



USAID | SRI LANKA

FROM THE AMERICAN PEOPLE

SOLICITATION #: 01-24

ISSUANCE DATE: December 11, 2023

CLOSING DATE/TIME: January 08, 2024

SUBJECT: USAID/Sri Lanka and Maldives Employment Opportunity Solicitation for a Project Management Specialist (FSN-11)

TO: All Interested Applicants

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Maldivian citizens to provide services as Project Management Specialist (FSN-11) under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be Republic of Maldives.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short-listed applicants will be contacted.

Submission will only be accepted sent via hrcolombo@usaid.gov by the closing date, January 08, 2024. Incomplete, unsigned, or applications received after the closing date will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

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 regarding this solicitation should be in writing and directed to the undersigned at: hrcolombo@usaid.gov.

Sincerely,
ANN CATHERINE
BACON (affiliate)
Ann Bacon
Supervisory Executive Officer

Digitally signed by ANN
CATHERINE BACON (affiliate)
Date: 2023.12.05 12:37:39 +05'30'

ATTACHMENT 1

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 01-24
- 2. ISSUANCE DATE:** December 11, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 08, 2024, at 1700 hours (Maldives time)
- 4. POINT OF CONTACT:** HR Specialist, e-mail at hrcolombo@usaid.gov
- 5. POSITION TITLE:** Project Management Specialist
- 6. MARKET VALUE:** Equivalent to CCNPSC Grade *11 (Step 1 MVR 402,842/- to Step 12 MVR 604,263/- per annum)*. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID, Republic of Maldives*. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Renewable contract(s) contingent upon overall satisfactory performance, continued need of the position, and availability of funds. Estimated to start upon completion of the recruitment process and obtaining necessary clearances.
- 8. PLACE OF PERFORMANCE:** Republic of Maldives
- 9. ELIGIBLE OFFERORS:** All applicants must be Maldivian citizens; the applicant is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. MEDICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The USAID Project Management Specialist will support the implementation of United States Agency for International Development (USAID) programming in the Maldives. The Specialist is responsible for liaising with the Government of Maldives; engaging with other donors; collecting, researching, managing, and distributing information associated with USAID in Maldives; and will assist with the implementation of a USAID/Maldives communication strategy. In cooperation with the mission Development Outreach Communications team, S/he will recommend development outreach approaches and content that will assist

USAID senior leadership in making strategic decisions related to future programming, communications, events and logistics in Maldives. With support from, and under the direction of, the Program Office personnel based in Colombo, S/he will perform core program support functions including strategy development, design, reporting, budgeting, and monitoring, evaluation, and learning.

2. *Statement of Duties to be Performed.*

Program Management

(55%)

- Act as the POC for the Mission related to the Maldives portfolio and with support and direction from Program Office personnel in Colombo, perform core program office functions including strategic planning, activity design, budget reporting and resource management, and Monitoring, Evaluation and Learning.
- Communicate frequently with Mission staff working on the Maldives development programming, particularly AORs and CORs for awards in Maldives. Job holder may serve as the alternate AOR/COR as needed.
- As directed, draft key reports, documents, and other forms of documentation for the development of strategic documents and performance and budget reporting to the Mission, to the U.S. Embassy, and to various Washington, D.C. audiences.
- Provide periodic analyses and summaries of activity achievements for the Maldives Portfolio, as well as occasional presentations for the Mission and relevant stakeholders.
- Occasional travel to activity sites to observe progress, perform data quality assessments in coordination with the Monitoring, Evaluation, and Learning Specialist and respective AOR/CORs, and to create development outreach communication materials.
- In coordination with the Mission Environmental Officer (MEO), ensures that Reg. 216 environmental responsibilities and the Mission's environmental policies and procedures are adhered to by contractors and grantees under his/her management.

Development Outreach and Communications (DOC) for Maldives Portfolio

(25%)

- In close coordination with and support of the Mission's DOC team, support the development of press, media relations, publicity events, and outreach activities that advance development objectives as outlined in the USAID Strategy Framework for Maldives. Coordinate information dissemination, media outreach (including social media), and public events for USAID in Maldives. Collaborate with the DOC team, and technical offices to develop timely, accurate, effective, and well-written media materials.
- Generate and maintain a standard set of narrative data related to the Mission's development portfolio including statistics, human interest stories, project impacts, for general use in briefers, outreach materials, talking points, social media following discussions with the DOC team.
- Help the Mission to understand the latest trends, challenges, and opportunities related to Maldives media front, USAID programming and effective communications and outreach.
- In close coordination with the Mission's DOC team, outline a communications strategy/action plan for USAID Maldives along with key messaging and amend accordingly.
- In close coordination with the Colombo DOC team, conduct in person and virtual training programs for USAID Maldives IP staff on an annual/biannual basis.
- Ensure timely photographic and video coverage of USAID activities. Provide USAID with digital and other media to document and communicate USAID successes and lessons as learned.

Coordinate and oversee use of photos, video and digital cameras, and any other communications technology as required.

- Assist with the translations of public information and outreach materials and social media content to Dhivehi - Maldives' local language.
- Ensure implementing partners adhere to USAID branding and marking guidelines at sites, events, and on products and materials. Recommend if waivers/exceptions are to be applied/rescinded.
- Maintain a repository of USAID communications materials for Maldives. Update/develop content as is necessary.
- Collaborate with the Mission DOC team and the Public Affairs Section (PAS) to finalize publicity materials that meet embassy and USAID messaging, to organize events to celebrate USG successes, and promote USAID work.

Coordination

(20%)

- Liaise with Government of Maldives officials on behalf of USAID. Establish and maintain an extensive range of high level, technical contacts within the Maldivian government, other donor agencies, local civil society organizations, and the private sector. Represent USAID to relevant stakeholders and other USG agencies with presence in Maldives.
- Participate in events and site visits for official visitors from the Embassy, USAID, Congress, and other USG entities. Prepare briefing materials, scene setters, and information products to support visits. Maintain a diverse list of potential sites appropriate for a variety of high-level visitors throughout the country. Coordinate with technical teams in preparing implementing partners and communities for official visitors.

3. Supervisory Relationship

The Maldives Project Management Specialist will work under the supervision of the Program Office Director, and in conjunction with the DOC team and the Maldives Program Coordinator. The Specialist works with considerable independence, initiating necessary coordination with key government and civil society stakeholders, implementing partners (awardees), other technical and support offices, a/o USG agencies. S/he must be able to establish priorities, meet deadlines, and perform with minimal guidance and little or no follow-up. The Specialist keeps the Maldives Program Coordinator updated through periodic status reports, and through verbal briefings. Completed work is reviewed from the overall standpoint of providing adequate fulfillment of responsibilities and results achieved.

4. Supervisory Controls

The supervision of other staff is not contemplated. However, the job holder will serve as an advisor and will provide authoritative guidance on matters pertaining to Maldives programming and logistics.

5. Available Guidelines

In addition to the USAID/Sri Lanka and Maldives established administrative operating procedures, policies and formats, the job holder is required to understand Mission and Agency-specific policies and procedures which govern communications, public engagements, and travel logistics. The Job holder will be required to keep abreast of evolving agency guidelines and policies, including the Automated Directives System, Mission Orders, Mission Notices, and USAID Program Strategy and Policy

Documents as is relevant. Guidelines may be general in nature and not specific to the situation at hand, requiring considerable interpretation and judgment on the part of the Specialist.

6. Exercise of Judgment

In instances not clearly covered by written guidelines, the Job holder will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. The Job holder will adhere to the Agency's Code of Ethics and Conduct.

7. Authority to Make Commitments

The job holder will have no independent authority to commit funds on behalf of the USG, the USAID/Sri Lanka and Maldives, or the Program Office.

8. Nature, Level, and Purpose of Contacts

The job holder will be required to establish and maintain positive working relationships with USAID and U.S. Embassy staff, national government officials, non-government and private sector representatives, and other foreign donor institutions. Contact will be in person, by phone, or written communication. The purpose of contact will be to: 1) Maintain open lines of communication in support of USAID issues, activities and procedures; 2) Collect, obtain, and verify information for project planning and implementation; 3) Support smooth logistics for VIP and high-level visits.

9. Time Expected to Reach Full Performance Level

One year

10. Physical Demands

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Any application that does not meet the requirements stated below will not be evaluated. Only short-listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

- a. **Education:** Completion of a bachelor's degree in the fields of social or research sciences, international affairs/relations, political science, development, mass communications, or other sector relevant to development studies, or international programs is required.
- b. **Prior Work Experience:** A minimum of five (5) years of work experience in progressively responsible project management and/or communications related positions is required.
- c. **Post Entry Training:** The Job holder will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's policies and procedures that govern: 1) Program Office functions;

strategy development, monitoring, evaluation, and learning, budget management, outreach and communications, and donor coordination, and AOR/COR training if necessary.

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:** The job holder must possess a very high degree of proficiency in both written and spoken English (Level IV), as well as Level IV proficiency in Dhivehi. Given the nature of the position, effective written and oral communications are critical to perform successfully.
- e. **Job Knowledge:** A comprehensive knowledge of the concepts, principles, techniques and practices behind effective communication and relationship management is required. The ability to create messaging across a variety of media, including print, blogs, social media, video, and speeches, and experience with the planning or execution of video content is necessary. Computer literacy, including MS Word, PowerPoint, Excel, Gmail suite, scheduling, and logistical management tools; and a photo editor and graphic illustrator, along with some understanding of a web content management application is necessary. Knowledge of event coordination and a background in supporting event logistics in Maldives is required.
- f. **Skills and Abilities:** A strong ability to review, write, edit communications materials; work in a fast-paced environment; and work as part of a team is required. The Maldives Project Specialist will be a main POC for USAID in Maldives working primarily remotely, and therefore requires strong interpersonal skills; the ability to follow through on all assignments with minimal oversight; and the capacity to work effectively as a team member in a culturally diverse Mission team.

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>.

To be considered for this position, applicants must meet the required qualifications stated above. For those who it is determined meet the required qualifications, further consideration and selection will be based on panel assessment of the Selection Criteria listed below:

- a. Prior Work Experience
- b. Language Proficiency
- c. Job Knowledge
- d. Skills and Abilities

USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection. Reference checks will be conducted for top candidate(s).

SUBMITTING AN APPLICATION

Step 1: Visit the following website: <https://www.usaid.gov/sri-lanka/careers> and download Form AID 309-2 - Offeror Information for Personal Services Contracts with Individuals

Step 2: Complete Form AID 309-2. The applicant must answer all the questions in the form.

Step 3: Compile the below documents as one attachment:

1. Completed Form AID 309-2 (Incomplete forms will is not accepted)
2. Cover letter explaining your qualifications for the position.
3. Updated curriculum vitae/resume (no more than five pages)
4. Names of at least five non-related references with current telephone numbers and e-mail addresses
5. Copies of all relevant certificates

Step 4: Submit the attachment via email to hrcolombo@usaid.gov.

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors: The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding or submit an approved reasonable accommodation to the Contracting Officer. If the contractor does not meet this requirement the contract may be terminated. **See “Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042” in Section VI below*

III. 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) Conditional Offer Letter
- (2) Salary Offer Letter
- (3) Security Eligibility
- (4) Medical clearances or Statements
- (5) Other required documents
- (6) Negotiation memo with responsibility determination

IV. BENEFITS AND ALLOWANCES

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

BENEFITS:

- (1) Ramadhaan Bonus

V. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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

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

- (1) **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

Insert the following clause in all solicitations and contracts for personal services with individuals performing in the United States or its outlying areas. COs may incorporate this requirement into new solicitations and resulting contracts for personal services with individuals performing outside of the United States or outlying areas (United States National (US), Cooperating Country National (CCN), and Third Country National (TCN), depending on local conditions.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

- (2) **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

(A) ITEM NUMBER	(B) SUPPLIES/ SERVICE (DESCRIPTION)	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT MVR
0001	Compensation Basic Salary = Grade (equivalent): 11 Step (equivalent): (XX) <i>per the Local Compensation Plan (LC</i>	1	MVR	XXX	XX
0002	Benefits Bonus (Ramadhaan)	1	MVR	XXX	XX
	Grand total payable in contract			XXX	
	Contract Daily Rate /1			XX	
	Contract Hourly Rate /1			XX	

- (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/OGE%20Regulations>.
- (5) **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.