



# USAID | NEPAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72036724R10014  
**ISSUANCE DATE:** 10/21/2024  
**CLOSING DATE/TIME:** 11/11/2024/11:30 PM Nepal Time

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - USAID Development Program Specialist (Democracy and Governance)**

*Note: Previous experience with the USG, USAID, or on a USAID project is NOT required. USAID/Nepal is interested in diversifying its workforce to reflect the diversity of experiences, perspectives, and knowledge that exists across Nepal. USAID/Nepal values all relevant experiences regardless of where they were gained and encourages applicants to highlight in their application any knowledge and skills that adds value to the position advertised.*

*USAID will evaluate all offerors based on the stated evaluation criteria. USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, religion, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.*

**How to apply:** Please follow section IV below for instructions on how to submit the application for this position.

Dear Prospective Offerors:

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

Offers must be in accordance with 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 this solicitation.

Sincerely,

\_\_\_\_\_  
Signature  
Phillip M. Cherry  
**Contracting Officer**

U.S. Agency for International Development      Tel: 977-1-4234000  
G.P.O. Box 295      Fax 977-1-4007285  
U.S. Embassy, Maharajgunj      <http://nepal.usaid.gov>  
KATHMANDU, NEPAL

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72036724R10014
2. **ISSUANCE DATE:** 10/21/2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 11/11/2024/11:30 PM  
Nepal Time
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)
5. **POSITION TITLE:** USAID Development Program Specialist (Democracy and Governance)
6. **MARKET VALUE:** The full performance level of this position is equivalent to **FSN-11**. However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a selected CCN qualified at the closest next lower level, with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to **FSN-9**, and the intermediate level of this position is equivalent to **FSN-10**.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Nepal final compensation will be negotiated within the listed market value of the performance level.

7. **PERIOD OF PERFORMANCE (INCLUSIVE OF OPTIONS):** Estimated to start o/a February 1, 2025, through o/a January 31, 2030 (depending on the security clearance process).

*Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.*

8. **PLACE OF PERFORMANCE:** **Kathmandu, Nepal** with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating country national (CCN) - an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Facility and computer access.

**11. STATEMENT OF DUTIES**

This position is established as USAID Development Program Specialist (Democracy and Governance) "Ladder" position, which includes positions at the FSN- 9, FSN-10, and the full performance level of FSN-11.

**At the full performance level (FSN 11)**, the CCNPSC will perform the following general duties:

The Democracy and Governance Program Specialist, serves as an A/COR to monitor the performance on assigned awards by performing thorough reviews of performance and financial reports, conducting semi-annual site visits at a minimum, and regularly attending meetings with the contractor/recipient. USAID activities in DRGO are diverse and multi-sectoral and are mostly implemented through acquisition and assistance (A&A) mechanisms, including but not limited to purchase orders, contracts, task orders, cooperative agreements, grants, and Inter Agency Agreements (IAA), requiring the Specialist to be familiar with the full range of USAID instruments. Assignments are designed to provide more intermediate experience with the intent that the Specialist will be responsible for all phases of the design and award administration process for complex actions in the future. S/he performs A/COR transactions involving limited to moderate complexities.

The Specialist performs assignments independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. S/he prepares clear and concise statements of work/statements of objectives/program descriptions, and activity approval package supporting documentation for moderately complex activities.

The Specialist works closely with their supervisor to meet the performance benchmarks for this level of the position. Together they will develop an individual learning and training plan (ILTP) that will be submitted to the DRGO Director for approval. Under this ILTP, the Specialist will be given more responsibility to oversee activities and be trained by USAID as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) so that they can fully manage one or more of DRG activities, as well as oversee field implementation of activities of complex nature in the future. The successful completion of the approved USAID AOR/COR courses is required to continue fulfilling the job requirements and to advance to the next FSN grade level.

A thorough review of the Specialist's performance by the supervisor must be undertaken at the end of the rating period. The supervisor will determine if the Specialist has fully demonstrated that they possess the knowledge, skills and abilities needed to perform successfully at the next and highest level of this career ladder position. The supervisor may decide that the Specialist needs more time at the current grade before advancing to the next grade. After a careful review of the Specialist's performance record at the current FSN grade in adherence to the job expectations, the supervisor's determination will be final.

#### **Program Management and Oversight (50%)**

- Serve as the Contracting/Agreement Officer's Representative (COR/AOR) or Government Agreement Technical Representative (GATR) in more than one DRGO activities.
- Lead management, oversight and monitoring of USAID-funded DG programs, as assigned.
- Evaluate annual work plans for DRG project activities, and other technical programs as needed.
- Monitor, evaluate and analyze implementation of DRG activities, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Perform quarterly field-level program monitoring, oversight and other program-related local travel.
- Provide analysis of program evaluations, performance data and reporting documents.

- Provide technical input in the areas of strategic planning, project design and analysis, management, structure and documentation of projects.
- Support the design and development of new activities and ensure that new interventions are consistent with the Mission Strategy and USAID policy.
- Maintain an organized and professional work environment at all times, meeting USAID file management requirements.
- Serve as a technical resource and/or advisor on a range of DRG issues across one or more of USAID's development portfolio.

### **Communication (20%)**

- Maintains intimate knowledge of program objectives, accomplishments, and development impacts to synthesize in writing, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Prepare weekly updates, briefing papers, and press releases as they relate to projects managed.
- Ensure communication with high level government officials, civil society, private institutions and other donor representatives for robust project management and to inform USAID management decisions.
- Represent USAID on related program management at inter-agency and external technical working groups, workshops, and conferences.
- Interpret and provide updates to DRGO and USAID on current events affecting program implementation.
- Provide assistance or orientation to visitors and guests, as requested.

### **Advisory Services (15%)**

- Provide on-going, substantive analyses to the DRG team and USAID senior management to ensure that USAID governance activities are appropriate to the implementation environment in Nepal.
- Draft programmatic and strategic options papers, recommending new or adjusted program directions based on thorough analyses.
- Provide analysis to the DRG team, USAID senior management and wider USG on the development and status of democracy, human rights and governance, the political context in Nepal, inter- and intra-party dynamics at the national and subnational level and regional relations.
- Advise and assist DRG team and the US Mission leadership to interpret GON policies, institutional issues and program priorities to advance USAID's support to Nepal.

### **Financial Management and Procurement (15%)**

- Conduct technical review of program budgets.
- Track, analyze and report on DG programs financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
- Track DG programs' financial status and expenditures, and recommend future incremental funding.
- Maintain complete and auditable financial records for programs managed.

- Prepare documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and lead program actions using USAID procurement platforms - i.e., Global Acquisition and Assistance System (GLAAS)
- Track, follow-up, and monitor procurement actions through the Controller, Contract, Program, and Executive Offices.
- Maintain complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting USG requirements.

### **Intermediate Level (FSN-10):**

At the intermediate performance level, the CCN PSC will perform the following general duties:

The Development Program Specialist, serves as an A/COR to monitor the performance on assigned awards by performing thorough reviews of performance and financial reports, conducting semi-annual site visits at a minimum, and regularly attending meetings with the contractor/recipient. USAID activities in DRGO are diverse and multi-sectoral and are mostly implemented through acquisition and assistance (A&A) mechanisms, including but not limited to purchase orders, contracts, task orders, cooperative agreements, grants, and Inter Agency Agreements (IAA), requiring the Specialist to be familiar with the full range of USAID instruments. Assignments are designed to provide more intermediate experience with the intent that the Specialist will be responsible for all phases of the design and award administration process for complex actions in the future. The Specialist performs A/COR transactions involving limited to moderate complexities.

The Specialist performs assignments independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The job holder prepares clear and concise statements of work/statements of objectives/program descriptions, and activity approval package supporting documentation for moderately complex activities.

The Specialist works closely with their supervisor to meet the performance benchmarks for this level of the position. Together they will develop an individual learning and training plan (ILTP) that will be submitted to the DRGO Director for approval. Under this ILTP, the Specialist will be given more responsibility to oversee activities and be trained by USAID as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) so that they can fully manage one or more of DRG activities, as well as oversee field implementation of activities of complex nature in the future. The successful completion of the approved USAID AOR/COR courses is required to continue fulfilling the job requirements and to advance to the next FSN grade level.

A thorough review of the Specialist's performance by the supervisor must be undertaken at the end of the rating period. The supervisor will determine if the Specialist has fully demonstrated that they possess the knowledge, skills and abilities needed to perform successfully at the next and highest level of this career ladder position. The supervisor may decide that the Specialist needs more time at the current grade before advancing to the next

grade. After a careful review of the Specialist's performance record at the current FSN grade in adherence to the job expectations, the supervisor's determination will be final.

### **Program Management and Oversight (55%)**

- Serve as the Contracting/Agreement Officer's Representative (COR/AOR) for more than one DRGO activities.
- Lead management, oversight and monitoring of USAID-funded DG programs, as assigned.
- Evaluate annual work plans for DRG project activities, and other technical programs as needed.
- Monitor, evaluate and analyze implementation of DRG activities, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Perform quarterly field-level program monitoring, oversight and other program-related local travel.
- Provide analysis of program evaluations, performance data and reporting documents.
- Provide technical input in the areas of strategic planning, project design and analysis, management, structure and documentation of projects.
- Support the design and development of new activities and ensure that new interventions are consistent with the Mission Strategy and USAID policy.
- Maintain an organized and professional work environment at all times, meeting USAID file management requirements.
- Serve as a technical resource and/or advisor on a range of DRG issues across one or more of USAID's development portfolio.

### **Communication (30%)**

- Maintains in-depth knowledge of program objectives, accomplishments, and development impacts to synthesize in writing, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Prepare weekly updates, briefing papers, and press releases as they relate to projects managed.
- Ensure communication with government, civil society, private institutions and other donor representatives for robust project management and to inform USAID management decisions.
- Represent USAID on related program management at inter-agency and external technical working groups, workshops, and conferences.
- Interpret and provide updates to DRGO and USAID on current events affecting program implementation.
- Provide assistance or orientation to visitors and guests, as requested.

### **Financial Management and Procurement (15%)**

- Conduct technical review of program budgets.
- Track, analyze and report on DG programs financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
- Track DG programs' financial status and expenditures, and recommend future incremental funding.
- Maintain complete and auditable financial records for programs managed.

- Prepare documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and lead program actions using USAID procurement platforms - i.e., Global Acquisition and Assistance System (GLAAS)
- Track, follow-up, and monitor procurement actions through the Controller, Contract, Program, and Executive Offices.
- Maintain complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting USG requirements.

**Entry Level (FSN-9):**

At the entry performance level, the CCN PSC will perform the following general duties:

The Development Program Specialist, serves as an A/COR to monitor the performance on assigned low risk and simple awards by performing thorough reviews of performance and financial reports, conducting semi-annual site visits at a minimum, and regularly attending meetings with the contractor/recipient. USAID activities in DRGO are diverse and multi-sectoral and are mostly implemented through acquisition and assistance (A&A) mechanisms, including but not limited to purchase orders, contracts, task orders, cooperative agreements, grants, and Inter Agency Agreements (IAA), requiring the Specialist to be familiar with the full range of USAID instruments. Assignments are designed to provide more intermediate experience with the intent that the Specialist will be responsible for all phases of the design and award administration process for complex actions in the future. S/he performs A/COR transactions involving limited to moderate complexities.

The Specialist performs assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. S/he prepares clear and concise statements of work/statements of objectives/program descriptions, and activity approval package supporting documentation for moderately complex activities. The Specialist serves as a non-voting or voting member on Technical Evaluation/Selection Committees to evaluate proposals/applications.

The Specialist works closely with their supervisor to meet the performance benchmarks for this level of the position. Together they will develop an individual learning and training plan (ILTP) that will be submitted to the DRGO Director for approval. Under this ILTP, the Specialist will be given more responsibility to oversee activities and be trained by USAID as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) so that they can fully manage one or more of DRG activities, as well as oversee field implementation of activities of complex nature in the future. The successful completion of the approved USAID AOR/COR courses is required to continue fulfilling the job requirements and to advance to the next FSN grade level.

A thorough review of the Specialist's performance by the supervisor must be undertaken at the end of the rating period. The supervisor will determine if the Specialist has fully demonstrated that they possess the knowledge, skills and abilities needed to perform successfully at the next and highest level of this career ladder position. The supervisor may decide that the Specialist needs more time at the current grade before advancing to the next grade. After a careful review of the Specialist's performance record at the current FSN grade in adherence to the job expectations, the supervisor's determination will be final.

**Program Management and Oversight (50%)**

- Serve as the Contracting/Agreement Officer's Technical Representative (COTR/AOTR) or Government Agreement Technical Representative (GATR) in one or more DRGO activities
- Lead management, oversight, and monitoring of USAID-funded DG programs, as assigned.
- Provide technical advice in project design and analysis, management, and documentation of projects.
- Oversee the design and development of new activities and ensure that new interventions are consistent with the DG Strategy.
- Evaluate annual work plans for DG project activities, and other technical programs as needed.
- Monitor, evaluate and analyze implementation of DG programs, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Provide analysis of program evaluations, performance data and reporting documents.
- Always maintain an organized and professional work environment, meeting USAID file management requirements.
- Performs quarterly field-level program monitoring, oversight, and other program-related local travel.

**Communication (35%)**

- Prepare weekly updates, briefing papers, reports and press releases as well as specialized documents under the guidance of the supervisor and DRGO Director.
- Ensure regular communication with government officials, within the Mission and broader Embassy as well as with civil society, private institutions and other donor representatives, to provide issue-oriented briefings and presentations.
- Participate in the negotiations with GON decision-makers on issues affecting program performance, evaluation/audit recommendations, sustainability issues or other program matters.
- Represent USAID on related program management at inter-agency and external technical working groups, workshops and conferences.
- Maintains intimate knowledge of program objectives, accomplishments, and development impacts to synthesize in writing or in briefs upon demand, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Interprets and advises DRGO and USAID on GON policies, institutional issues and program priorities affecting the direction and implementation of DG programs.
- Maintains DRGO informed of current events that affect program implementation, impacts DRGO or other USAID offices.
- Provide assistance or orientation to visitors and guests, as requested.

**Financial Management and Procurement (15%)**

- Direct the development and/or technical review of program budgets.
- Track, analyze and report on DG programs financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
- Track DG programs' financial status and expenditures and recommend future incremental funding.
- Maintain complete and auditable financial records for programs managed.



- Prepare documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and lead program actions using USAID procurement platforms: Global Acquisition and Assistance System (GLAAS)
- Track, follow-up and monitor procurement actions through the Controller, Contract, Program, and Executive Offices.

Maintain complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting USG requirements.

**The Position Descriptions for each level are attachments to this solicitation.**

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

### Full Performance Level (FSN-11):

- a. Education: Possession of a bachelor's degree or the equivalent of a four-year U.S. college/university (or equivalency accreditation if a non-U.S. institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. Prior Work Experience: A minimum of five years of progressively responsible experience in development assistance, program management and governance. One year of this experience must have been gained working at a fully successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.
- c. Post Entry Training: Pre-entry training requirement for the IL position includes the successful completion of all online and in-person courses required for Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level I certification, including the completion of Agreement Officer's Representative (AOR) Level I Agency-specific training requirements. Post entry, the Specialist will be provided formal and/or on-the-job training to receive the Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level II, including the completion of Agreement Officer's Representative (AOR) Level II Agency-specific training requirements.
- d. Language Proficiency: Level IV in English and Nepali reading, writing and speaking ability are required.
- e. Job Knowledge: The Specialist must have technical knowledge on democracy, human rights and governance. The Specialist should have understood how to administer semi-complex Mission awards/projects and an ability to draft a pre-solicitation Action Award Memorandum (AAM) package, with support from mid/senior level colleagues, as required. The Specialist must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into

programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.

- f. **Skills and Abilities:** The ability to clearly and effectively communicate subjects of moderate complexity both verbally and in writing. An ability to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. The ability to develop and maintain effective working relationships with people who have differing backgrounds, situations, and perspectives. The ability to hold self-accountability for measurable high-quality and timely results. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical and time management skills are required. The ability to work calmly, tactfully, and effectively under pressure is essential, and adheres to high standards of ethical conduct. The Specialist must be able to demonstrate an understanding of integrating and achieving equity, diversity, and inclusion in the workplace.

### **Intermediate Performance Level (FSN-10):**

- a. **Education:** Possession of a bachelor's degree or the equivalent of a four-year U.S. college/university (or equivalency accreditation if a non-U.S. institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. **Prior Work Experience:** A minimum of four years of progressively responsible experience in development assistance, program management and governance. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.
- c. **Post Entry Training:** Pre-entry training requirement for the IL position includes the successful completion of all online and in-person courses required for Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level I certification, including the completion of Agreement Officer's Representative (AOR) Level I Agency-specific training requirements. Post entry, the Specialist will be provided formal and/or on-the-job training to receive the Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level II, including the completion of Agreement Officer's Representative (AOR) Level II Agency-specific training requirements.
- d. **Language Proficiency:** Level IV (Good working knowledge) in English and Level IV (fluent) Nepali reading, writing and speaking ability are required.
- e. **Job Knowledge:** The Specialist must have technical knowledge on democracy, human rights and governance. S/he should have understood how to administer semi-complex Mission awards/projects and an ability to draft a pre-solicitation Action Award Memorandum (AAM) package, with support from mid/senior level colleagues, as required. The Specialist must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into

programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.

- f. **Skills and Abilities:** The ability to clearly and effectively communicate subjects of moderate complexity both verbally and in writing. An ability to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. The ability to develop and maintain effective working relationships with people who have differing backgrounds, situations, and perspectives. The ability to hold self-accountability for measurable high-quality and timely results. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical and time management skills are required. The ability to work calmly, tactfully, and effectively under pressure is essential, and adheres to high standards of ethical conduct. The Specialist must be able to demonstrate an understanding of integrating and achieving equity, diversity, and inclusion in the workplace.

**Entry Level (FSN- 9):**

- a. **Education:** Possession of a bachelor's degree or the equivalent of a four-year U.S. college/university (or equivalency accreditation if a non-U.S. institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in development assistance, program management and governance. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. Note: Additional experience will NOT be substituted for Education.
- c. **Post Entry Training:** Pre-entry training requirement for the IL position includes the successful completion of all online and in-person courses required for Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level I certification, including the completion of Agreement Officer's Representative (AOR) Level I Agency-specific training requirements. Post entry, the Specialist will be provided formal and/or on-the-job training to receive the Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level II, including the completion of Agreement Officer's Representative (AOR) Level II Agency-specific training requirements.
- d. **Language Proficiency:** Level III (Good working knowledge) in English and Level IV (fluent) Nepali reading, writing and speaking ability are required.
- e. **Job Knowledge:** The Specialist must have technical knowledge on democracy, human rights and governance. The Specialist should have understood how to administer semi-complex Mission awards/projects and an ability to draft a pre-solicitation Action Award Memorandum (AAM) package, with support from mid/senior level colleagues, as required. The Specialist must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON

context and policies on diversity, inclusion, and equity.

- f. **Skills and Abilities:** The ability to clearly and effectively communicate subjects of moderate complexity both verbally and in writing. An ability to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. The ability to develop and maintain effective working relationships with people who have differing backgrounds, situations, and perspectives. The ability to hold self-accountability for measurable high-quality and timely results. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical and time management skills are required. The ability to work calmly, tactfully, and effectively under pressure is essential, and adheres to high standards of ethical conduct. The Specialist must be able to demonstrate an understanding of integrating and achieving equity, diversity, and inclusion in the workplace.

### **III. EVALUATION AND SELECTION FACTORS**

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.

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

#### **1. Work Experience/30 points:**

- The extent of their demonstrated experience designing and managing DRG projects and programs with explicit objectives in elections, effective political participation, and equitable democratic systems.
- The complexity of past or current job roles with technical and managerial responsibility, tight deadlines and multiple priorities
- Must have experience with providing technical advice in project design and analysis, management, and documentation of projects specifically in the area of democracy, rights, and governance
- Must have monitoring, evaluation, and learning experience, such as providing analysis of program evaluations, performance data and reporting documents.
- Must have experience working with GoN's institutions, civil society organizations, and/or development partners; Ability to develop and maintain collegial working relationships at many levels of U.S. Government, Government of Nepal, Civil Society actors, and private sector representatives.
- Must have experience in financial management and procurement, including tracking financial resources ((obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.)

#### **2. Knowledge/35 points:**

- Understanding of the principles of diversity, inclusion, equity and accessibility (DEIA).
- Must have experience with program management, including contracts, agreements, etc.
- Knowledge of the threats to Nepal's democracy and governance, particularly on human rights and political process.

- Understanding impacts of corruption and lack of social inclusion and accountability, that threatens to undermine the democratic system.
- Understanding of systems approaches applied to addressing complex democracy and governance issues.
- An intermediate level of knowledge of relevant GON policies and institutions, and their effectiveness in addressing public financial management and social issues related to governance and human rights.

### **3.Skills and Ability/35 points:**

- Ability to plan, organize and implement a multi-faceted and multi-sectoral/cross cutting workload.
- Demonstrated ability to assess problems, clearly articulate a synthesis of the issues, and propose multiple alternative solutions to a range of stakeholders including, colleagues, management and Government counterparts (at local and federal levels)
- Demonstrated capacity and willingness to apply DEIA principles to their work.
- Project management skills, including financial management, administrative, and monitoring skills used to track performance of assigned activities.
- Effective and persuasive written and verbal presentation, facilitation, and public speaking skills to a variety of potential audiences.
- Ability to travel to remote locations across the country for up to 10 days at a time.

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TOTAL: 100 points

Reference check (*Pass/Fail*)

**The TEC will consider all offerors at the entry level (FSN 9) on an equal basis for their demonstrated potential to rise to the full performance level.”**

## **IV. SUBMITTING AN OFFER**

As part of the application process, we invite applicants to complete a skills test and submit a resume or CV using a single online portal. Applicants need to make sure their resume or CV is ready to upload prior to starting the test.

Please see the instructions below on preparation for the test:

- Applicants should make sure they have a good internet connection. Applicants should also check their device/laptop to ensure the video setting is enabled before starting the application and test.
- In addition to completing the test, applicants should be ready to upload their resume or CV not to exceed three (3) pages that includes a list of their three most recent professional references. As part of the test, applicants will be prompted when it is time to upload their resume or CV.

- *Applicants need to click the [link here](#) to set up their user account using their email address.*
- Once applicants have created their user accounts, a test link will be sent to their email addresses, after which time they can start their test and application for the job making sure to complete their test before the posted deadline set forth in this solicitation. Applicants should review the test instructions displayed on the welcome page very carefully before starting the test, and again, ensuring their resume or CV is ready for upload once prompted.
- After completing each section of the test, applicants can move to the next section. Applicants may pause the test to take a break once you have completed individual sections of the test; however, they cannot pause in the middle of a particular section of the test once it starts. It is recommended that you try and take the test in one session, if possible, which will take approximately 110 minutes.

Once applicants have completed their assignment and uploaded their resume, they can log off the system.

*Applicants must take the test by the solicitation closing date and time specified in section I, item 3.*

**Please also note that candidates are expected to maintain integrity and honesty throughout the test, and not use Artificial Intelligent (AI) platforms to generate the responses – if discovered otherwise, the respective candidate will be disqualified at that point from further consideration for the position.**

All applicants who are shortlisted to move forward to the next stage of this recruitment will be contacted by USAID/Nepal HR through your email address.

Applicants are requested to monitor their inbox (including spam folder) for any follow-on messages regarding this recruitment from USAIDNepalHR@usaid.gov

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

1. The CO will provide instructions about how to complete and submit the forms required to obtain medical, security clearance and employment forms after an offeror is selected for the contract award.
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

## **VI. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS:**
  - Health Insurance Coverage for the selected candidate and immediate family members.
  - Variable Contribution Fund (18.33% of the annual base salary)- Employer.
  - Annual Bonus payment (1/12 of annual base salary).
2. **ALLOWANCES** (as applicable):
  - Miscellaneous allowance NRs. 68,000 annually

## VII. TAXES

Local Employed Staff are responsible for paying local income taxes.

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

USAID regulations and policies governing CCNPSC 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	<b>Base Contract- FSN – 9 Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [USAID/Nepal funding]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
1001	<b>Option 1 – FSN – 10</b>	1	LOT	\$ _TBD_	\$_TBD at Award

	<p><b>(Attachment A) Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b></p> <p>- Award Type: Cost  - Product Service Code: [e.g. R497]  - Accounting Info: [USAID/Nepal funding]</p>				after negotiations with Contractor –
2001	<p><b>Option 2 – FSN – 11 (Attachment B) Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b></p> <p>- Award Type: Cost  - Product Service Code: [e.g. R497]  - Accounting Info: [USAID/Nepal funding]</p>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –

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

- AAPD 21-04 Revision 3 - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022  
  
AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.  
  
AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts  
AAPD No. 21-04, ATTACHMENT 6: Overview of Applicability of FAR 52.223-99
- AAPD 21-01 - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
- AAPD 20-08 - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
- AAPD 06-08 AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006
- AAPD 03-11 Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics,



in accordance with **General Provision 2** and **5 CFR 2635**. See [https://www.oge.gov/web/oge.nsf/resources\\_standards-of-conduct](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](mailto:PSCOmbudsman@usaid.gov).

## 6. FAR Provisions Incorporated by Reference

**[Insert the applicable FAR date in the format 3-LETTER MONTH, 4-DIGIT YEAR]**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	MAY, 2024
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**Position Description**  
**USAID Development Program Specialist (Democracy and Governance) Entry Level, CCNPSC-FSN-09**  
**USAID/Democracy, Rights and Governance Office**

**BASIC FUNCTION OF THE POSITION:**

The Development Program Specialist, Foreign Service National (FSN) Personal Service Contractor (PSC) serves as one of the several locally hired specialists within the U.S. Agency for International Development (USAID) Democracy, Human Rights and Governance Office (DRGO).

The Specialist provides technical and advisory support to DRGO on a range of democracy, human rights and governance issues. The Specialist manages DG programs assigned from the DRGO portfolio. The Specialist supports/ leads the design of new programs while meeting USAID requirements. The job holder requires the monitoring of programs' technical assistance and capacity building and provides technical direction and leadership to the contractor/ grantee teams implementing DG programs. The Specialist ensures that these programs are effectively implemented in the field and in accordance with the USAID contract/agreement and the approved annual work plan. S/he collaborates with other USAID technical and support offices and operates within a complex, fluid political environment and with officials at the highest levels in both the United States Government (USG) and the Government of Nepal (GON).

The Development Program Specialist maintains close communication with GON officials and relevant stakeholders for the effective program management. DRGO relies upon the Specialist's technical advice and knowledge of central ministries as well as local governments to strengthen USAID DG assistance. The Specialist also communicates with donors, civil society organizations, universities, etc. through multi-stakeholder forums, donor meetings and other functions as appropriate to maintain current sector knowledge relevant to programs managed by the Specialist.

**MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)**

The Development Program Specialist, serves as an A/COR to monitor the performance on assigned low risk and simple awards by performing thorough reviews of performance and financial reports, conducting semi-annual site visits at a minimum, and regularly attending meetings with the contractor/recipient. USAID activities in DRGO are diverse and multi-sectoral and are mostly implemented through acquisition and assistance (A&A) mechanisms, including but not limited to purchase orders, contracts, task orders, cooperative agreements, grants, and Inter Agency Agreements (IAA), requiring the Specialist to be familiar with the full range of USAID instruments. Assignments are designed to provide more intermediate experience with the intent that the Specialist will be responsible for all phases of the design and award administration process for complex actions in the future. S/he performs A/COR transactions involving limited to moderate complexities.

The Specialist performs assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. S/he prepares clear and concise statements of work/statements of objectives/program descriptions, and activity approval package supporting documentation for moderately complex activities. The Specialist serves as a non-voting or voting member on Technical Evaluation/Selection Committees to evaluate proposals/applications.

The Specialist works closely with their supervisor to meet the performance benchmarks for this level of the position. Together they will develop an individual learning and training plan (ILTP) that will be submitted to the DRGO Director for approval. Under this ILTP, the Specialist will be given more responsibility to oversee activities and be trained by USAID as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) so that they can fully manage one or more of DRG activities, as well as oversee field implementation of activities of complex nature in the future. The successful completion of the approved USAID AOR/COR courses is required to continue fulfilling the job requirements and to advance to the next FSN grade level.

A thorough review of the Specialist's performance by the supervisor must be undertaken at the end of the rating period. The supervisor will determine if the Specialist has fully demonstrated that they possess the knowledge, skills and abilities needed to perform successfully at the next and highest level of this career ladder position. The supervisor may decide that the Specialist needs more time at the current grade before advancing to the next grade. After a careful review of the Specialist's performance record at the current FSN grade in adherence to the job expectations, the supervisor's determination will be final.

### **Program Management and Oversight (50%)**

- Serve as the Contracting/Agreement Officer's Technical Representative (COTR/AOTR) or Government Agreement Technical Representative (GATR) in one or more DRGO activities
- Lead management, oversight, and monitoring of USAID-funded DG programs, as assigned.
- Provide technical advice in project design and analysis, management, and documentation of projects.
- Oversee the design and development of new activities and ensure that new interventions are consistent with the DG Strategy.
- Evaluate annual work plans for DG project activities, and other technical programs as needed.
- Monitor, evaluate and analyze implementation of DG programs, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Provide analysis of program evaluations, performance data and reporting documents.
- Always maintain an organized and professional work environment, meeting USAID file management requirements.
- Performs quarterly field-level program monitoring, oversight, and other program-related local travel.

### **Communication (35%)**

- Prepare weekly updates, briefing papers, reports and press releases as well as specialized documents under the guidance of the supervisor and DRGO Director.
- Ensure regular communication with government officials, within the Mission and broader Embassy as well as with civil society, private institutions and other donor representatives, to provide issue-oriented briefings and presentations.
- Participate in the negotiations with GON decision-makers on issues affecting program performance, evaluation/audit recommendations, sustainability issues or other program matters.
- Represent USAID on related program management at inter-agency and external technical working groups, workshops and conferences.
- Maintains intimate knowledge of program objectives, accomplishments, and development impacts to synthesize in writing or in briefs upon demand, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Interprets and advises DRGO and USAID on GON policies, institutional issues and program priorities affecting the direction and implementation of DG programs.
- Maintains DRGO informed of current events that affect program implementation, impacts DRGO or other USAID offices.
- Provide assistance or orientation to visitors and guests, as requested.

### **Financial Management and Procurement (15%)**

- Direct the development and/or technical review of program budgets.
  - Track, analyze and report on DG programs financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
  - Track DG programs' financial status and expenditures and recommend future incremental funding.
  - Maintain complete and auditable financial records for programs managed.
  - Prepare documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and lead program actions using USAID procurement platforms: Global Acquisition and Assistance System (GLAAS)
  - Track, follow-up and monitor procurement actions through the Controller, Contract, Program, and Executive Offices.
- Maintain complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting USG requirements.

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. Education:** Possession of a bachelor's degree or the equivalent of a four-year U.S. college/university (or equivalency accreditation if a non-U.S. institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*
- b. Prior Work Experience:** A minimum of three years of progressively responsible experience in development assistance, program management and governance. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*
- c. Post Entry Training:** Pre-entry training requirement for the IL position includes the successful completion of all online and in-person courses required for Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level I

certification, including the completion of Agreement Officer's Representative (AOR) Level I Agency-specific training requirements. Post entry, the Specialist will be provided formal and/or on-the-job training to receive the Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level II, including the completion of Agreement Officer's Representative (AOR) Level II Agency-specific training requirements.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- d. **Language Proficiency:** Level III (Good working knowledge) in English and Level IV (fluent) Nepali reading, writing and speaking ability are required.
- e. **Job Knowledge:** The Specialist must have technical knowledge on democracy, human rights and governance. The Specialist should have understood how to administer semi-complex Mission awards/projects and an ability to draft a pre-solicitation Action Award Memorandum (AAM) package, with support from mid/senior level colleagues, as required. The Specialist must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.
- f. **Skills and Abilities:** The ability to clearly and effectively communicate subjects of moderate complexity both verbally and in writing. An ability to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. The ability to develop and maintain effective working relationships with people who have differing backgrounds, situations, and perspectives. The ability to hold self-accountability for measurable high-quality and timely results. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical and time management skills are required. The ability to work calmly, tactfully, and effectively under pressure is essential, and adheres to high standards of ethical conduct. The Specialist must be able to demonstrate an understanding of integrating and achieving equity, diversity, and inclusion in the workplace.

**POSITION ELEMENTS:**

- a. **Supervision Received:** The job holder reports directly to the respective technical team lead or their designee, with oversight from other senior-level team members as needed. 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 the supervisor and/or other colleagues. The supervisor provides 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.
- b. **Supervision Exercised:** The supervision of other staff is not contemplated; however, s/he may mentor new-entry employees or interns and will perform acting roles within the technical office when enough job experience is gained.
- c. **Available Guidelines:** The USAID's ADS and USG policies, laws, regulations, and operational procedures regarding locally led development and pertinent Mission Orders.
- d. **Exercise of Judgment:** Independent, sound and mature judgment is required to establish cooperative relationships with local GON officials and community leaders, counterpart donor organizations, implementing partners, NGO officials, and internal USG colleagues, and to represent USAID in relevant policy level dialogues and activity implementation discussions.
- e. **Authority to Make Commitments:** The Specialist is not authorized to make commitments on the U.S. government's behalf; however, s/he will discuss with USAID/Nepal, implementing and local partners the acceptability of activities and their performance, making recommendations to appropriate USAID/Nepal offices, especially for contractual and financial actions.
- f. **Nature, Level, and Purpose of Contacts:** High level political and civil service contacts with Government of Nepal and donor representatives. Frequent contact with local and international stakeholders, including local activity participants.
- g. **Minimum Time Expected to Reach Full Performance Level:** Fully Successful performance at the FSN-9 level may be achieved in one year. However, this will not necessarily indicate that the Development Program Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-10 level.

**Position Description**  
**USAID Development Program Specialist (Democracy and Governance) Intermediate Level, CCNPSC-FSN-10**  
**USAID/Democracy, Rights and Governance Office**

**BASIC FUNCTION OF THE POSITION:**

The Democracy and Governance Program Specialist, Foreign Service National (FSN) Personal Service Contractor (PSC), serves as USAID's expert and advisor on a range of democracy and governance (DG) issues such as governance, transparency, rule of law, human rights, civil society, media, e-Governance, elections, and political processes. Because of the field's breadth, the Specialist needs a general understanding of DG and its cross-sector applications.

The Specialist advises the Democracy, Human Rights and Governance Office (DRGO) and other technical offices engaging in DG activities. The Specialist collaborates with other USAID technical and support offices and operates within a complex, fluid political environment and with officials at the highest levels in both the United States Government (USG) and the Government of Nepal (GON).

The Specialist manages DG programs assigned from the DRGO portfolio and leads the design of new programs while meeting USAID requirements. The position requires the monitoring of programs' technical assistance and capacity building and provides technical direction and leadership to the contractor/ grantee teams implementing DG programs. The Specialist ensures that these programs are effectively implemented in the field and in accordance with the USAID contract/agreement and the approved annual work plan. The Specialist will also provide technical advice to other USAID Assistance Objective teams on DG as it relates to other sectors (e.g. health, education, agriculture, environment, etc.).

The Democracy and Governance Program Specialist maintains close communication with high-level GON officials and relevant stakeholders for the effective program management. DRGO relies upon the Specialist's technical advice and knowledge of central ministries as well as local governments to strengthen USAID DG assistance. The Specialist also communicates with donors, civil society organizations, universities, etc. through multi-stakeholder forums, donor meetings and other functions as appropriate to maintain current sector knowledge relevant to programs managed by the Specialist.

**MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)**

The Development Program Specialist, serves as an A/COR to monitor the performance on assigned awards by performing thorough reviews of performance and financial reports, conducting semi-annual site visits at a minimum, and regularly attending meetings with the contractor/recipient. USAID activities in DRGO are diverse and multi-sectoral and are mostly implemented through acquisition and assistance (A&A) mechanisms, including but not limited to purchase orders, contracts, task orders, cooperative agreements, grants, and Inter Agency Agreements (IAA), requiring the Specialist to be familiar with the full range of USAID instruments. Assignments are designed to provide more intermediate experience with the intent that the Specialist will be responsible for all phases of the design and award administration process for complex actions in the future. The Specialist performs A/COR transactions involving limited to moderate complexities.

The Specialist performs assignments independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The job holder prepares clear and concise statements of work/statements of objectives/program descriptions, and activity approval package supporting documentation for moderately complex activities.

The Specialist works closely with their supervisor to meet the performance benchmarks for this level of the position. Together they will develop an individual learning and training plan (ILTP) that will be submitted to the DRGO Director for approval. Under this ILTP, the Specialist will be given more responsibility to oversee activities and be trained by USAID as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) so that they can fully manage one or more of DRG activities, as well as oversee field implementation of activities of complex nature in the future. The successful completion of the approved USAID AOR/COR courses is required to continue fulfilling the job requirements and to advance to the next FSN grade level.

A thorough review of the Specialist's performance by the supervisor must be undertaken at the end of the rating period. The supervisor will determine if the Specialist has fully demonstrated that they possess the knowledge, skills and abilities needed to perform successfully at the next and highest level of this career ladder position. The supervisor may decide that the Specialist needs more time at the current grade before advancing to the next grade. After a careful review of the Specialist's performance record at the current FSN grade in adherence to the job expectations, the supervisor's determination will be final.

### **Program Management and Oversight (55%)**

- Serve as the Contracting/Agreement Officer's Representative (COR/AOR) for more than one DRGO activities.
- Lead management, oversight and monitoring of USAID-funded DG programs, as assigned.
- Evaluate annual work plans for DRG project activities, and other technical programs as needed.
- Monitor, evaluate and analyze implementation of DRG activities, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Perform quarterly field-level program monitoring, oversight and other program-related local travel.
- Provide analysis of program evaluations, performance data and reporting documents.
- Provide technical input in the areas of strategic planning, project design and analysis, management, structure and documentation of projects.
- Support the design and development of new activities and ensure that new interventions are consistent with the Mission Strategy and USAID policy.
- Maintain an organized and professional work environment at all times, meeting USAID file management requirements.
- Serve as a technical resource and/or advisor on a range of DRG issues across one or more of USAID's development portfolio.

### **Communication (30%)**

- Maintains in-depth knowledge of program objectives, accomplishments, and development impacts to synthesize in writing, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Prepare weekly updates, briefing papers, and press releases as they relate to projects managed.
- Ensure communication with government, civil society, private institutions and other donor representatives for robust project management and to inform USAID management decisions.
- Represent USAID on related program management at inter-agency and external technical working groups, workshops, and conferences.
- Interpret and provide updates to DRGO and USAID on current events affecting program implementation.
- Provide assistance or orientation to visitors and guests, as requested.

### **Financial Management and Procurement (15%)**

- Conduct technical review of program budgets.
  - Track, analyze and report on DG programs financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
  - Track DG programs' financial status and expenditures, and recommend future incremental funding.
  - Maintain complete and auditable financial records for programs managed.
  - Prepare documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and lead program actions using USAID procurement platforms - i.e., Global Acquisition and Assistance System (GLAAS)
  - Track, follow-up, and monitor procurement actions through the Controller, Contract, Program, and Executive Offices.
- Maintain complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting USG requirements.

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- Education:** Possession of a bachelor's degree or the equivalent of a four-year U.S. college/university (or equivalency accreditation if a non-U.S. institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*
- Prior Work Experience:** A minimum of four years of progressively responsible experience in development assistance, program management and governance. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*
- Post Entry Training:** Pre-entry training requirement for the IL position includes the successful completion of all online and in-person courses required for Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level I certification, including the completion of Agreement Officer's Representative (AOR) Level I Agency-specific training

requirements. Post entry, the Specialist will be provided formal and/or on-the-job training to receive the Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level II, including the completion of Agreement Officer's Representative (AOR) Level II Agency-specific training requirements.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

- d. **Language Proficiency:** Level IV (Good working knowledge) in English and Level IV (fluent) Nepali reading, writing and speaking ability are required.
- e. **Job Knowledge:** The Specialist must have technical knowledge on democracy, human rights and governance. S/he should have understood how to administer semi-complex Mission awards/projects and an ability to draft a pre-solicitation Action Award Memorandum (AAM) package, with support from mid/senior level colleagues, as required. The Specialist must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.
- f. **Skills and Abilities:** The ability to clearly and effectively communicate subjects of moderate complexity both verbally and in writing. An ability to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. The ability to develop and maintain effective working relationships with people who have differing backgrounds, situations, and perspectives. The ability to hold self-accountability for measurable high-quality and timely results. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical and time management skills are required. The ability to work calmly, tactfully, and effectively under pressure is essential, and adheres to high standards of ethical conduct. The Specialist must be able to demonstrate an understanding of integrating and achieving equity, diversity, and inclusion in the workplace.

#### **POSITION ELEMENTS:**

- a. **Supervision Received:** The job holder reports directly to the respective technical team lead or their designee, with oversight from other senior-level team members as needed. 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 the supervisor and/or other colleagues. The supervisor provides 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.
- b. **Supervision Exercised:** The supervision of other staff is not contemplated; however, the job holder may mentor new-entry employees or interns and will perform acting roles within the technical office when enough job experience is gained.
- c. **Available Guidelines:** The USAID's ADS and USG policies, laws, regulations, and operational procedures regarding locally led development and pertinent Mission Orders.
- d. **Exercise of Judgment:** Independent, sound and mature judgment is required to establish cooperative relationships with local GON officials and community leaders, counterpart donor organizations, implementing partners, NGO officials, and internal USG colleagues, and to represent USAID in relevant policy level dialogues and activity implementation discussions.
- e. **Authority to Make Commitments:** The Specialist is not authorized to make commitments on the U.S. government's behalf; however, s/he will discuss with USAID/Nepal, implementing and local partners the acceptability of activities and their performance, making recommendations to appropriate USAID/Nepal offices, especially for contractual and financial actions.
- f. **Nature, Level, and Purpose of Contacts:** High level political and civil service contacts with Government of Nepal and donor representatives. Frequent contact with local and international stakeholders, including local activity participants.
- g. **Minimum Time Expected to Reach Full Performance Level:** Fully Successful performance at the FSN-10 level may be achieved in one or two years. However, this will not necessarily indicate that the Democracy and Governance Program Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-11 level.

**Position Description**  
**USAID Development Program Specialist (Democracy and Governance) Full Performance Level, CCNPSC-FSN-11**  
**USAID/Democracy, Rights and Governance Office**

**BASIC FUNCTION OF THE POSITION:**

The Democracy and Governance Program Specialist, Foreign Service National (FSN) Personal Service Contractor (PSC), serves as USAID's expert and advisor on a range of democracy and governance (DG) issues such as governance, transparency, rule of law, human rights, civil society, media, e-Governance, elections, and political processes. Because of the field's breadth, the Specialist needs a general understanding of DG and its cross-sector applications.

The Specialist advises the Democracy, Human Rights and Governance Office (DRGO) and other technical offices engaging in DG activities. S/he collaborates with other USAID technical and support offices and operates within a complex, fluid political environment and with officials at the highest levels in both the United States Government (USG) and the Government of Nepal (GON).

The Specialist manages DG programs assigned from the DRGO portfolio and leads the design of new programs while meeting USAID requirements. The position requires the monitoring of programs' technical assistance and capacity building and provides technical direction and leadership to the contractor/ grantee teams implementing DG programs. The Specialist ensures that these programs are effectively implemented in the field and in accordance with the USAID contract/agreement and the approved annual work plan. S/he will also provide technical advice to other USAID Assistance Objective teams on DG as it relates to other sectors (e.g. health, education, agriculture, environment, etc.).

The Democracy and Governance Program Specialist maintains close communication with high-level GON officials and relevant stakeholders for the effective program management. DRGO relies upon the Specialist's technical advice and knowledge of central ministries as well as local governments to strengthen USAID DG assistance. The Specialist also communicates with donors, civil society organizations, universities, etc. through multi-stakeholder forums, donor meetings and other functions as appropriate to maintain current sector knowledge relevant to programs managed by the Specialist.

**MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)**

The Democracy and Governance Program Specialist, serves as an A/COR to monitor the performance on assigned awards by performing thorough reviews of performance and financial reports, conducting semi-annual site visits at a minimum, and regularly attending meetings with the contractor/recipient. USAID activities in DRGO are diverse and multi-sectoral and are mostly implemented through acquisition and assistance (A&A) mechanisms, including but not limited to purchase orders, contracts, task orders, cooperative agreements, grants, and Inter Agency Agreements (IAA), requiring the Specialist to be familiar with the full range of USAID instruments. Assignments are designed to provide more intermediate experience with the intent that the Specialist will be responsible for all phases of the design and award administration process for complex actions in the future. S/he performs A/COR transactions involving limited to moderate complexities.

The Specialist performs assignments independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. S/he prepares clear and concise statements of work/statements of objectives/program descriptions, and activity approval package supporting documentation for moderately complex activities.

The Specialist works closely with their supervisor to meet the performance benchmarks for this level of the position. Together they will develop an individual learning and training plan (ILTP) that will be submitted to the DRGO Director for approval. Under this ILTP, the Specialist will be given more responsibility to oversee activities and be trained by USAID as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) so that they can fully manage one or more of DRG activities, as well as oversee field implementation of activities of complex nature in the future. The successful completion of the approved USAID AOR/COR courses is required to continue fulfilling the job requirements and to advance to the next FSN grade level.

A thorough review of the Specialist's performance by the supervisor must be undertaken at the end of the rating period. The supervisor will determine if the Specialist has fully demonstrated that they possess the knowledge, skills and abilities needed to perform successfully at the next and highest level of this career ladder position. The supervisor may decide that the Specialist needs more time at the current grade before advancing to the next grade. After a careful review of the Specialist's performance record at the current FSN grade in adherence to the job expectations, the supervisor's determination will be final.



### **Program Management and Oversight (50%)**

- Serve as the Contracting/Agreement Officer's Representative (COR/AOR) or Government Agreement Technical Representative (GATR) in more than one DRGO activities.
- Lead management, oversight and monitoring of USAID-funded DG programs, as assigned.
- Evaluate annual work plans for DRG project activities, and other technical programs as needed.
- Monitor, evaluate and analyze implementation of DRG activities, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
- Perform quarterly field-level program monitoring, oversight and other program-related local travel.
- Provide analysis of program evaluations, performance data and reporting documents.
- Provide technical input in the areas of strategic planning, project design and analysis, management, structure and documentation of projects.
- Support the design and development of new activities and ensure that new interventions are consistent with the Mission Strategy and USAID policy.
- Maintain an organized and professional work environment at all times, meeting USAID file management requirements.
- Serve as a technical resource and/or advisor on a range of DRG issues across one or more of USAID's development portfolio.

### **Communication (20%)**

- Maintains intimate knowledge of program objectives, accomplishments, and development impacts to synthesize in writing, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Prepare weekly updates, briefing papers, and press releases as they relate to projects managed.
- Ensure communication with high level government officials, civil society, private institutions and other donor representatives for robust project management and to inform USAID management decisions.
- Represent USAID on related program management at inter-agency and external technical working groups, workshops, and conferences.
- Interpret and provide updates to DRGO and USAID on current events affecting program implementation.
- Provide assistance or orientation to visitors and guests, as requested.

### **Advisory Services (15%)**

- Provide on-going, substantive analyses to the DRG team and USAID senior management to ensure that USAID governance activities are appropriate to the implementation environment in Nepal.
- Draft programmatic and strategic options papers, recommending new or adjusted program directions based on thorough analyses.
- Provide analysis to the DRG team, USAID senior management and wider USG on the development and status of democracy, human rights and governance, the political context in Nepal, inter- and intra-party dynamics at the national and subnational level and regional relations.
- Advise and assist DRG team and the US Mission leadership to interpret GON policies, institutional issues and program priorities to advance USAID's support to Nepal.

### **Financial Management and Procurement (15%)**

- Conduct technical review of program budgets.
- Track, analyze and report on DG programs financial resources (obligations, earmarks, commitments, disbursements, pipelines, accruals, etc.).
- Track DG programs' financial status and expenditures, and recommend future incremental funding.
- Maintain complete and auditable financial records for programs managed.
- Prepare documents (budget, Statement of Work, evaluation criteria, required memos, etc.) and lead program actions using USAID procurement platforms - i.e., Global Acquisition and Assistance System (GLAAS)
- Track, follow-up, and monitor procurement actions through the Controller, Contract, Program, and Executive Offices.
- Maintain complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents), meeting USG requirements.

## QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. **Education:** Possession of a bachelor's degree or the equivalent of a four-year U.S. college/university (or equivalency accreditation if a non-U.S. institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*

b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in development assistance, program management and governance. One year of this experience must have been gained working at a fully successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. **Post Entry Training:** Pre-entry training requirement for the IL position includes the successful completion of all online and in-person courses required for Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level I certification, including the completion of Agreement Officer's Representative (AOR) Level I Agency-specific training requirements. Post entry, the Specialist will be provided formal and/or on-the-job training to receive the Federal Acquisition Certification in Contracting Officer's Representative (FAC-COR) Level II, including the completion of Agreement Officer's Representative (AOR) Level II Agency-specific training requirements.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

d. **Language Proficiency:** Level IV in English and Nepali reading, writing and speaking ability are required.

e. **Job Knowledge:** The Specialist must have technical knowledge on democracy, human rights and governance. The Specialist should have understood how to administer semi-complex Mission awards/projects and an ability to draft a pre-solicitation Action Award Memorandum (AAM) package, with support from mid/senior level colleagues, as required. The Specialist must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.

f. **Skills and Abilities:** The ability to clearly and effectively communicate subjects of moderate complexity both verbally and in writing. An ability to adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles. The ability to develop and maintain effective working relationships with people who have differing backgrounds, situations, and perspectives. The ability to hold self-accountability for measurable high-quality and timely results. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical and time management skills are required. The ability to work calmly, tactfully, and effectively under pressure is essential, and adheres to high standards of ethical conduct. The Specialist must be able to demonstrate an understanding of integrating and achieving equity, diversity, and inclusion in the workplace.

## POSITION ELEMENTS:

a. **Supervision Received:** The job holder reports directly to the respective technical team lead or their designee, with oversight from other senior-level team members as needed. 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 the supervisor and/or other colleagues. The supervisor provides 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.

b. **Supervision Exercised:** The supervision of other staff is not contemplated; however, the job holder may mentor new-entry employees or interns and will perform acting roles within the technical office when enough job experience is gained.

c. **Available Guidelines:** The USAID's ADS and USG policies, laws, regulations, and operational procedures regarding locally led development and pertinent Mission Orders.

- d. Exercise of Judgment:** Independent, sound and mature judgment is required to establish cooperative relationships with local GON officials and community leaders, counterpart donor organizations, implementing partners, NGO officials, and internal USG colleagues, and to represent USAID in relevant policy level dialogues and activity implementation discussions.
- e. Authority to Make Commitments:** The Specialist is not authorized to make commitments on the U.S. government's behalf; however, the job holder will discuss with USAID/Nepal, implementing and local partners the acceptability of activities and their performance, making recommendations to appropriate USAID/Nepal offices, especially for contractual and financial actions.
- f. Nature, Level, and Purpose of Contacts:** High level political and civil service contacts with Government of Nepal and donor representatives. Frequent contact with local and international stakeholders, including local activity participants.
- g. Minimum Time Expected to Reach Full Performance Level:** One year.