and Localization Unit, supervising technical staff, and overseeing the COR responsibilities of the Localization Specialist on the team. In addition, the PO Deputy Director will advise on, and oversee, capacity building efforts with local partners, and for USAID staff to ensure that we are designing and implementing local partner activities effectively. This senior position ensures that the Mission has the necessary strategic, technical, and management expertise to handle and successfully implement localization programs and activities across the Mission's entire portfolio.

The Specialist will supervise three (3) Cooperating Country National Personal Service Contractor (CCNPSC) in the Activity Design and Localization Unit, including: a GESI Advisor, a Translator/Interpreter, and a Program Specialist.

MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)

a. Policy, Representational, and Coordination Functions – 25 %

- Represents USAID at designated sub-national, national, regional, and international meetings that relate to localization.
- Develops, maintains, and strengthens working relationships with key local partners, including national ministries, provincial ministries, local governments, other donors, private sector, NGOs, and other local organizations to identify and implement efforts to increase coordination and collaboration among key stakeholders.
- Advises on existing and needed policy issues to ensure that local organizations are equal partners in Nepal's development efforts.
- Provides briefings to USAID and its extended partners on the status of USAID's localization efforts in Nepal. Prepares and delivers presentations on the same issues to government stakeholders, U.S. officials, and international and local program partners and colleagues.
- Organizes site visits and prepares orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress related to localization.
- Coordinates USAID's localization efforts internally through written products, facilitated meetings, events, and other types of coordination activities.
- Plays a key role in identifying and coordinating among the various local partner activities and relevant stakeholders.

b. Supervision, Coaching/Mentoring and Staff Support – 25 %

- Supervises up to three Cooperating Country Nationals, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring, and coaching them to facilitate professional development. Provides daily direction to two U.S. direct hire staff who serve on the Activity Design and Localization Unit, but who are supervised by the PO Director.
- 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 activity design and localization.
- 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.
- Models appropriate professional behavior that complies with USAID's Standards of Conduct.

c. Program Development, CLA, Reporting, and Management – 25 %

- Provides guidance and support to USAID staff to develop concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to local partner programming, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- Leads routine meetings with potential partners, existing implementing partners, and other stakeholders as appropriate to discuss the technical and programmatic direction of localization, integrating the concepts of collaborating, learning, and adapting.
- Conducts field visits to local partner activities to meet with implementing partners, private sector, government officials, and other stakeholders as appropriate to provide technical, programmatic, and administrative guidance as necessary.
- Compiles, analyzes, and disseminates, on a regular basis and as requested, to USAID mission staff, USAID/Washington, partners, and others as appropriate, reporting on progress in achieving localization targets together with commentary on issues and recommended solutions.
- May serve, if needed, 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, monitoring activities through field visits, and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required.

d. Strategic and Technical Leadership – 25 %

- Serves as a Supervisory Specialist for the Activity Design and Localization Unit, and provides expert direction in the design, implementation, monitoring, evaluation, and learning of local partner activities.
- Maintains and applies his/her technical expertise in the specific areas of responsibilities within the PO office, USAID Mission, U.S. Embassy, and with implementing partners.
- Leads and supervises efforts to identify, prioritize, and address key technical challenges, and policy and institutional structures, constraints, and opportunities in the Mission's transition to localization.
- Identifies and leads on opportunities for reaching new partners, working with new local partners, and strengthening their capacity.
- Ensures programmatic coordination and complementarity with other USAID cross-cutting issues including, but not limited to, federalism, equity and inclusion, resilience, and climate change.
- Provides guidance, expertise, and facilitation for capacity building for local partners, and for USAID staff to build and develop essential skills linked to localization.
- Keeps informed of emerging developments in localization, and advises accordingly 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.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- Education:** A Bachelor's Degree, or the local equivalent, in international development, public administration, international relations, political science, or a related field is required.
- Prior Work Experience:** Minimum of six (6) years of progressively responsible, professional-level experience in: 1) policy analysis, 2) project design, 3) program planning, and 4) monitoring and evaluation OR work related to (1-4) working with a Nepali local organization, is required. The position requires a combination of managerial, technical, analytical, and interpersonal abilities, and experience in both leading and influencing teams.
- Post Entry Training:**
On-the-job training in USAID-specific procedures, regulations, and methods. Orientation to working from a donor-Agency perspective, etc., will be provided. Formal COR/AOR certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available.

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. Level I rudimentary knowledge of one of the local languages is required.

e. **Job Knowledge:**

In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in Nepal and the region. Knowledge of the political, social, and economic structure of Nepal. Must have a good knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and respective roles of the different branches of the GON and the NGO sector in Nepal, in order to enhance effective communication, and to develop consensus on program/project strategy and implementation plans. Knowledge of GON institutions, policy trends, objectives, and priorities, preferably relating to USAID activities.

f. **Skills and Abilities:**

The Specialist must have excellent verbal communication, diplomacy, and interpersonal skills to establish and develop collaborative working relations and a high level of trust with senior- and mid-level GON officials, and with public and private organizations. The Specialist must possess the ability to concurrently manage multiple priorities including projects, engagements, and information requests. This will entail excellent written and oral skills and superb attention to detail. As a supervisor, the Specialist must have demonstrated experience working effectively with and managing diverse groups of people in the workplace and in programming. The Specialist 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, with the objective of eliciting the various perspectives and voices of populations and communities across Nepal for a more inclusive distribution of the responsibilities and benefits of development. The Specialist must have good facilitation skills, or the potential to acquire such skills, in order to ensure smooth coordination and collaboration within USAID, and between USAID and diverse groups of local stakeholders.

Excellent writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Good 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 local partners, and the development of periodic work plans. Skill in designing development activities is required. The ability to work effectively in a multicultural team environment, and to achieve consensus on policy, program/project/activity, and administrative matters is necessary. The work requires good computer skills to manage the achievement of goals and objectives. The Specialist must have excellent organization and management skills, and the ability to plan, organize, and implement a multifaceted workload.

The ability and willingness to travel frequently to remote locations across the country is required.

POSITION ELEMENTS:

- a. **Supervision Received:** The Deputy Office Director (Program) works under the general supervision of the PO Director. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved.
- b. **Supervision Exercised:** The Specialist will supervise three (3) Cooperating Country National Personal Service Contractor (CCNPSC) in the Activity Design and Localization Unit, including: a GESI Advisor, a Translator/Interpreter, and a Program Specialist. The Specialist directly manages the three staff; defines priorities; gives guidance and instructions to staff members; and sets deadlines. In addition, the Specialist provides daily direction to two U.S. direct hire staff who serve on the Localization and Activity Design Team, but who are supervised by the PO Director. Makes decisions about optimization of workload and re-distribution of tasks within the Activity Design and Localization Unit.
- c. **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. All of these are general, presenting options and approaches rather than blueprints. Therefore, the Specialist must be able to assess alternatives and interpret guidelines accordingly. Excellent judgment and the ability to deal with ambiguity are essential.
- d. **Exercise of Judgment:** A high degree of independent judgment is required for developing, implementing, and managing the Activity Design and Localization Unit and individual activities within it, identifying opportunities to use available USAID

resources and mechanisms to advance the ability of local partners to achieve U.S. and Nepali development objectives, 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.

- e. **Authority to Make Commitments:** The Specialist exercises the authority given to AOR/CORs and may make administrative arrangements consistent with USAID Automated Directive System (ADS) guidance and Mission policy. They act and establish priorities based on available guidelines and professional judgment. Use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the Specialist to resolve challenges for which there are no clear or immediate solutions.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist has a full range of contacts within the Mission, at all levels, and maintains contact with local partners implementing USAID-funded activities or projects. Within the Embassy, contacts are with staff and all section heads, and with the Ambassador and DCM, as needed. Host-government, local, and other contacts vary widely and may be at any level – including Minister, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level GON officials, and with the private sector, are for the purpose of explaining and defending USAID policies, objectives, and procedures, and to transmit and interpret host government and private-sector attitudes and concerns to senior USAID officials. Travel within Nepal is required.

The Specialist will be required to establish strong working relationships with officials in national and sub-national governments, local NGOs, private companies, representatives of bilateral and multilateral donors/institutions, members of civil society organizations, and others as necessary. Internal contacts should be established and maintained with the Front Office, Program Office, RLO, Office of Acquisition and Assistance, Office of Financial Management, and all other offices as necessary.

- g. **Time Expected to Reach Full Performance Level:** One year.