



SOLICITATION NUMBER: 06-24
ISSUANCE DATE: August 09, 2024
CLOSING DATE/TIME: August 23, 2024

**SUBJECT: *USAID/Sri Lanka and Maldives Employment Opportunity
Solicitation for a Project Management Specialist (Private Sector Engagement -
PSE) – FSN 11***

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified Sri Lankan citizens to provide personal services under contract as described in this solicitation.

Offers must be in accordance with this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records. Only short-listed applicants will be contacted.

Submissions will only be accepted via hrcolombo@usaid.gov by the closing date and time, August 23, 2024. Applications that are incomplete, unsigned, received after the closing date will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 regarding this solicitation should be in writing and directed to the undersigned at: hrcolombo@usaid.gov

Sincerely,

Ann Bacon
Contracting Officer

The U.S. Mission in Sri Lanka/Maldives provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Sri Lanka and Maldives also strives to achieve equal employment opportunity in all personnel operations.

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 06-24
2. **ISSUANCE DATE:** August 09, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 23, 2024
4. **POINT OF CONTACT:** HR Specialist, e-mail at hrcolombo@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Private Sector Engagement - PSE)
6. **MARKET VALUE:** Equivalent to FSN-11 (Minimum USD 19,974 – Maximum USD 33,953 per annum). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Sri Lanka. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Renewable contract(s) contingent upon overall satisfactory performance, continued need of the position, and availability of funds. Estimated to start upon completion of the recruitment process and obtaining necessary clearances.
8. **PLACE OF PERFORMANCE:** Colombo, Sri Lanka
9. **ELIGIBLE OFFERORS:** All applicants must be Sri Lankan citizens; the applicant must be a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **MEDICAL AND SECURITY LEVEL REQUIRED:** The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained.

11. STATEMENT OF DUTIES

1) General Statement of Purpose of the Contract

The USAID Project Management Specialist is the Mission's technical expert on environment, climate change and private sector engagement and climate finance for Sri Lanka and Maldives and focal point for private sector engagement (PSE). USAID/Sri Lanka & Maldives' Economic Growth program covers a broad range of related activities that support climate change adaptation, reducing ocean plastic waste, renewable energy, private sector competitiveness, business enabling environment, SME (Small and Medium Enterprises) development, public financial management, trade facilitation, agriculture modernization, tourism development and workforce development. The USAID Project

Management Specialist is the Foreign Service National (FSN) staff member primarily responsible for advancing and integrating private sector engagement in economic growth-related activities. The job holder will also support economic growth-related activities in other ways as needed.

S/he must have experience and knowledge related to environmental and economic policy and the roles that government and the private sector play in climate change adaptation, waste management, and in promoting inclusive economic growth. The USAID Project Management Specialist is expected to provide leadership relating to these aspects of economic development and keep abreast of social and economic conditions in Sri Lanka and Maldives, as well as environment and economic trends and their impact on each country's respective economy.

The USAID Project Management Specialist analyzes factors in promoting environmental and climate resilience, constraints and issues affecting sustainable economic growth, and prepares reports, provides guidance, and develops and monitors projects undertaken with USAID support. The USAID Project Management Specialist also establishes and maintains policy dialogue with government, private sector, donors and international organizations. This includes evaluating the status of current national environmental and economic policies and providing advice on their implications on programming.

2) *Statement of Duties to be Performed*

A. Project Management

60%

The job holder manages Mission-based/Washington, D.C.-based projects for which the job holder will gather market information, monitor project implementation, and provide project supervision and oversight. The job holder must have strong initiative and exercise independent judgment in activity planning, the identification of problems, and required follow-up actions. The job holder interacts with multiple project managers with different implementing partners, advisors, and identified host country counterparts. S/he coordinates with project implementing offices to translate recommendations into effective action plans. Specific responsibilities include: project management and oversight; preparing, directing and performing analysis of project related problems (both financial and technical) and recommending appropriate remedial measures; communicating and coordinating with various stakeholders regarding project implementation; drafting necessary documentation and leading reviews related to project amendments; writing reports; reviewing contracts/agreements in consultation with the Office of Acquisition and Assistance (OAA); and providing guidance to, and oversight of, contractor actions concerning project procurement and the use of project funded assets.

B. Project and Program Monitoring/Evaluation

25%

The job holder's responsibilities for project monitoring and evaluation include reviewing project reports and Activity Monitoring Evaluation and Learning Plans (AMELPS), visiting sites, and engaging in written and oral communications with project participants, and

contractors; preparing scopes of work for projects and evaluation teams; interacting and providing necessary assistance to visiting consultants; preparing evaluation documentation; ensuring that all OEG (Office for Economic Growth) memorandums and action documents adhere to proper standards; preparing annual performance reports summarizing the achievements and results of portfolio projects and impacts on achieving Mission objectives. Under the guidance of the OEG Director, the job holder assists with the preparation of a variety of progress and implementation reports such as Performance Management Plans (PMPs), verifies that contractually required reports and Program Office (PRO) documents are submitted, updates Mission Strategic Plans, and assists in the preparation OEG documentation for annual/semi-annual Portfolio Implementation Reviews. The job holder also provides project status and achievement articles, on a regular basis, to enhance USAID outreach and communication.

C. Program Coordination and Assignments

15%

As the Mission's PSE focal point, the job holder will coordinate and build PSE-related capacity building within the Mission as well as other USG and donor counterparts to ensure collaboration and coordination around mutually aligned programs. As requested by the OEG Deputy Director, the job holder will be required to: 1) serve on Mission-wide committees; 2) respond to Washington, D.C. or U.S. Embassy taskers, 3) participate in technical evaluations; 4) coordinate programming with other technical offices, support offices, and the interagency; 4) coordinate with donors, private sector, and government counterparts; 5) respond to Washington, D.C. and U.S. Embassy taskers; 6) produce relevant analysis; and 7) serve as site officer for USAID/Washington, D.C. visitors.

3) *Supervisory Relationship*

Reports to the OEG Deputy Director or his/her designee. The individual must be able to work independently to achieve short-term objectives as well as long-term strategies.

4) *Supervisory Controls*

This is not a supervisory position. The job holder provides technical guidance and support to a varying number of contractors and grantees.

5) *Available Guidelines:*

In addition to oral or written instructions from the Deputy Office Director or his/her designee, project documents, Mission policy and procedural directives, USAID handbooks; guidelines typically include ADS, FAM, Handbooks, dictionaries, style manuals, and agency instructions concerning such matters as correspondence handling of sensitive information, and the operation policies of the supervisor. Interpretation, sound judgement and adaptation of the guidelines to specific problems are frequently required in determining priorities and in resolving problems.

6) *Exercise of Judgment:*

The job holder must be able to exercise sound development judgment in the execution of professional responsibilities and in the application of USAID rules and regulations and interpretation of USAID objectives and priorities.

7) ***Authority to Make Commitments:***

The job holder exercises the authority given to all USAID activity managers and CORs/AORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the US Government (USG) to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and Implementing Partner (IP) officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor.

8) ***Nature, Level, and Purpose of Contacts:***

The job holder is required to develop and maintain senior level contacts in GSL (Government of Sri Lanka) Ministries, provincial governments and with bilateral/multilateral donor agencies. In addition, the Specialist provides technical assistance and guidance on best practices to USG staff.

9) ***Time Expected to Reach Full Performance Level:***

One (01) year.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Any application that does not meet the requirements stated below will not be evaluated. Only short-listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

a. Education:

A minimum Bachelor's degree in natural resources management, sustainable development, ecology, climate change, or other relevant disciplines related to environmental protection required.

b. Prior Work Experience:

At least five years of progressively responsible professional development experience is required. Knowledge and/or experience in i) climate change adaptation/mitigation; ii) biodiversity conservation; iii) sustainable natural resources use and conservation, including sustainable agriculture or marine/fisheries management; iv) diversified livelihoods for natural resource-dependent communities; and v) environmental regulations and their enforcement is required. The job holder must have in-depth knowledge of current sustainable development theories and concepts.

c. Post Entry Training:

Successful completion of COR/AOR training is required and will be provided. Post entry training will be focused primarily on USAID's established policies, procedures and regulations that govern: 1) USAID-specific activity management and procurement systems; 2) USAID-sponsored training in Project Design and Activity Management; and 3) USAID's Environmental Procedures (22CFR216) including environmental mitigation and monitoring. Other Agency-specific training (both internal and external) may be provided from time to time depending on the availability of program funds, individual technical needs, and if determined to be in direct support of USAID/Sri Lanka's economic growth activities.

d. Language Proficiency:

The job holder must possess advanced professional proficiency (Level 4) in both written and spoken English, Sinhala and/or Tamil. The job holder must possess strong editing and technical drafting skills. The job holder is required to adopt standard English usage as detailed in the Associated Press Stylebook.

e. Job Knowledge:

The job holder must have a strong grasp of the Sri Lankan development context as it relates to the environment and economy. The job holder must have good knowledge of current theories and concepts of sustainable development, environment, climate change, partnership development, market competitiveness, workforce development, value chains, enterprise development, microfinance, and indicators that influence a free trade market in a global economy. S/he must have experience and knowledge working with local organizations to build their capacity to be more self-reliant. S/he must have experience and knowledge of the roles that government and the private sector play in environmental conservation and climate change adaptation. The job holder is also required to keep abreast of social and economic conditions in Sri Lanka and Maldives and provide timely advice on the implications of relevant development policies and strategies.

f. Skills and Abilities:

The job holder must have the ability to organize, analyze, interpret and evaluate technical information concerning OEG's portfolio; communicate clearly, concisely and effectively;

prepare meaningful, well written reports and presentations; and function as a member of a team. Strong technical writing skills are an absolute must. S/he must be able to work independently in a fast paced, team-oriented environment, and be able to obtain, analyze and evaluate complex data and prepare concise and accurate studies and reports. Sound communication skills, both verbal and written, are essential and necessary to develop and maintain an extensive range of mid-level contacts in government and private sector circles.

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 offerors 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>.

To be considered for this position, applicants must meet the required qualifications stated above. For those who it is determined meet the required qualifications, further consideration and selection will be based on panel assessment of the Selection Criteria listed below:

- a. Prior Work Experience
- b. Language Proficiency
- c. Job Knowledge
- d. Skills and Abilities

USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection. Reference checks will be conducted for top candidate(s).

IV. SUBMITTING AN OFFER

Step 1: Visit the following website: <https://www.usaid.gov/sri-lanka/careers> and download Form AID 309-2 - Offeror Information for Personal Services Contracts with Individuals

Step 2: Complete Form AID 309-2. The applicant must answer all the questions in the form.

Step 3: Compile the below documents as one attachment:

1. Completed Form AID 309-2 (Incomplete forms will not be accepted)
2. Cover letter explaining your qualifications for the position.
3. Updated curriculum vitae/resume (no more than five pages)
4. Names of at least five non-related references with current telephone numbers and e-mail addresses
5. Copies of all relevant certificates

Step 4: Submit the attachment via email to hrcolombo@usaid.gov by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I.

Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- (1) Conditional Offer Letter
- (2) Salary Offer Letter
- (3) Security Eligibility
- (4) Medical clearances or Statements
- (5) Other required documents
- (6) Negotiation memo with responsibility determination

VI. BENEFITS AND ALLOWANCES

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

BENEFITS:

- (1) Christmas Bonus

ALLOWANCES (as applicable):

- (1) Medical Allowance
- (2) Miscellaneous Benefit allowance

VII. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. 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/ads/policy/300/aidar>

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation Basic Salary = Grade (equivalent): 11 Step (equivalent): (XX) <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	Benefits Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 2	USD USD Months	XXX	XX
	Grand total payable in contract			XXX	
	Contract Daily Rate /1			XX	
	Contract Hourly Rate /1			XX	

3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct.

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.