



# USAID | ASIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER** : 72048624R00015  
**ISSUANCE DATE** : September 16, 2024  
**CLOSING DATE/TIME** : October 6, 2024  
(11:59 PM Bangkok Time /  
12:59 PM Washington, DC Time)

**SUBJECT:** Solicitation for U.S. Personal Services Contractor (USPSC) – Senior Regional Environment Advisor

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 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 underrepresented 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 offer.

Any questions must be directed in writing to the Point of Contact specified in this solicitation.

Sincerely,

Stephanie E. Iceland-Leitzel  
Executive Officer/Contracting Officer  
USAID Regional Development Mission for Asia  
Bangkok, Thailand

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72048624R00015
- 2. ISSUANCE DATE:** September 16, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 6, 2024, at 11:59 PM Bangkok Time / 12:59 PM Washington, DC Time
- 4. POINT OF CONTACT:** [RDMArecruitment@usaid.gov](mailto:RDMArecruitment@usaid.gov)
- 5. POSITION TITLE:** Senior Regional Environment Advisor
- 6. MARKET VALUE:** \$123,041 - \$159,950 per annum equivalent to GS-15  
Final compensation will be negotiated within the listed market value and will depend on experience, qualifications, and salary history.

The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. An offeror hired from off-shore will be entitled to established off-shore benefits (housing, transportation, shipment benefits, and other applicable allowances). Offers will be accepted from U.S. Citizens who reside in Thailand, but such individuals will be entitled only to performance and comparability pay increases, annual and sick leave, and reimbursement for life and health insurance.

- 7. PLACE OF PERFORMANCE:** Bangkok, Thailand

Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

- 8. PERIOD OF PERFORMANCE:** The base period will be 10 months, estimated to start in January 2025.
- 9. ELIGIBLE OFFERORS:**
  - Must be U.S. Citizens;
  - Demonstrated ability to obtain a FACILITY ACCESS level security clearance;
  - Demonstrated ability to obtain a Department of State medical clearance;
  - Must have the ability to obtain a permit to stay and work under U.S. Mission Thailand;
  - Must not appear as an excluded party in the System for Award Management (SAM.gov).
- 10. SECURITY LEVEL REQUIRED:** Facility Access Clearance
- 11. WORK HOURS:** 40 hours/week

## 12. STATEMENT OF DUTIES:

### A. INTRODUCTION AND BACKGROUND:

USAID's Regional Development Mission for Asia (RDMA) is located in Bangkok, Thailand. RDMA manages three operating units - one regional portfolio and non-presence country programming in China and Thailand. With a FY 2023 budget of \$84.7 million, the Mission has an active portfolio throughout the Southeast Asia region totaling over \$589 million. As a regional service platform, RDMA supports 12 client missions in Asia, representing an annual combined budget of \$1.4 billion, with a broad range of policy, technical, and operational support services. RDMA also manages the Asia Regional Training Center, the Agency's largest such facility outside of Washington, DC, which trains 4,000 USAID employees and partners per year. The Mission operates under a 5-year Regional Development Cooperation Strategy (RDCS), aiming to improve and strengthen a more resilient, inclusive, and secure Southeast Asia. RDMA's environment portfolio works to improve the region's management of natural resources by addressing transboundary environmental challenges.

With a staff of 22, the USAID/RDMA Regional Environment Office (REO) manages a complex portfolio to tackle Asia's biggest existential challenges, including the climate crisis and biodiversity loss. The portfolio contributes to the U.S. Government's Indo-Pacific Strategy, the USAID Climate Strategy, the USAID Biodiversity Policy, the End, Neutralize, and Disrupt Wildlife Trafficking Act, the ASEAN-U.S. Comprehensive Strategic Partnership, and the Mekong-U.S. Partnership. REO's innovative programs and activities address transnational environmental challenges, strengthen regional institutions and networks, and promote regional multi-country cooperation. With an active portfolio valued at \$245 million, activities include energy, nature-based climate solutions, wildlife trafficking, Illegal, Unreported and Unregulated (IUU) fishing, climate adaptation and resilience, natural resources management and environmental governance and safeguards.

REO partners with regional organizations and institutions as well as like-minded partners to address transboundary issues— forging connections across borders and at a scale that amplifies national partnerships among bilateral USAID Missions. Hence, REO aims to work more effectively with our existing USAID bilateral Mission counterparts in the region to coordinate programs for accelerating development impacts at scale. Similarly, REO aims to further develop and maintain relationships with key external stakeholders in the region from other U.S. Government (USG) agencies, country governments, civil society and the private sectors to enhance our development effectiveness.

The Senior Regional Environment Advisor plays a critical role contributing to the achievement of REO's Development Objective of "Regional Environmental and Energy Systems Strengthened" contributing to the Mission's Regional Development Cooperation Strategy and multiple USAID and USG priorities and initiatives such as the Indo-Pacific Strategy, Climate Strategy, and the Mekong-U.S. Partnership among others. As a leading technical office with the largest budget within RDMA, REO also has a significant role in providing technical advisory services to bilateral Missions in the Asia region.

## **B. DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The Senior Regional Environment Advisor will provide strategic and technical support to the REO for the development of the new Regional Development Cooperation Strategy (RDCS) which is the highest level strategic planning documents for the Mission and guide all programming priorities, policies, and activities of the Mission and will be developed during FY2025. S/he will also provide requisite technical and programmatic advice and support (internal and external) for the design and implementation of new regional activities, ensuring achievement of the RDCS and other USG policies, initiatives and priorities. This work will be done during a critical transitional period between the current and new RDCS, with some new activities under design in parallel with the strategy's development. This will require the rapid incorporation of emerging new priorities, while also leveraging current partnerships, opportunities, and successes. It is critical to ensure that USG investments are directed towards the greatest results and impacts. The incumbent is expected to take initiative and act independently with little direction, but will have no authority to make financial commitments on behalf of the USG unless such authority is specifically delegated.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Strategic Planning, Activity Designs, Co-creation and Learning (70%)**

- Provide technical and programmatic advisory relating to environmental, biodiversity and natural resource management, and climate issues in the development of the new Regional Development Cooperation Strategy (RDCS) and its Development Objectives (DOs) relevant to the REO.
- Provide technical and programmatic support in the development and procurement of new fisheries and energy activities which may include but are not limited to providing technical analysis, drafting required designs and procurement documents, and serving as a technical evaluation committee member.
- Provide technical and programmatic advice for the co-creation processes of new activities to be co-designed with targeted regional organizations to promote locally-led development.
- Provide technical leadership to help REO staff in identifying key environment, climate, and natural resource management challenges in the region and implementing priority responses, including integrating into new activity designs.
- Ensure that the design of new environment activities supports office and mission development objectives under the RDCS and other relevant USAID strategies and priorities.
- Provide strategic advice to REO management on how to improve and seek additional opportunities for integrated programming across the REO technical teams and across the RDMA's technical offices.
- In cooperation with internal and external stakeholders, lead efforts to assess environment, climate, and natural resource management policy constraints in the region and identify priority issues requiring policy reform. Advise on regional responses to address constraints.
- Promote use of cross-cutting themes and tools in development programming, including climate integration, safeguards and environmental governance, private sector

engagement, locally-led development, regional cooperation, gender and social inclusion, human health, and others.

- Provide strategic advice and technical expertise in regional fora to enhance collaboration and learning among development partners.

### **Programmatic and Technical Advisory to Regional Partner Organizations (30%)**

- Provide expertise, advisory support, and technical guidance on regional environment programming and operations to support the start-up and implementation of new activities implemented by regional organizations under the USAID/RDMA REO's Public Intergovernmental Organization (PIO) grant awards;
- Support Agreement Officer's/Contracting Officer's Representatives (A/CORs) to monitor activities undertaken by PIO grantees implementing partners, track progress against program descriptions, implementation plans, and work plans; assess progress and barriers to achievement; recommend adaptive actions for improvement or modifications to address problems; document and highlight results;
- Coordinate with other donors in the ASEAN region and the Lower Mekong sub-region for further collaboration and support to the regional organizations;
- Summarize lessons learned, best practices and constraints while providing recommendations to strengthen regional organizations capacity to lead the environmental development agenda and implement development programming.

## **C. POSITION ELEMENTS**

- i. **Degree of responsibility for decision-making assigned to the position:** The incumbent is expected to work independently with broad guidance and direction from the REO Deputy Director. Work may include areas such as planning specialized programs of marked difficulty, responsibility and national/regional significance, along professional, scientific, technical, administrative, fiscal, or other lines, requiring extended training and experience which has demonstrated leadership and exceptional attainments.
- ii. **Supervisory Controls:** The position is directly supervised by the REO Deputy Director, USAID/RDMA/REO, who will provide guidance on USAID/RDMA strategic objectives and goals. The supervisor sets overall performance goals. The incumbent is expected to establish priorities with minimal guidance to independently plan, design, and carry out projects, studies, and programs.
- iii. **Guidelines for the required work, including reporting requirements:** The Incumbent must be proactive in keeping abreast of evolving guidelines and policies. They must be able to exercise broad knowledge of USAID regulations especially related to USAID's regulations, policy and guidance especially the USAID Policy Framework, the Program Cycle Operational Policy (ADS 201), the Environmental Procedure (ADS 204), and the Integrating Gender Equality and Women's Empowerment in USAID's Program Cycle (ADS 205), as well as other USAID/USG strategy documents, the Foreign Affairs Handbook (FAR), and U.S. Government policies and strategies. The incumbent must be able to use excellent judgment and the ability to deal with ambiguity at all levels. The incumbent must be

proactive in keeping abreast of evolving guidelines and policies of the REO and USAID/RDMA, including but not limited to Mission Orders, Mission Notices, and USG procurement regulations. For routine work situations, the Advisor independently selects, interprets and applies the guides, modifying and adapting them to suit specific situations not directly covered by the guidelines. In addition, the Advisor will interpret and apply guidelines and precedents in some unusual situations without assistance from others. The incumbent is expected to take initiative and act independently with little direction, but will have no authority to make financial commitments on behalf of the USG unless such authority is specifically delegated.

- iv. Level of complexity for work assignments and the work environment or its potential effect on the position's responsibilities:** The position is highly-complex with duties that include advanced systems thinking, negotiation, persuasion, internal and external representation, statistical analysis, coaching, mentorship, and advisory responsibilities. Duties are significantly varied and require many different unrelated processes and methods that are applied to a broad range of problems/situations that require a substantial depth of analysis. The position is sensitive in nature because it is cross-cutting among a multitude of USG agencies and strategies. The incumbent must be able to flexibly and effectively address a changing environment
  
- v. Scope and effect of the work performed:** The incumbent plays a critical role to the achievement of REO's development objective, the Mission's and the Agency's priorities and initiatives such as the Indo-Pacific Strategy, Climate Strategy, and the Mekong-U.S. Partnership by serving as the principal focal point for REO internal and external communication and coordination processes for the REO portfolio ranging from energy, nature-based climate solutions, wildlife trafficking, Illegal, Unreported and Unregulated (IUU) fishing, climate adaptation and resilience, natural resources management and environmental governance and safeguards. As a leading technical office with the largest budget within RDMA, REO also has a significant role in providing technical advisory services to bilateral Missions in the Asia region. The incumbent provides strategic and technical guidance critical to the achievement of REO's development objective, mandates and priorities.
  
- vi. Level and purpose of contacts:** To effectively function in this position, the incumbent will be required to establish and maintain professional and effective working relationships and senior level contacts with internal and external stakeholders, including USAID and other USG officials (bilateral Missions in Asia, U.S. Embassy staff, USAID Washington, in particular the Asia Bureau), senior managers and leaders of host government counterparts, regional institutions (ASEAN, APEC, Mekong-U.S. Partnership, etc.), other international organizations and donors (Asian Development Bank, World Bank), and Non-Governmental Organization (NGOs). External contacts also include regional environment organizations, think tanks, both in Asia and worldwide, private sector, as well as other regional environment related organizations, such as universities. The purpose of contact includes guiding, influencing and motivating people through strategic mentoring coaching and technical advisory. The incumbent must be skillful in determining the appropriate

approach in negotiating and persuading others, and in establishing rapport in order to gain and relay information.

**vii. Supervision or oversight the position has over others:** The incumbent will not have supervisory responsibilities.

**D. TRAVEL REQUIREMENTS:**

Regional travel may be required up to 15%, subject to availability of funds.

**E. SUPPORT ITEMS:**

The PSC will be provided with the adequate support services, equipment, and supplies necessary to perform the work.

**13. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

**Education:** A Master's degree in the field of environment, climate change, energy, natural resource management, international development, public policy, economics or related disciplines is required.

**Experience:** At least 10 years progressive experience in development assistance programs in the field of environment, climate change, natural resource management, biodiversity conservation or related environment sectors with at least seven years of international experience.

**III. EVALUATION AND SELECTION FACTORS**

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

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

Rating factors are used to determine the competitive ranking of qualified offerors in comparison to other offerors. Offerors must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided.

The rating factors are as follows:

**Education (15 points)**

- Additional points will be awarded for educational degrees above the established minimum and for education in the field of environment, energy, natural resources management or a related international development area.

**Professional Experience (15 points)**

- Previous work experience or familiarity with energy, climate change, biodiversity or environment programming, interagency collaboration, and partnership development is desirable.
- Management experience of large, complex national, regional or international projects, preferably in Southeast Asia.
- Prior overseas work experience and working with the U.S. government or with other international development organizations is preferred.
- Demonstrated experience in leading and managing policy and programmatic implementation to conserve biodiversity, strengthen natural resource management, build climate resilience, and combat wildlife trafficking and poaching.
- Experience leading multi-national teams to accomplish strategic planning, program design, and program evaluation objectives in the area of biodiversity and natural resource management, climate change, energy and environmental governance.
- Experience in building, facilitating, and leading partner coalitions including U.S. government agencies, foreign government agencies, non-governmental organizations, public international organizations, and the private sector toward shared environmental objectives.
- Experience in leading consultations and facilitation of various teams with diverse backgrounds and development perspectives; applying broad USG (or similar development organizations) principles, policies and strategies; leading effective USG interagency, partner country, and donor coordination; and working with USG leadership at the working- and senior-levels.

**Technical Knowledge (30 points)**

- Demonstrated knowledge of environmental issues (natural resources management, counter wildlife trafficking, fisheries, climate change, energy, environmental safeguards, environmental law, environmental policy or related field.) and/or demonstrated knowledge of the development field.
- Demonstrated knowledge of office operations, staff development, team building in a cross-cultural environment, monitoring and evaluation systems, and program oversight in the international environmental or natural resources management fields



**Skills and Abilities (40 points)**

- Outstanding interpersonal skills and the proven ability to develop and maintain strong working relationships with USAID staff and managers and USAID/RDMA stakeholders including government officials, civil society and the private sector.
- Excellent verbal communication skills and proven record of excellent writing and editing skills, especially the ability to convey technical information to general audiences.
- Excellent presentation skills.
- Strong organizational skills and attention to detail.
- Ability to collaborate with USAID bilateral Missions and U.S. Embassies as well as other donors, partners and representatives of civil society.
- Ability to design, implement and manage communications processes and systems in a complex implementation environment.
- Proven record of establishing effective, team based working relationships with a wide range of individuals.
- Demonstrated ability to design and facilitate meetings and workshops.
- Ability to build and maintain partnerships with a wide variety of stakeholders.
- Ability to exercise independent judgment in resolving complex communications issues on a regional scale.
- Ability to utilize the [Conservation Standard](#) to inform activity design (especially on problem analysis and theory of change development), implementation, learning and adapting.

Offerors who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors. The qualified offerors may also be evaluated on writing test and interview performance. Only offerors who are in the competitive range will be contacted. No responses will be sent to unsuccessful offerors who are excluded or otherwise eliminated from the competitive range.

Offerors should address the Evaluation and Selection Factors in their application package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The qualified offerors may be invited to be interviewed, either in person or by telephone/video call at USAID's discretion. USAID/RDMA will not pay for any expenses associated with interviews. Reference checks will be conducted for the highly ranked offeror(s).

Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

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

Email submissions must be sent to [RDMArecruitment@usaid.gov](mailto:RDMArecruitment@usaid.gov) with the subject line “**SOL-72048624R00015**”. To ensure delivery by the due date, it is recommended that offers be sent in as email attachments.

Eligible offerors are required to submit the following:

1. Fully completed and signed copy of the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <https://www.usaid.gov/forms>. Offerors should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.
2. A current resume or curriculum vitae (CV);
3. Written statement that responds to the requirements of the position (**Section III: Evaluation and Selection Factors**);
4. A minimum of three and a maximum of five references, including two references which must be from direct supervisors who can provide information regarding the offeror’s past performance.

**NOTE:** Submission of a resume/CV alone **IS NOT** a complete offer. This position requires the completion of all forms and supplemental materials as described in this section. Failure to provide the required information and/or materials may result in your not being considered.

Late offers may not be considered. Please note all offers must be signed (hand-signed or digitally) – **unsigned offers will NOT be considered**. Please reference the solicitation number on your offer, and as the subject line in your email and any cover letter.

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

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.

1. Medical History and Examination (DS-1843)
2. Declaration for Federal Employment (OF-306)
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (SF-87). (NOTE: Form is available from the requirements office.)

#### VI. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, an individual meeting the requirements of Offshore-Hire USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Eligibility for Worker's Compensation
- (e) Leave and Holidays

2. ALLOWANCES

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101), available at [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

**VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," 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	<b>Compensation and Fringe Benefits/Other Direct Costs (ODCs)</b> Award Type: Cost Product Service Code: R497 Accounting Info: TBD	1	LOT	\$ TBD	\$ TBD

3. Acquisition and 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/OGES%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

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

**Reasonable Accommodation:**

*USAID is committed to equal employment opportunity; therefore, reasonable accommodations are available to offerors and employees with disabilities. If you need an accommodation for any part of the offer and hiring process, please notify the Reasonable Accommodation Division in OCR at [reasonableaccommodations@usaid.gov](mailto:reasonableaccommodations@usaid.gov). Reasonable accommodation decisions are made on a case-by-case basis. To learn more about the Reasonable Accommodation Division, please visit our website at: <https://www.usaid.gov/careers/reasonable-accommodations>.*

– End of Solicitation –