



USAID | MALDIVES

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038325R00002

ISSUANCE DATE: November 1, 2024

CLOSING DATE AND TIME: November 26, 2024

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) – Maldives Program Coordinator

Dear Prospective Offerors:

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

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

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

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of an offer.

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

Sincerely,
**ANN CATHERINE
BACON (affiliate)**
Ann Bacon
Contracting Officer

Digitally signed by ANN
CATHERINE BACON (affiliate)
Date: 2024.10.31 11:13:02 +05'30'

I. GENERAL INFORMATION

1. **SOLICITATION NO:** 72038325R00002
2. **ISSUANCE DATE:** November 1, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 26, 2024 at 5:00PM Colombo, Sri Lanka Local Time
4. **POINT OF CONTACT:** Amalsha Dassanayake, e-mail: hrcolombo@usaid.gov
5. **POSITION TITLE:** Maldives Program Coordinator
6. **MARKET VALUE:** \$104,604 - \$ 135,987 equivalent to GS-14
 Final compensation will be negotiated within the listed market value and will include Locality Pay for domestic USPSCs based on the location of the Official USAID Worksite, or the approved alternative worksite if approved for remote work. USPSCs performing overseas are not entitled to Locality Pay.
7. **PLACE OF PERFORMANCE:** Colombo, Sri Lanka and Male, Republic of Maldives. Relocation expenses will not be reimbursed for the U.S.-based positions.

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

8. **PERIOD OF PERFORMANCE:** The base period of two years, estimated to start in June 2025. Based on Agency need, availability of funds and satisfactory performance, the Contracting Officer may exercise an additional option periods of up to three years as follows:

<i>Base Period:</i>	<i>o/a June 2025 - May 2027</i>
<i>Option Period 1:</i>	<i>o/a June 2027 - May 2028</i>
<i>Option Period 2:</i>	<i>o/a June 2028 - May 2029</i>
<i>Option Period 3</i>	<i>o/a June 2029 - May 2030</i>

9. **ELIGIBLE OFFERORS:**
 This position is limited to U.S. citizens only; or U.S. nationals (USN) as defined in AIDAR 702 who are capable of obtaining a SECRET security clearance.

10. **SECURITY LEVEL REQUIRED:** Secret

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Maldives, an archipelago nation in the Indian Ocean, consists of 26 atolls and over 1,190 coral islands. With a population of approximately 530,000, the Maldives faces a unique set of development challenges, including its vulnerability to climate change, economic reliance on tourism and fisheries, and ongoing governance and institutional capacity building needs. The country has made notable progress in human development, but the effects of climate change, limited natural resources, and socio-political dynamics continue to challenge its sustainability and resilience.

USAID's programming in the Maldives aims to support the country in addressing these critical challenges, with a focus on governance, economic growth, environmental protection, and climate resilience. The USAID Maldives Country Office, as part of the USAID Mission in Sri Lanka and Maldives, manages a portfolio of five development activities with a total value of \$54 million and an approximate annual operating year budget (OYB) of \$8 million. The USAID Maldives Country Office works to strengthen democratic governance and institutions, foster inclusive economic growth, and promote environmental sustainability and climate adaptation measures. This is achieved through collaborative partnerships with the Maldivian government, local communities, civil society, and the private sector.

The Program Coordinator, serving as the Deputy Director of the Maldives Country Office, will initially be based in Colombo, Sri Lanka and be expected to travel at least 50% of the time to Maldives to work with the newly established Maldives team based in Hulhumalé, Maldives. At some point, the position will move to Maldives.

2. Statement of Duties to be Performed

The Program Coordinator, serving as the Deputy Director of the Maldives Country Office, will be responsible for providing strategic leadership, program management, and technical expertise across USAID's portfolio in the Maldives. The incumbent will report to the Director of the Maldives Country Office and will supervise a team of three Foreign Service Nationals (FSNs).

Program Strategy and Planning:

- Lead the planning, design, and implementation of USAID's governance, economic growth, and environmental programs in the Maldives, in close coordination with technical and program offices based in Colombo, Sri Lanka.
- Contribute to the development and implementation of the USAID Maldives Strategic Framework (SF) and other strategic planning documents to ensure that program objectives align with broader U.S. government priorities.
- Coordinate with USAID/Washington, the Asia Bureau, Mission Leadership, and the U.S. Embassy in the Maldives to align program objectives with the U.S. government's strategic vision and policy goals.

- Collaborate with USAID’s Governance and Vulnerable Populations Office, Economic Growth Office, and Program Office, based in Colombo, Sri Lanka, to ensure Maldives-specific programs are aligned with regional priorities and receive necessary technical and operational support.
- Facilitate the development and management of program budgets, ensuring the effective use of resources in compliance with USAID policies and priorities, and support the preparation of budget justifications and funding requests.
- Engage in strategic dialogue with host country stakeholders, including government ministries, local authorities, civil society organizations, and the private sector, to ensure program strategies and objectives are responsive to local needs and priorities.

Program Management and Oversight:

- Oversee the day-to-day management and monitoring of USAID’s development programs in the Maldives, ensuring that all activities are implemented in line with USAID regulations, procedures, and best practices.
- Serve as the Agreement/Contracting Officer’s Representative (A/COR), or Activity Manager, as assigned, to manage acquisition or assistance awards, overseeing the performance of contractors and partners to ensure program objectives are met.
- Regularly review and report on program performance, including achievements, challenges, and lessons learned, to USAID staff in Colombo, Sri Lanka, and ensure that corrective actions are taken as needed.
- Communicate program results, challenges, and opportunities to USAID management and the U.S. Embassy in Colombo, ensuring clear and transparent reporting to all stakeholders.
- Facilitate and coordinate the visits of USAID staff based in Colombo or elsewhere for project monitoring, participation in key events, and engagement with local stakeholders.
- Collaborate closely with the Executive Office (EXO), Office of Financial Management (OFM), and Office of Acquisition and Assistance (OAA) to ensure effective administrative, financial, and procurement support for program implementation, and to maintain compliance with USAID policies.
- Manage risk and accountability across all program activities, ensuring rigorous financial oversight, compliance with USAID standards, and mitigation of potential risks to program success.

Stakeholder Engagement and Relationship Management:

- Represent USAID and our development partnership to senior members of the Maldivian government up to the level of State Minister. This includes collaborative planning and periodic reporting on portfolio achievements;
- Coordinate with other international donors to support complementarity, and reduce overlap and duplication;
- Work closely with Maldivian private sector and civil society, including but not limited to participating in local technical working groups;
- Monitor and report on news and events in Maldives. This includes pertinent

information that might affect USAID's programming approach or impact (i.e. political developments, security concerns, economic trends);

- Serve as a key point of contact for the U.S. Embassy in the Maldives, ensuring clear communication and collaboration on shared priorities.
- Cultivate partnerships with local and international NGOs, civil society organizations, private sector entities, and development partners to advance USAID's strategic objectives.

Supervision:

- Provide day-to-day supervision of three Maldivian FSNs, including setting performance goals, conducting regular performance evaluations, and providing constructive feedback to enhance staff capabilities.
- Mentor and develop the professional skills of team members by identifying training opportunities, encouraging participation in relevant workshops and courses, and facilitating learning exchanges with Colombo-based staff.
- Foster a collaborative and supportive work environment, encouraging open communication, teamwork, and the sharing of knowledge and best practices among team members.
- Ensure clear delegation of tasks and responsibilities, while empowering staff to take initiative and ownership of their roles, thereby strengthening the overall effectiveness and impact of USAID's programming in the Maldives.

The Program Coordinator (Deputy Director) is expected to exercise significant independence in managing day-to-day operations and decision-making, and to provide strategic leadership to advance USAID's objectives in the Maldives.

12. PHYSICAL DEMANDS

The work is mostly based in an office setting and does not require any unusual physical demands. Travel to and from Maldives on TDY status will average about 50% of the time, or two weeks per month. While on TDY status, the incumbent will be expected to travel between islands in the Maldives to monitor activities and meet with local partners. Travel internal to the Maldives will require transport across ocean water in speed boats and seaplanes. This requires one's ability to enter and exit unstable forms of transportation while carrying luggage without assistance.

13. WORK CONSIDERATIONS

While the Maldives is known as a popular beach tourism destination, this belies that living and working in Male is very different from travel to a Maldivian island resort. The capital city is highly congested, organized gangs proliferate, and religiously conservative attitudes dictate a strict dress code and behavior standards that can make it socially limiting.

The position is based initially in Colombo, but will require frequent and extended TDY visits throughout the Maldives including to outer islands. Travel may be over weekends and involve lengthy departures and extensions of international travel with little notice. Transportation within the Maldives may involve less conventional forms of transport including speed boats, seaplanes, and scooters.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION

- Bachelor's degree (Master's preferred) in international development, public administration, economics, environmental studies, or a related field.

EXPERIENCE

- A minimum of 7 years of relevant experience in program management, international development, or a related field, with at least 3 years of experience in a supervisory role or a role training/mentoring/leading others.
- Preferred: Demonstrated experience supervising individuals from other cultures
- Preferred: Regional expertise and experience working on geopolitical priorities related to the Indo-Pacific region.

III. EVALUATION AND SELECTION FACTORS

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

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

A. SELECTION PROCESS

Applicants who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors. Applications from candidates which do not meet the minimum qualifications will not be evaluated. Only shortlisted applicants will be contacted.

No response will be sent to unsuccessful applicants.

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

The most qualified candidates may be invited to be interviewed, either in person or by telephone/video call at USAID's discretion. USAID/Sri Lanka and Maldives will not pay for any expenses associated with interviews. Reference checks will then be conducted for most qualified candidates.

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

B. EVALUATION FACTORS

The application rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their resume and written statement, as they are evaluated strictly by the information provided.

The Evaluation factors are as follows:

Application: (Equally Important to Skills Test)

Extent to which the applicant has the education or training necessary to satisfy position elements, and quality of experience or skills necessary to perform the work.

Skills Test: (Equally Important to Application)

Interview: (Most Important)

The skills test and interview will evaluate applicants on the following three sub-factors:

Sub Factor 1: Technical and Program Management Experience: This subfactor includes experience in development programming, project assistance, and expertise in one or more technical areas (e.g., economic growth, environment, governance). Involves developing, managing, and executing programs, as well as contributing to strategic planning, project design, budgeting, monitoring, evaluation, and policy dialogue.

Sub Factor 2: Experience in Geopolitically Sensitive Contexts: This subfactor will evaluate demonstrated experience working in the geopolitically sensitive contexts within the

development sector. Applicants should demonstrate a high degree of political astuteness based on experience in complex environments.

Sub Factor 3: Ability to Work on Teams: This subfactor includes the ability to work independently and collaborate with others effectively as a team. The ability to work across agencies and cross-culturally with diverse teams on sensitive issues. The ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues.

IV. SUBMITTING AN OFFER

Interested individuals must submit/comply with the following requirements. Offers that do not comply with the following requirements will not be considered a complete package. Failure to provide the requirement in formation and/or materials may result in disqualification.

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. A current resume or curriculum vitae (CV).
3. Written statement that responds to the requirements of the position (**Section III: B. Evaluation Factors**)
4. A minimum of three and a maximum of five professional references, including one reference which must be from a current or former direct supervisor who can provide information regarding the applicant's knowledge
5. Signed Sexual Misconduct Self-Certification form.

USAID'S ZERO TOLERANCE FOR SEXUAL MISCONDUCT

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at ADS Chapter 113, Preventing and Addressing Sexual Misconduct.

By acceptance of the contract, the contractor acknowledges having read, and agrees to abide by, the Agency's ADS 113 policies and procedures.

SELF CERTIFICATION

Offerors must sign a [Sexual Misconduct Self-Certification form \[see hyperlink\]](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award

file. If the offeror fails to submit a signed-certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
 - If Self-Certification response is “Yes”: In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.
 - Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

USE OF THE AGENCY’S MISCONDUCT PORTAL AND INQUIRIES MADE TO PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR

The Office of Employee and Labor Relations (ELR) operates USAID’s Misconduct Reporting Portal. Prior to award, the CO will email ELR at HCTM.ELR@usaid.gov to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID, the CO will attempt to contact the previous administering CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

NEW ENTRANT ORIENTATION (NEO)

For PSCs onboarded in Washington, the contractor must complete the information session on USAID’s zero tolerance policy for sexual misconduct as part of NEO. The CO will include documentation in the award file that the contractor has completed NEO and has been made aware of USAID’s zero tolerance policy for sexual misconduct.

For PSCs onboarded overseas, including CCNPSCs and TCNPSCs, the PSC must complete an online module related to USAID’s zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the online module and has been made aware of USAID’s zero tolerance policy for sexual misconduct.

6. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- (1) Medical History and Examination (DS-1843)
- (2) Questionnaire for Sensitive Positions (for National Security) (SF-86)
- (3) Questionnaire for Non-Sensitive Positions (SF-85)
- (4) Finger Print Card (FD-258). (NOTE: Form is available from the requirements office.)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

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

2. ALLOWANCES:

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

The following allowances and differentials based on the type of USPSC may be applicable:

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Cost-of-Living Allowance (Chapter 210)
- (c) Post Allowance (Section 220)
- (d) Post Differential (Chapter 500)

VII. TAXES

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

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor —
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor —
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor —

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

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