



USAID | INDIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038624R10012

ISSUANCE DATE: September 19, 2024

CLOSING DATE/TIME: October 13, 2024 / 23.59 hours Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC - Local Compensation Plan) – Project Management Specialist (Forestry and Biodiversity)

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 a contract as described in this solicitation.

Offers must be submitted 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.

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 must be directed in writing to the Point of Contact specified in the Attachment 1.

Sincerely,

R. Christopher Gomes
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72038624R10012**
- 2. ISSUANCE DATE: September 19, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: October 13, 2024 / 23.59 hours Indian Standard Time (IST)**
- 4. POINT OF CONTACT:** Ms. Vandana Sharma, Deputy Executive Officer Spl., email at indiaper@usaid.gov.
- 5. POSITION TITLE:** Project Management Specialist (Forestry and Biodiversity)
- 6. MARKET VALUE:** INR 2,745,307 to INR 4,252,120 equivalent to FSN-11. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/India. This market value includes Basic Salary, Housing Allowance and Miscellaneous Benefits Allowance. This market value does not include benefits and allowance mentioned under Section VI. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Initially, five years Cooperating Country National Personal Services Contract will be issued, with the possibility of extension depending on the Mission need, satisfactory performance, and funds availability. Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.
- 8. PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India (with possible travel, if applicable, as per the Statement of Duties – see point 11). The work schedule is 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals - The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in India.
- 10. SECURITY LEVEL REQUIRED:** Security clearance from the Embassy's Regional Security Office.
- 11. STATEMENT OF DUTIES**
 - a) **General Statement of Purpose of Contract**

The USAID Project Management Specialist (Forestry and Biodiversity) provides

technical and program expertise to the General Development Office (GDO) and to the Mission. The GDO is responsible for providing leadership in developing and implementing programs in natural resource management, including sustainable landscapes/forestry, biodiversity, pollution reduction, and nature-based solutions to climate change. GDO also covers portfolios related to water, sanitation and hygiene, education, and Tibetan refugees. The GDO is responsible for programs with a total annual funding level of over \$40 million. The current level of funding under the broad environment and natural resources portfolio exceeds \$15 million per year.

The primary responsibility of the Specialist is to identify, develop, describe, and implement programs/projects/activities in environmental management (forestry and biodiversity), environmental degradation mitigation, climate change mitigation and adaptation and a variety of related areas. Programs developed and managed are designed to improve the ability of India and the region to manage, improve, and sustain environmental resources in a time of increased land use, and by extension – such improved environmental management will lead to improvements in the lives of the urban and rural poor. The Specialist collaborates with other offices throughout the Mission to identify activities that have an environment management component, such as those related to agriculture, water, energy, climate change, disaster preparedness and resilience, etc. The work includes serving as a Contracting Officer's Representative/ Agreement Officer's Representative (COR/AOR) for USAID programs/projects/activities implemented by contract, cooperative agreement, or grant, participating in the design of programs/projects/activities, and the evaluation of ongoing programs, advising on best practices, participating in technical working groups, and helping to integrate environmental management programs/projects into other areas of the GDO portfolio. The Specialist keeps abreast of current publications and information on development issues, concerns, and practices, and their programming in developing countries, in order to advise the Mission on a variety of issues related to managed activities.

The Specialist will establish and maintain contacts with appropriate national and sub-national government agencies, Non-Governmental Organizations (NGOs), and private sector representatives in India and the region. The job holder works under the overall supervision of the Team Lead (Environment), GDO. The job holder is required to perform work-related travel.

b) **Statement of Duties to be Performed:**

A. Project Management and Strategic Design – 50%

The Specialist for environment serves as a COR/AOR for selected implementing partners (IPs), coordinates programs/projects/activities to facilitate implementation in a wide variety of circumstances, and ensures high-quality results are being provided in accordance with USAID's Environment and Natural Resources Management (ENRM) framework. The Specialist monitors and evaluates the programs/projects/activities the incumbent manages through site visits, reporting, and trends analysis; works in close collaboration with the other Specialists in the Mission; facilitates the development of IP work plans and monitoring, evaluation and learning (MEL) plans, and coordinates preparations for IP portfolio reviews; and, reviews IP progress reports, and requests or

participates in the preparation of other reports as needed. The incumbent also directs and performs analysis of project related problems (both financial and technical) and recommends appropriate remedial measures, drafts necessary documentation and leads reviews related to project amendments and project contracting. The Specialist coordinates with host country counterpart institutions including respective national and state level ministries, conceptualizes and develops potential activities for support and, when necessary, arranges appropriate reviews by the concerned agencies and committees. The assignment requires regular site visits and other travel to priority areas where projects are implemented. In addition, the Specialist coordinates VIP visits and other Temporary Duties (TDYs) as per office and Mission requirements.

B. Technical Advice and Advocacy – 30%

The Specialist works with colleagues across all GDO portfolios, the Office of Program Support (PS), and with other Technical Offices to strengthen USAID programs and help achieve the Mission's and the Agency's development objectives, with special emphasis on implementing best practices in environmental resources management. The Specialist participates in developing opportunities to integrate awareness of recognized best practices in program/project/activity implementation across all offices, including increasing the impact and awareness of GDO activities on overall Mission management of health, women's empowerment, energy, education for the most vulnerable, disaster management, and other activities. The Specialist assists senior U.S. Government (USG), Mission, and Office staff in representing USAID to IPs, NGOs, Government of India (GoI) agencies, and other national and international groups and bodies, in order to develop effective and sustainable strategies for implementing environmental management related programs, including activities in environmental management, environmental degradation mitigation, and climate change, assuring activities meet national and international standards. The Specialist collaborates with other GDO team members and other technical and support offices in the preparation and presentation of deliverables and assists in monitoring Mission and USG progress toward meeting overall Mission objectives.

C. Portfolio-wide Monitoring, Reporting and Evaluation – 20%

The Specialist leads portfolio-wide monitoring and reporting of results including quarterly pipeline and portfolio reviews, annual performance planning and reporting, AID/W report requests and outreach and communication. The incumbent ensures data is properly collected, and that each indicator is an appropriate measure of its corresponding result; and reports proposed and actual achievements of results in required templates. The Specialist works with implementing partners to ensure their understanding of the Performance Management Plan (PMP) system and process, their role in the process, and develop strategy for project evaluations in consultation with the PS. The incumbent will also perform sector-wide assessment of outcomes which can be attributable to USAID/India's natural resource security and governance, and air pollution control interventions, and feed learnings into future programming.

- c) **Supervisory Relationship:** The Specialist works under the general supervision of the Team Lead (Environment), GDO or his/her designee.

- d) **Supervisory Controls:** Assignments are made orally and in writing. Some assignments are self-generated and occur in the normal course of the work. The job holder exercises independence in most phases of the assignment but determines those situations that must be coordinated with superiors. Superiors provide a review of the assignment, the goals and objectives to be achieved, and the results expected. The job holder seeks advice and assistance as required. Completed work is accepted as technically correct, and the overall assignment is reviewed in terms of results achieved.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

I. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a) **Education:** The job holder must have a bachelor's degree in forestry, wildlife management, or a related field such as ecology, environmental sciences/engineering, climate science, or environmental sustainability.
- b) **Prior Work Experience:** A minimum of seven years of related progressively responsible experience in forestry/biodiversity management related programs, including activities in environmental management, environmental degradation mitigation, and climate change in India is required.
- c) **Language Proficiency:** Fluency (Level IV) in English and language proficiency, in speaking, reading, writing, in at least one Indian language is required.
- d) **Job Knowledge:** The job holder must be able to demonstrate a clear understanding of the policy, regulatory and organizational issues that are involved in areas such as natural resource management. Required knowledge includes: i) in-depth knowledge of forestry/wildlife issues and challenges; ii) knowledge of climate change mitigation and adaptation principles, concepts, and practices; iii) knowledge of private sector business practices pertaining to project development, market and business transformation, financing and implementation; and iv) knowledge of public-private partnerships in forestry, wildlife, environment, natural resource management.
- e) **Skills and Abilities:** The job holder must have excellent communication (both verbal and written) and state-of-the-art computer skills (Word, Excel, Power Point). The incumbent must have the: 1) ability to organize, analyze, interpret, and evaluate scientific data to solve environmental issues; ii) ability to organize, analyze, interpret and evaluate information regarding environmental policies and programs; iii) ability to communicate clearly, concisely and effectively with all levels of personnel, both within USAID and outside; iv) ability to prepare effective written reports and make presentations to a variety of audiences; v) ability to work independently with minimal supervision or guidance. This position requires significant interaction with other USAID offices, Missions and governments; therefore, the job holder must also have excellent interpersonal skills. The incumbent must be able to work

in multidisciplinary teams and in an environment in which there may be team members with varying backgrounds and skill levels.

II. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

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

A. SELECTION PROCESS:

Phase-I: Offerors who meet the Education / Experience minimum qualifications will further advance to evaluation phase-II. Offerors who do not meet the Education / Experience minimum qualifications will be eliminated from further evaluation process.

Phase-II: The Applications of those Offerors who meet the Education / Experience minimum requirements will be further evaluated based on the evaluation factors below. The most highly rated Applications will further move to phase-III.

Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points in Phase II:

- Technical Knowledge (50)
- Work Experience (50)

Phase-III: The Offerors determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below to a maximum score of 100 points to determine the most highly rated Offerors.

- Technical Expertise (30)
- Work Experience (20)
- Skills (leadership, teamwork and interpersonal skills) (20)
- Written and oral communications (30)

III. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit form DS-174 (Application for Employment as a Locally Employed Staff or Family member(attached)). **Please note:**

Must answer all the questions in DS-174 application form. You may also click the link below to access the above form: https://www.usaid.gov/sites/default/files/2022-05/Application%20for%20Employment%20-%20Form%20DS-174_0.doc

2. Offerors may attach a covering letter and resume/curriculum vitae to support their application.
3. Submit **electronic copies** of applications to: indiaper@usaid.gov.
4. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form (DS-174). Applications without reference to a specific solicitation number will not be accepted.
5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

- (i) The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 1. Instructions and forms related to mandatory security clearance.
 2. Instructions and forms related to mandatory pre-employment medical examination and clearance.

Note: The selected candidate must obtain a U.S. Government security and medical clearances (as indicated above). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details on how to obtain Medical clearance and Security Clearance will be provided once a job offer is made and accepted. You must be available to start work within 30 days as soon as valid medical and security clearance are obtained.

V. BENEFITS AND ALLOWANCES

1. Bonus: 20% of Basic Salary.
2. Provident Fund: 12% of Basic Salary - Under the Provident Fund (PF) scheme, a deduction of 12 percent of basic salary is made from the employee's salary for each pay period. The U.S. Government contributes an equal rate of 12 percent of basic salary.
3. Superannuation Fund: 15% of Basic Salary - The Mission of the United States operates a noncontributory Superannuation Fund (SF). A contribution is made to the employee's credit by the USG for each pay period of creditable service. The vesting period for superannuation is five years.
4. Severance Pay (Gratuity): This is a special lump sum payment made to an employee for loyal service to the Mission. Eligible employees are entitled to 5.75 percent of annual

basic salary for each completed year of service with a minimum of five years of service and a maximum payment of 20 months of basic salary. Gratuity payment is calculated on the basis of the employee's basic salary at the time of separation. Severance Pay (Gratuity) would be applicable in accordance with U.S. Mission/India policy.

5. In addition, employees are covered under the Global Medical Coverage (GMC) for Locally Employed Staff, Group Accidental Death Insurance Plan, and optional Group Life Insurance Plan.

VI. TAXES

The Mission does not assume any obligation or responsibility to withhold local income taxes from LE Staff salaries. LE Staff are fully responsible for accurately reporting taxable income to tax authorities and paying income taxes.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN 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.

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QUANTIT Y (C) | UNI T (D) | UNIT PRICE (E) | AMOUNT (F) |
|-------------|--|---------------|-----------|----------------|---|
| 0001 | Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: TBD | 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>
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.

6. **FAR Provisions Incorporated by Reference**

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| <u>52.204-27</u> | <u>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</u> | <u>JUN 2023</u> |
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NOTES:

Probationary Period: This is the initial period of employment with the U.S. Mission during which Locally Employed Staff (including Cooperating Country National) demonstrate their qualifications for continued employment. The probationary period for Mission India is 120 days. Staff may be separated without notice or with appropriate notice, during or at the end of the probationary period, with or without specific cause.

The internal employees currently serving their probationary period are not eligible to apply. The internal employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than six months before applying for another USG position.

Security Certification: In accordance with ADS 309.3.1.14 b.1), which stated “Prior to award of a PSC, the selected individual must be able to obtain the security clearance or HSPD-12 access required in the solicitation. The Contracting Officer must not contract for personal services with any individual until a temporary or final favorable security clearance or access eligibility determination has been made by the appropriate security office.” Therefore, the offer made to the selected candidate is subject to the security certification granted by the Regional Security Officer (RSO). The Contracting Officer (CO) expects the selected candidate to join the Mission once a favorable temporary security clearance has been made by the RSO.

Relocation and Housing: Applicants living outside New Delhi / NCR must note that if selected for the position, no resettlement travel or housing benefit/allowance is associated with the position. It would be the candidate’s responsibility to make his/her own arrangements to travel to New Delhi in a timely manner for the mandatory pre-employment clearances and subsequently for joining.

Age Requirement: As per the Mission policy, the mandatory retirement age for Cooperating Country National employees is 65 years.

Equal Employment Opportunity: It is the policy of the United States Government to ensure equal employment to all persons without regard to sex (including pregnancy and gender

identity), age, race, national origin, color, sexual orientation, disability, genetic information, or religion.

DEIA Statement: USAID/India is committed to a diverse, equitable, inclusive, and accessible workplace where everyone has an opportunity to thrive. For example: disadvantaged, underrepresented, and/or underserved groups, ethnic minorities, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex Asexual, and more (LGBTQIA+), etc.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.