



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72038825R10002

ISSUANCE DATE: November 5, 2024
CLOSING DATE/TIME: December 4, 2024; 04:30PM

SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC)
– Development Assistance Specialist (Front Office Senior Advisor), FSN – 13

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 **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

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

Questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Fredrick Onyango
Supervisory Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038825R10002
2. **ISSUANCE DATE:** November 5, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 4, 2024 at 4:30 pm local time in Dhaka, Bangladesh.
4. **POINT OF CONTACT:** Ismat Zerín email at izerin@usaid.gov. Please DO NOT send applications to this email address. For instructions on how to apply, see section IV & V of this solicitation.
5. **POSITION TITLE:** Development Assistance Specialist (Front Office Senior Advisor), FSN – 13
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** FSN-13, 40 hours equivalent (TK. 6,336,512 – TK. 11,628,323 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value.
8. **PERIOD OF PERFORMANCE:** The period of performance is five years, with the possibility of extensions.
9. **PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work.
10. **ELIGIBLE OFFERORS:** This is a Cooperating Country National position; all Qualified Bangladeshi National are eligible to apply.
11. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.

12. STATEMENT OF DUTIES:

A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The Development Assistance Specialist (Front Office Senior Advisor) on Private Sector Engagement and Strategic Partnerships (“the PSE Senior Advisor”) is a member of the USAID/Bangladesh Front Office and reports directly to the Mission Director. The PSE Senior Advisor develops and leads the overall Mission Private Sector Engagement Strategy and Action Plan. The PSE Senior Advisor works closely with the Mission Director, Deputy Mission Director, Office Directors, and other members of the Senior Management Team (SMT) to advance the Agency’s and the USAID/Bangladesh private sector engagement policy by strengthening existing partnerships and creating new partnerships with the private sector to further USAID/Bangladesh’s development goals. The PSE Senior Advisor is a seasoned business development relationship manager and development finance professional with a strong understanding of Bangladesh’s private sector ecosystem and significant leadership, organizational, technical, writing/editing, and interpersonal skills. The PSE Senior Advisor also has a strong familiarity with a range of financing instruments. S/he has extensive experience building constructive relationships with key players in the business and philanthropic sectors. As the Front Office provides strategic direction for partnerships across the Mission, the incumbent works closely with the Office Directors and Deputy Directors in each of the technical teams and supporting offices to coordinate and represent USAID’s interests, and to find common ground with the private sector including domestic, international, and multinational corporations, impact investors, social entrepreneurs, financial institutions, think tanks, business associations, chambers of commerce, foundations and other philanthropic organizations, as well as with the Bangladeshi diaspora. The incumbent is responsible for mobilizing private sector stakeholders, leveraging private sector resources, coordinating with the private sector on Mission initiatives that may require private sector strategic focus, expertise, and capital to address

development challenges in Bangladesh in concert with all technical teams in the Mission. S/he plays a leadership role in guiding the Mission's dynamic portfolio to promote technical approaches that involve complex multi-stakeholder coordination, partnerships and alliances, innovative solutions to complex development problems, accessing various sources of financing, and in-kind collaboration to create new and innovative approaches that reach scale and maximum impact. To enable this, the incumbent must network extensively with potential and existing public and private sector partners to identify high-impact approaches and private enterprise driven solutions and align these initiatives with Mission activities. The purpose of the outreach is to identify high-impact partnerships to achieve Mission-wide development objectives and scale-up successful interventions to reach more beneficiaries on a financially/commercially sustainable basis.

The incumbent serves in an advisory capacity on private sector engagement across the Mission's five technical offices. The incumbent also leads and liaises on a regular basis with each technical team to ensure strategic collaboration and coordination. Further, through leading the Mission's Private Sector Engagement Working Group and/or separate regular meetings, the incumbent will regularly report partnership progress and coordinate with other offices to improve the Mission's strategic engagement with the private sector. The incumbent will prepare conference and other stakeholder events, prepare briefers, talking points, and all other administrative and communications materials related to private sector engagement for the Mission Director. This position is the Mission lead for engaging the private sector on the full range of activities that will enhance the Mission's ability to develop strategic partnerships with a wide variety of public and private sector organizations to advance the Mission's development goals. The PSE Senior Advisor coaches, guides, and mentors designated private sector focal persons of all technical and cross-cutting teams of the Mission. The job holder is required to perform significant work-related travel.

Incumbent shall set in motion a rigorous strategy, plan, and standard operating procedures for identifying the diaspora and the in-country private sector, building and nurturing relationships, convincing them to partner/invest/contribute, and developing formal partnerships/MOUs. Realizing that the private sector, especially the diaspora, wants to work with USAID directly, rather than to only liaise with our contractors, the incumbent shall nurture private sector relationships and partnerships through regular meetings and direct in-house engagement with private sector entrepreneurs, owners, and corporate leadership.

B. STATEMENT OF DUTIES TO BE PERFORMED

Private Sector Partnerships and Alliance Building:

The PSE Senior Advisor leads Mission efforts to achieve Agency objectives through promoting private sector engagement to support the Mission's development objectives to accelerate and scale impact in partnership with the private sector. The PSE Senior Advisor plays a major leadership role in the Front Office's efforts to tap into the core capabilities of the vibrant private sector in Bangladesh to leverage private sector innovation, expertise, interests, and assets to solve critical development challenges. The PSE Senior Advisor identifies new opportunities with the private sector, including multinational enterprises, privately held firms, public and private philanthropic institutions, private investors, venture capitalists, development finance institutions, impact investors, social entrepreneurs, think tanks, private foundations, business associations, chambers of commerce, educational institutions, Bangladeshi diaspora, and non-profit organizations interested in partnering with USAID/Bangladesh to leverage capital and resources to develop, test, and/or scale-up and diffuse development solutions to positively impact people's lives in Bangladesh and potentially globally. S/he is an expert in private sector development and skilled in creating public-private partnerships and strengthening USAID's relationships and coordination within the private sector. S/he develops and implements strategies for effective outreach to private investors and other potential alliance partners to invest alongside our development resources on key USAID goals, objectives, and initiatives to leverage resources for development results. S/he accomplishes this by identifying potential alliance partners and investors and developing relationships in key areas of priority to USAID/Bangladesh such as health, education, agriculture, economic growth, clean/renewable energy, climate change, and other sectors. The PSE Senior Advisor will be responsible for coordinating, managing, and supporting complex initiatives involving USAID, the private sector, implementing partners, local organizations, and potentially senior levels with the Government of Bangladesh, the United States, and elsewhere.

The incumbent provides expertise to the Front Office and broader Mission to build partnerships which align private sector business interests with development objectives. The incumbent is the leader in strengthening the capacity of the Mission staff to pursue strategic partnerships by providing private sector engagement training, advisory services, knowledge products, tool-kits and policy guidance. S/he is responsible for tactfully handling many complex issues, including sensitive negotiations with senior ranking members of the private sector and dealing with matters of a high degree of complexity. The incumbent keeps the Front Office and the Mission abreast of current private sector-related research and significant events and policies impacting and related to private sector development in Bangladesh; advises senior Mission management and others on private-sector-engagement-related activities and programs; conducts consultations with stakeholders, including the private sector; and, collects, analyzes, and synthesizes information to inform and strategically guide USAID and USG program planning and implementation.

The incumbent reviews the existing USAID/Bangladesh technical portfolio of programs and strategic partnerships and identifies and develops areas to deepen collaboration with the private sector where appropriate. As the Mission's private sector expert, the incumbent serves as the principal advisor to the Mission Director and Deputy Mission Director, as well as the Mission Senior Management Team on opportunities to engage the private sector and advance the Mission's private sector engagement strategy. S/he is responsible for tactfully handling many complex issues, including sensitive negotiations with senior ranking members of the private sector, the Governments of Bangladesh and the United States, and dealing with matters with a high degree of difficulty and diplomacy. S/he represents USAID at fora across Bangladesh that offer opportunities for partnership and leveraging of resources within the Mission's technical sectors. The PSE Senior Advisor works closely with Mission staff, executive and working levels of the private sector, the Commercial Section of the U.S. Embassy/Dhaka, local chambers of commerce, and others, to adapt alliance strategies for current economic and commercial circumstances and identify other donors/stakeholders in Bangladesh or the region involved in or appropriate for creating innovative instruments, agreements, and alliances with private companies that have common goals and objectives with USAID. In addition, the incumbent will leverage up to \$150 million of private sector resources which will lead to the doubling of the impact of USAID/Bangladesh's development programs.

Within the Front Office, the PSE Senior Advisor creates and manages tools that promote and share global best practices on private sector engagement; to establish databases for tracking contacts to be shared with stakeholders across targeted sectors and/or regions within Bangladesh; to identify and create additional resources (brochures, presentations, websites) needed to promote development alliance-building in Bangladesh, and link with other Bangladeshi and regional resources for building, managing, negotiating, and promoting investment and pooling of resources with USAID to achieve mutual development objectives. The incumbent facilitates all aspects of alliance building which includes: a) working directly with USAID/Bangladesh program management staff to outline action plans and roadmaps for partnership and ensure clear pathways to successful partnership building and programming; b) prospecting, developing, and maintaining lists of private sector investors contacts and relationships in relevant program areas; c) developing and/or applying appropriate financial and corporate governance risk assessment instruments to ensure that risks are mitigated and shared appropriately; d) staying informed on the most cutting edge aspects of development partnerships, development finance, corporate social responsibility initiatives, and the best practices both regionally and globally that could be applied to USAID/Bangladesh private sector development programs; e) conducting due diligence research on proposed partners; f) working with USAID/Bangladesh program managers and contracting/agreement officers to facilitate formal agreements; g) preparing and managing conferences and events; and h) writing support administrative and development outreach communications documentation including memos, briefers, talking points, speeches, social media publications, etc. The PSE Senior Advisor will also negotiate and prepare agreements on behalf of the USG with the private sector such as MOUs and multi-stakeholder partnership agreements outlining the purpose of the partnerships and the roles and responsibilities of the parties involved.

Under supervision of the Mission Director or Deputy Mission Director, the incumbent shall work across all offices and with technical staff to inspire a more entrepreneurial mindset that adopts out-of-the-box thinking and a direct engagement strategy with the private sector by moving away from historical heavy reliance on

implementing partner mechanisms, and utilize USAID's convening power to engage the private sector directly; as well as support engagement and interaction with the host government and other stakeholders.

Representation and Coordination:

The incumbent leads USAID/Bangladesh's representation to sustain close collaborative and professional relationships with private sector actors, the Government of Bangladesh (GoB), USAID and State Department officials, and senior officials of other USG agencies, as well as private investors, venture capitalists, development finance institutions, impact investors, social entrepreneurs, think tanks, private foundations, chambers of commerce, business associations, educational institutions, diaspora, and non-profit organizations. S/he promotes the expansion of effective partnerships, seeking alternative sources of development finance, financial leverage strategies, and approaches that expand the use of innovative partnerships. The incumbent is responsible for ensuring that host-country officials at the highest levels are apprised of USAID's private sector engagement efforts. External coordination responsibilities require the incumbent to demonstrate highly developed professional judgment, and to provide exceptional technical direction, leadership in the field, and management oversight. S/he also works to ensure internal coordination, within the USAID and Embassy Front Offices, and across all other USAID offices and program boundaries that may offer opportunities to leverage investments and further targeted objectives. S/he will regularly liaise with all Mission Offices to help ensure a cohesive strategic approach to working with the private sector on behalf of the entire Mission. S/he also leads ongoing information sharing with new and existing tools to identify, prioritize, and develop opportunities for cross-cutting initiatives and collaboration. The incumbent coordinates with colleagues in USAID/Washington to identify the latest global advances and opportunities for strategic partnerships, such as the Private Sector Engagement Hub. The incumbent represents USAID/Bangladesh on the global agency-wide private sector engagement working group to showcase Bangladesh's programming efforts. The incumbent provides strategic and advisory support to the Mission Director, Deputy Mission Director, and other members of the Senior Management Team, to ensure that the Mission priorities are represented comprehensively, coherently, and consistently in private sector engagement efforts.

S/he represents USAID/Bangladesh and the USG to financial institutions, impact investors, the diaspora, philanthropists, and the senior leadership of private and corporate sectors, in a wide variety of fora; and in negotiations with the private sector and implementing partners on project design and implementation. The incumbent is responsible for ensuring that host-country officials at the highest levels are apprised of USAID's private sector engagement efforts.

The incumbent must possess the skills to effectively communicate with senior private sector executives, investors, and successful self-made business men and women. The incumbent must be organized, speak confidently and with passion to make an impact on executives and business leaders. The incumbent must truly believe in market driven private sector growth principles and speak with conviction about partnerships with the private sector.

Strategic Planning, Program Management and Portfolio Oversight:

As a cross-cutting and multi-functional effort across five technical offices, the incumbent is responsible for providing technical expertise in the design, development, implementation, and evaluation of USAID/Bangladesh's private sector strategic objectives and engagement activities, across the Mission portfolio. The incumbent will leverage up to \$150 million of private sector resources which will lead to the doubling of the impact of USAID/Bangladesh's development programs. As the Mission's private sector expert, the incumbent routinely reviews the capacity building needs of USAID staff and implementing partners, especially local entities, and will continuously develop and strengthen their capacity regarding private sector engagement and provide necessary oversight. The incumbent provides executive direction to develop a robust learning agenda for private sector partnerships and designing the right metrics across all Mission technical offices and programmatic areas — to measure funding leveraged and lives impacted. The incumbent identifies successes, best practices, innovations, and lessons learned from private sector engagement for sharing on a national and global level. The incumbent will also serve as a mentor of private sector engagement to the entire Mission.

C. SUPERVISORY RELATIONSHIP

The incumbent will report directly to the USAID/Bangladesh Mission Director. The incumbent is expected to take significant initiative in planning and carrying out his/her assignment with minimal supervision. The work is reviewed in terms of achievement of established milestones, and the appropriateness of strategic relationships. The Mission Director provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Advisor seeks advice and assistance as required. Work is reviewed in terms of results achieved.

D. SUPERVISORY CONTROLS

Full supervision of USAID Mission staff is not contemplated, but the Specialist may be assigned to lead teams and/or study groups on an ad hoc basis. In addition, the Specialist is expected to provide technical guidance to staff throughout the Mission, as it relates to the Mission portfolio.

13. **PHYSICAL DEMANDS**

The work requested is generally sedentary and poses few physical demands. The incumbent may be required to visit activities outside Dhaka.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: A Master's degree in the field of Economics; International Affairs/Relations; Business Administration; International Development; Public Administration/Policy; International Trade; International Finance; or a closely related subject is required.

Prior work Experience: At least 10 years of professional level experience in international development and/or private sector engagement covering strategic planning, program/project development and management, and building effective public-private partnerships and alliances. The incumbent will have significant experience (at least five to seven of the ten years) engaging with the private sector to foster and create effective partnerships. The incumbent must also have a high degree of technical, analytical, and quantitative skills in analysis of markets and policies in Bangladesh.

Language Proficiency: Bangla and English proficiency Level IV (written, reading, and oral) is required. English level will be tested.

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>.

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

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:

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

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

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

- **Job Knowledge:** Advanced knowledge of the host country's political, economic, business, and policy environment is required as the incumbent will have to interact with a range of stakeholders including relevant host country government officials, international development organizations, civil society organizations, national and international business chambers, and various sectoral associations. Must demonstrate a highly detailed understanding of contextual complexities of Bangladesh and how development programs can be designed to take into account the socio-cultural context of the country. Must have a thorough knowledge of the program and strategy development processes. Must have broad and extensive development knowledge in various technical sectors, such as economic growth, trade and investment, rural and agricultural development, health, education and the role the private sector can play in further developing those sectors. Familiarity with bilateral and multilateral donor organizations and requirements about program planning and design, implementation, personnel management, research, analysis, and reporting, is required.
- **Skills and Abilities:** Leadership abilities, as evidenced by achievements in coordination efforts, are essential. The incumbent must be able to prioritize and complete tasks quickly and efficiently; must be highly motivated, dedicated, a self-starter, and able to work in challenging and stressful environments; excellent interpersonal skills, with the ability to work in a team setting; and ability to easily interact with outstanding tact and diplomacy when interacting with high level officials and USAID partner organizations. The ability to gather and analyze information and develop a plausible interpretation of implications for USAID programs is critical. The ability to demonstrate oral and written communication skills to articulate the information to provide strategic advice and manage institutional relationships both internally with USAID/Bangladesh operating units and with targeted external stakeholders is required. The incumbent should have proven ability to develop new linkages, partnerships, and networks with civil society organizations, private sector actors and development partners that will enhance USAID development results. S/he must be able to support coordination at least with all technical offices of USAID/Bangladesh, relevant sections within the U.S. Embassy, Agricultural Attache Office of the United States Department of Agriculture, Foreign Commercial Service, relevant implementing partners of USAID/Bangladesh development portfolio, bilateral and multilateral development agencies, relevant host country government ministries and agencies, and as directed by the Mission Director. The incumbent must exhibit skill to collaborate with, and achieve results through, others, the ability to build strong and sustainable relationships, and the capability to interact within all levels of the Agency. The PSE Senior Advisor must be able to develop and maintain close and productive working relationships with all USAID/Bangladesh technical teams and operating units.

The incumbent must have outstanding analytical and organizational skills, and excellent oral and written communication skills. He/she must demonstrate keen judgment and emotional intelligence, in addition to a successful track record of achieving results through persuasion, influence, and collaboration rather than explicit reporting relationships. The incumbent must also possess critical thinking skills, using logic and reasoning to identify strengths and weaknesses, threats, and opportunities, and have the ability to seek alternative solutions, conclusions, and approaches to problem solving. He/she must exercise discretion, sound judgment, and the highest professional ethics and confidentiality. The incumbent must have the ability to weigh issues in an unbiased manner. He/she must be flexible and highly organized. Demonstrated success in information gathering and analysis, and professional reporting is essential. Must be able to serve as both editor and speechwriter when called upon, producing high quality documents and correspondence for the USAID/Bangladesh Mission Director and/or Deputy Mission Director. Must be completely computer literate, with excellent knowledge of Microsoft Office Suite (Word, Excel, and PowerPoint), as well as Google Workspace.

Candidates will be scored as follows:

Written evaluation (50% points): To be based on the Evaluation Factors listed above

Interview performance (50% points): To be based on the Evaluation Factors listed above

Total Score: **100%**

Reference Checks: **Pass/Fail**

English Language Test: **Pass/Fail**

IV. SUBMITTING AN OFFER

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Interested candidates must submit the following:

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 [HERE](#). The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.
2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:
 - a) **Education:** how a candidate's education level meets the minimum requirements.
 - b) **Work Experience:** how candidate is prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. To fully evaluate each application, every CV must include:
 - a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - b) Specific duties performed that fully detail the level and complexity of the work.
 - c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.
4. Names, contact numbers, and e-mail addresses of three professional references from individuals who are not family members or relatives.

V. WHERE TO APPLY

Applications must be addressed to:

Human Resources Office

Attention: Executive Officer

USAID, Embassy of the United States of America

*Applicants must submit the full application package via the online application portal as detailed below to be considered. Failure to do so may result in a determination the applicant is not qualified. (Online Application Process instructed below)

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Online Application Process:

*Applicants would be required to create or already have a personal GMAIL account to access the online form. *

Access the ‘USAID/Bangladesh Online Recruitment Form’ [HERE](#).

Follow the instructions within the form carefully and submit your information and supporting documents as instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission.

By submitting your application materials, you certify that all the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

VI. 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 examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

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.

VII. BENEFITS/ALLOWANCES

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

BENEFITS

- Provident Fund Contribution (10% of base salary) after successful completion of probation period
- Annual & Sick Leave
- 2 Festival Bonuses (Included in above mentioned annual package “7. Market Value”)
- Medical reimbursement
- Life insurance

VIII. TAXES

Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

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

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct
5. **PSC Ombudsman**

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

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

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-

disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.