



USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10028

ISSUANCE DATE: September 25, 2024

CLOSING DATE/TIME: October 09, 2024, 11:59PM PST

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)**

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 under-represented groups, to respond to the solicitation. Qualified individuals with disabilities are strongly encouraged to apply.

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 this solicitation.

Sincerely,

Lorraine Sherman
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72049224R10028
- 2. ISSUANCE DATE:** September 25, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 09, 2024 / 11:59 PM, Philippine Standard Time (PST)
- 4. POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines e-mail at aidmnlhr@usaid.gov
- 5. POSITION TITLE: USAID Development Assistance Specialist (Mission Environmental Officer), FSN-10**
- 6. MARKET VALUE: PHP 1,170,266.00 to PHP 1,813,907.00** basic salary equivalent to **FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Philippines. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to the availability of funds, the need for services and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID/Philippines (Mission) requirements and the continued availability of funds. The probationary period is six months.
- 8. PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** 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.

Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
- 10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

In accordance with Title 22 of the Code of Federal Regulations, Part 216 (22 CFR 216), and other legal mandates, USAID must evaluate potential adverse environmental and social impacts of all its development projects and activities, identify needed mitigation measures, and ensure that implementing parties carry out these mitigation measures. USAID's policies and operations procedures, set out in ADS 204, require that environmental considerations be integrated into and throughout the Agency's overall program cycle in order to ensure that operating units identify, account for, and mitigate the environmental impacts of USAID activities. USAID also strengthens capabilities of developing countries to evaluate and mitigate potential adverse impacts of development projects.

The USAID Development Assistance Specialist is officially designated as Mission Environmental Officer (MEO). The MEO is the environmental compliance official, designated in each Mission, responsible for overseeing implementation of the regulations and the Agency's policies and procedures (ADS 204). The MEO provides advice to the Mission Director and Mission teams, including program officers, project/activity managers, and technical evaluation committees on implementation of environmental compliance requirements. The MEO supports the integration of environmental compliance into planning, design, and implementation of Agency actions, as well as strategy development. The MEO leads the provision of capacity building to Mission staff, implementing partners and host country government and ensures that compliance requirements are monitored.

The MEO serves as a technical resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the entire Mission portfolio for environmental compliance. As MEO, the Specialist ensures all Mission programs/projects/activities are in compliance with Title 22 of the U.S. Code of Federal Regulation (22 CFR 216 or "Reg. 216").

The MEO contacts and collaborates, at technical level, with counterparts and staff in the host government, with the private sector, with other donor and international organizations, and with other U.S. Government (USG) entities. The MEO exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. In addition, it is anticipated that the Specialist will be in a travel status to remote areas of the host country and/or the Region at least 25 percent of the Job Holder's time.

MAJOR DUTIES AND RESPONSIBILITIES:

The USAID Development Assistance Specialist (Mission Environmental Officer) provides a high level of technical guidance on environmental compliance, as follows:

A. Mission Environmental Officer (MEO) (55%)

The Specialist serves as a technical advisor to the Mission, ensuring its portfolio of programs/projects/activities is in compliance with Reg. 216, USAID Environmental Procedures, and with host-country government environmental and social safeguard regulations. The Specialist provides substantive guidance to the Front Office, Technical Offices, Agreement Officer's Representatives/Contracting Officer's Representatives (AORs/CORs) and implementing partners (IPs) on environmentally sensitive work, such as agricultural development, tertiary roads, land restitution, and protected areas management.

The Specialist facilitates efficient program/project/activity implementation in all sectors, by ensuring the high-quality documentation for environmental compliance; reviewing and approving environmental compliance throughout the activity lifecycle, scopes of work, and activity descriptions; and, by identifying environmental compliance concerns, with suggested approaches to achieve compliance. The Specialist reviews environmental analyses and documentation (i.e. Initial Environmental Examinations [IEEs], Requests for Categorical Exclusions [RCEs], Environmental Mitigation and Monitoring Plans [EMMPs], Environmental Assessments [EAs], etc.), from all Teams for quality, rigor, and adherence to USAID regulations, policies, procedures, and guidance. The Specialist is the primary liaison between the Mission and the Regional Environment Advisor (REA), the regional Bureau Environment Officer (BEO), and the Agency Environmental Coordinator (AEC) on all environmental matters leading communication and facilitating approvals by USAID/Washington for all procurement actions under the Mission's portfolio. The Specialist provides strong team membership in the review, approval, and monitoring of Mission activities compliance with Reg. 216, reviewing and approving all sub-activities and quarterly reports in the information system.

B. Monitoring and Evaluation (M&E) (35%)

The MEO works with Mission staff to support regular and effective monitoring of the environmental and social compliance aspects of development activities, periodically monitoring programs/projects/activities through office reviews and field visits and supports staff and IPs to carry out their activity monitoring responsibilities. The Specialist ensures development of, and effective oversight of, Mission document tracking information systems, including all environmental compliance (IEEs, RCEs, EMMPs, EAs). The Specialist supports proper and timely reporting, e.g., the environmental compliance reports required in the Operation Plan, by regular monitoring of information systems, noting the need for new documents, status of pending documents, and any outstanding issues, e.g., projects where no environmental compliance field monitoring is being conducted. The Specialist participates directly with Mission staff to remedy outstanding issues and keeps Mission management and the regional BEO informed of issues and resolution. The Specialist travels to all areas of the host country and/or the Region to conduct field visits, in order to support USAID technical leads to monitor environmental compliance, effectiveness of mitigation measures, and evaluate the overall environmental

impact of the implementation of programs/projects/activities. The Specialist acts as an advisor, providing feedback to IPs to identify problems, and to offer technical recommendations and potential solutions for full compliance.

C. Capacity Building (10%)

The Specialist leads assessments of capacity building shortfalls and identifies effective and efficient training delivery approaches to build the capacity of USAID and IP staff, and of host-country counterparts; assists staff to identify and obtain additional environmental expertise and resources to meet environmental and social compliance needs. The Specialist develops training methodologies and/or serves as a lead trainer for formal courses and workshops; and provides mentoring and on-the-job training to staff, particularly to AOR/CORs and IPs, to ensure environmental compliance requirements, policies, and procedures are known and followed. The Specialist develops networks and shares best practices with other Mission and Regional MEOs and Environmental Officers; and provides MEO technical support to other Missions as needed. The Specialist works closely with the regional Bureau Environmental Officer to communicate requirements, policies, procedures, guidance, best practices, and changes and updates, and supports development of and improvement to various communications tools, such as Webinars, newsletters, websites, etc.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

SUPERVISORY RELATIONSHIP: The USAID Development Assistance Specialist (Mission Environmental Officer) works under the very general supervision of the Deputy Director of the Environment Office and/or his/her designee.

SUPERVISORY CONTROLS: Supervision of other staff is not contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

Education (PASS/FAIL)

Note: Additional education may NOT be substituted for experience.

The work requires a Bachelor's degree in Environmental Science or Engineering, Ecology, Integrated Sustainable Development, Natural Resources Management, or a closely related field.

Prior Work Experience (PASS/FAIL)

Note: Additional experience may NOT be substituted for education.

A minimum of three (3) years of progressively responsible experience in an area involving application of environmental impact assessment or closely related regulations, standards, policies and best practices in a developing-country setting is required. This experience must demonstrate the ability to prepare and/or review environmental scoping statements, environmental impact assessments, and implementing environmental management plans.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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>.

SELECTION PROCESS

After the closing date for receipt of offers, a Technical Evaluation Committee will be convened to review offers and evaluate them in accordance with the evaluation criteria.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors.

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

Language Proficiency/Communication Skills (20 points)

Level IV (advance professional proficiency) language proficiency in English and in Tagalog (local language) in speaking, reading, and writing is required to be able to communicate effectively with USAID/U.S. Embassy staff and external contacts at various levels.

Job Knowledge (50 points)

The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate environmental impact assessments, environmental policies, host country regulations, and environmental best practices and international standards in international development. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country and the region; development problems in the environmental sector in the host

country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to USAID and USG Environmental and Environmental Integration activities, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on USAID strategy and program/project/activity implementation.

Skills and Abilities (30 points)

The Specialist must have a good knowledge of, and demonstrated experience in, the role of Environmental and Environmental Integration activities within the broad context of international development programming. The Specialist should possess strong interpersonal and teamwork skills, and proven ability to work independently, with minimal supervision or guidance; and proven ability to communicate quickly, clearly, and concisely, both orally and in writing, including in the preparation of substantive environmental reports. The Specialist must be able to obtain, evaluate, and interpret factual data, to prepare precise, accurate, and complete reports using computer software applications, and to develop and present briefings as well as an ability to apply this knowledge to complex problems in the host country and the region.

A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified / highest-ranked offeror. Negotiations may be conducted with the most qualified / highest-ranked offeror at the conclusion of evaluations.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following: (**NOTE:** As stated in the cover letter: ***Incomplete or unsigned offers will not be considered.***)
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website

(<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.

- b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
 - d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**October 09, 2024/11:59PM PST**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
 3. Offeror submissions must clearly reference the Solicitation number (**72049224R10028**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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 needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates,

authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus
- d. Paid leaves (annual and sick leave) – leave earning starts after six months of employment
- e. membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

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

USAID regulations and policies governing **CCN and TCN PSC** 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, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [citation(s) from Phoenix/GLAAS]	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**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN, 2023
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