



USAID
FROM THE AMERICAN PEOPLE

SRI LANKA

SOLICITATION #: 11-23
ISSUANCE DATE: September 27, 2023
CLOSING DATE/TIME: October 26, 2023
SUBJECT: USAID/Sri Lanka and Maldives Employment Opportunity Solicitation for a Project Management Specialist (FSN-10)
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-10) 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, October 26, 2023. 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 Bacon
Supervisory Executive Officer

ATTACHMENT 1

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** 11-23
- 2. ISSUANCE DATE:** September 27, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 26, 2023, 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 *10 (Step 1 MVR 334,368/- to Step 12 MVR 501,557/- 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. 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 (PMS) will serve as an Activity Manager, expert, and advisor on issues related to: a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or f) legislative function and processes.

S/he will demonstrate an appreciation for the roles and responsibilities of stakeholders in the government, Parliament, the judiciary, civil society, political parties, and the media in the Maldives' governance. The PMS will provide reporting and analysis on related issues to USAID and the U.S.

Embassy. The incumbent is expected to assist with strategic planning USAID's good governance, elections, and political transitions, and/or legislative system strengthening programs.

The PMS will be responsible for regular reporting on his/her portfolio of assignments, as well as the Maldivian context as it relates to GVP domains. S/he will play a lead role in regular performance reviews to assess progress in his/her portfolio against the mission's development objectives. The PMS will advise the GVP Office and broader USAID mission on significant trends and recommendations pertaining to his/her portfolio. The PMS assists in preparing the mission's annual Performance Plan and Report, in order to capture programmatic performance of his/her portfolio. The Specialist will ensure that activity performance data is linked to the Development Information System managed by the Office of Program and Policy Support (PPS) and support the PPS Office's requirements related to a mission-wide database to track indicators in an efficient and transparent manner.

The incumbent will manage GVP programs as assigned. This can include programs to strengthen the institutional capacity of the local government authority or government bodies or support good governance and civic engagement programs in Maldives. The PMS will manage and monitor USAID assistance, including the provision of technical direction and leadership to the implementing contractor/grantee teams during and following the development of annual work plans. The PMS will ensure that USAID programs are effectively implemented in accordance with U.S. law and USAID regulations, the contract/agreement, and the approved annual work plan in order to achieve results. S/he reports directly to the Director of the Governance and Vulnerable Populations Office or designate.

Travel requirements include:

- S/he will be expected to travel regularly to all areas of operation, allowing USAID to develop and manage critical relationships, monitor, and evaluate programs, maintain up-to-date analysis of the dynamic political and social situation, and allow USAID to seize windows of opportunity as they arise.
- The PMS will also be expected to travel to Sri Lanka regularly to meet with Office Directors and Program Managers.
- The Specialist will be required to support trip planning and execution for high level U.S. Government officials to monitor USAID/Maldives activities.

2. *Statement of Duties to be Performed.*

This PMS position requires technical expertise that will inform USAID programs in the areas of democratic governance, elections and political processes, peacebuilding, transitional justice, and/or preventing violent extremism. The incumbent must maintain current knowledge and information on a broad array of socio-economic, political, and development issues affecting Maldives and U.S. Government priorities for Maldives.

Project Management

70%

The job holder provides expert advice and plays a supporting role in the areas of strategic planning, project design and analysis, management, structure, and documentation of projects. Assists in the approval process for new awards and sub awards, ensuring that proposed assistance requests are in line with USAID priorities and regulations. Supports monitoring and evaluates projects by conducting regular meetings and quarterly monitoring visits, as well as reviewing project reports and related issues. Troubleshoots and contributes to problem solving for issues identified during project implementation. Supports coordination with prime and subsidiary implementing partners to ensure effective program implementation and timely submission of reports (including quarterly

reports, financial reports, and indicator data). Provides monitoring, evaluation, and learning for day-to-day oversight of USAID's GVP assistance in Maldives. Maintains an organized and professional work environment at all times, meeting USAID file management requirements. Assists in the development and technical review of program budgets. Provides technical analysis, feedback, and recommendations to USAID officers towards improving program design, management, performance, and outcomes. Maintains close contact and foster new relationships with local stakeholders and international partners on contextual and programmatic issues affecting program performance, implementation, evaluation, impact and sustainability, and/or other matters.

- o When required training is completed, the job holder, serves as an Activity Manager for more than one GVP program, eventually and potentially transitioning into the role of AOR/COR:
 - Maintains complete and auditable financial records for programs managed. Tracks the financial status and expenditures of relevant programs, and process incremental funding actions.
 - Prepares documents (budgets, Statements of Work, evaluation criteria, required memos, etc.) and lead administrative actions for program management using USAID procurement platforms: Global Acquisition and Assistance System (GLAAS). Tracks, follows-up, and monitors procurement actions through the Financial Management, Contract, Program, and Executive Offices.

The job holder ensures that monitoring and evaluation (M&E) plans for relevant projects are in place and that activities are developed and implemented against logical frameworks in order to contribute to results. S/he works with USAID officials, implementing partners (IPs), and relevant host-government counterparts to ensure activity monitoring, evaluation, and learning plans (AMELPs), work plans and implementation letters include relevant and effective performance measures that provide results information and accurate measurements of activity impact. Supports office-wide gathering and reviewing of annual and quarterly monitoring and evaluation reporting, such as the Period Performance Review, the Performance Management Plan, and contributions to monitoring performance on the Integrated Country Strategy. Designs and manages internal and external project performance evaluations. Advises on specific measurement and appraisal techniques appropriate for relevant projects and activities. Conducts rolling analysis and ongoing assessment of the operational and policy environment towards identifying new strategic or tactical opportunities to advance USG objectives through assistance activities. Assists in conducting data collection analysis for the USAID/Maldives' Annual Report, Congressional Budget Justification, and Performance Monitoring.

Research, Analysis, and Reporting

30%

The job holder serves as the lead USAID FSN expert on a) elections and political transitions; b) anti-corruption and good governance, and/or c) legislative function and processes in the Maldives context. Provides technical advice and collaboration in the development and implementation of relevant USAID programs and activities. Coordinates and develops partnerships with other donor agencies working on a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or f) legislative function and processes. Develops a professional network of practice with other Maldivian and international professionals working on similar issues in the Maldives. Maintains readiness to brief USG officials on the progress of programs on a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or f) legislative function and processes. Monitors publications and educates team on new information in relevant sectors, in Dhivehi and English. Ensures senior level communication with government, civil society, media, private institutions, and other donor representatives, to provide issue-oriented briefings and presentations.

3. Supervisory Relationship

The Director of the GVP Office or their designate will supervise the PMS and provide technical direction. The PMS is expected to work independently and as part of a team, while seeking technical and policy guidance from the supervisor. The incumbent is responsible for independent time management and establishment of own work priorities.

4. Supervisory Controls

The supervision of the other USAID staff is not contemplated.

5. Available Guidelines

The incumbent is expected to follow standard USAID regulations in carrying out all project management responsibilities. Sources include ADS, USAID Handbooks, OMB circulars, FAM, and Mission Orders.

6. Exercise of Judgment

Need to exercise considerable judgment in discussions with senior government officials and in advising implementing partners to have effective programs and in conducting adequate oversight (M&E) of awards. The incumbent is also expected to exercise superior judgment in analyzing political and conflict dynamics in relation to program development and issues related to his/her portfolio. S/he must exercise considerable judgment in interpreting and adapting existing precedents and in developing new or improved approaches to analyze, formulate and present authoritative information for potentially controversial subjects of national or international scope.

7. Authority to Make Commitments

The Job Holder exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor.

8. Nature, Level, and Purpose of Contacts

The incumbent must work closely with mid-to-senior level host country policymakers and consistently provide authoritative information and analysis upon which major long-range USAID/Maldives policy decisions can be made. Consequently, the incumbent will have a wide range of contact with international, local NGOs, other donor agencies, senior Maldivian government officials in Male and elsewhere, and other senior-level stakeholders. Incumbent will represent USAID to other Embassy/USG officials, GoM officials and others as required. Contacts with senior policymakers and staff from host country government institutions will be frequent and recurring since the incumbent will be working in both a liaison and an advisory capacity. Strong working relationships must also be developed and maintained with other USAID and GVP staff and implementing partners.

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:** Minimum of a bachelor's degree or equivalent in a relevant field, such as public policy, political science, public/business/finance administration, international relations, international development, law, peace studies, governance, or other closely related field.
- b. **Prior Work Experience:** At least five (5) years of progressively responsible experience in planning, developing and/or managing programs focused on democratic governance, electoral processes, peacebuilding, transitional justice, and/or preventing violent extremism. Demonstrated experience using analysis, monitoring and evaluation tools, and other inputs to adapt programs for greater impact. Prior work experience should demonstrate that the candidate understands international donor programs. Demonstrated experience maintaining strong working relationships with local stakeholders, implementing contractors/grantees, and other donors. And prior work experience should demonstrate that s/he has the capacity and flexibility to manage complex activities under shifting and difficult conditions.
- c. **Post Entry Training:** The incumbent will be expected to possess the necessary technical skills required to perform the duties/responsibilities required of the position. Post-entry training will be focused primarily on USAID's established policies, procedures, and regulations that govern: 1) USAID-specific Agreement/Contracting Officer's Representative responsibilities/duties; 2) USAID-specific activity management and procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management. Where necessary and possible, additional training will be provided in technical areas related to the incumbent's portfolio.

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** (*List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr:* Level IV for oral and written fluency in English and Dhivehi is required. The incumbent will be required to independently prepare and edit complex technical documents and correspondence at a professional level.
- e. **Job Knowledge:** The Program Management Specialist must have thorough technical knowledge and experience in at least two of the following six fields: a) good governance and anti-corruption b) the rule of law, c) civil society development, d) elections and political processes, e) youth development and civic education, and/or c) legislative function and processes. The incumbent requires program management expertise and experience to manage for results in a politically sensitive environment. The incumbent will advise the Government and Vulnerable (GVP) Office and broader USAID mission related to his/her

portfolio. Expertise in monitoring and evaluating long-range projects or proposals, as well using contextual analysis and data, to adapt program to achieve results in a complex governance environment. S/he must possess demonstrated knowledge of Maldivian politics, important political figures in one or both governments/civil society/media, and an advanced knowledge of the historical political environment. Knowledge of the U.S. political and institutional context and USAID rules and regulations would be beneficial.

- f. **Skills and Abilities:** This position requires a broad combination of technical, analytical, leadership, and managerial skills. Excellent organizational skills and the ability to juggle multiple competing tasks at one time. Demonstrated ability to work independently and in collaboration with other team members and units. The PMS should be a professional capable of engaging with key Maldivian stakeholders at all levels, as well as representing USAID and the U.S. Embassy with host country officials and donor counterparts. They must have the ability to establish and maintain contacts with counterparts and stakeholders is required, i.e., Maldivian government officials at the national and atoll level, civil society, academics, religious leaders, etc. The ability to communicate effectively and professionally, both orally and in writing, is necessary. The ability to obtain, evaluate and interpret factual data and to prepare precise, accurate and complete reports is necessary. The ability to recognize significant developments and trends reflected from collected data and bring it to the attention of supervisors is required. Knowledge of and ability to use word processing and data management applications effectively, including Microsoft Office Suite, Gmail and other Google applications, and internet applications.

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): 10 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.