

SOLICITATION	NUMBER:	72051418B00001
JOA (DOS):		

ISSUANCE DATE: January 26, 2018 CLOSING DATE/TIME: February 09, 2018

SUBJECT: Solicitation for a U.S. Personal Service Contractor (USPSC) - U.S. Citizen or a U.S. Resident Alien - Senior Inclusive Development Advisor, GS-13

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the personal services under contract as described in this solicitation. For further information about USAID/Colombia please visit https://www.usaid.gov/colombia.

The applicant must meet requirements as described in the attached Solicitation and submit the application package electronically to bogotausaidhrteam@usaid.gov as outlined in Section IV, "How to Apply". Please cite the solicitation number and position title within the subject line of your email application. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

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 application.

Any questions must be directed in writing to the Point of Contact specified in the attached information or to bogotausaidhrteam@usaid.gov.

Sincerely,

Tel: (571) 2752000

www.usaid.gov

Edel Perez-Campos

Contracting Officer

ATTACHMENT 1

SOL #72051418B00001

U.S. Agency for International Development Cra 45 # 24B – 27, Gate 2 Bogotá COLOMBIA

1. SOLICITATION NUMBER:	SOL: 72051418B00001
2. ISSUANCE DATE:	January 26, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	February 09, 2017 no later than 16:00 Colombian Time
4. POSITION TITLE:	Senior Inclusive Development Advisor
5. MARKET VALUE:	GS-13 (\$75,628 - \$98,3171) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	Initial period of one year with options for four one-year extensions. Extension will depend on the need for continuations of services, availability of funds, and satisfactory performance.
7. PLACE OF PERFORMANCE:	USAID/Colombia with possible travel as stated in the statement of work.
8. WHO MAY APPLY:	U.S. citizens and U.S. permanent resident aliens who, at the time of recruitment, reside in Colombia.
9. SECURITY LEVEL REQUIRED	As an employment precondition, the successful applicant is required to obtain a HSPD-12 level security clearance.

The purpose of this solicitation is to contract a U.S. citizen or U.S. resident alien to provide personal services in Colombia (also referred to as a "resident hire USPSC"). In summary, a resident hire means a U.S. citizen or U.S. permanent resident alien who, at the time of recruitment as a PSC, resides in the cooperating country. For further information regarding this contracting mechanism, please see ADS 309, and AIDAR, Appendix D.

10. STATEMENT OF DUTIES

10.1 General Statement of Purpose of the Contract

The incumbent provides technical support to develop and implement programs, practices, and policies with a gender and social inclusion focus, and assures the Mission's compliance with USAID global and USAID/Colombia gender and social inclusion policies and requirements—inclusive of the Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) population, persons with disabilities, Afro-Colombian and Indigenous persons, and youth. The Senior Inclusive Development Advisor performs this function across USAID/Colombia's different offices, serving in a technical advisory role to report on and implement USAID's inclusive development policies. The incumbent will also lead efforts of technical skill and capacity development; promote learning and network on behalf of the USAID/Colombia mission; guide all mission staff in its mandate to ensure that all programs promote gender equality and inclusive development; and advise mission leadership and Washington colleagues on pertinent issues.

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The Senior Inclusive Development Advisor's employment position is part of USAID's efforts to significantly enhance its senior-level gender expertise, especially in the field, in order to implement the agency's Gender Equality and Female Empowerment Policy (2012) among others. The field level expert staffing is an ambitious effort at catalyzing field level programming and results, and providing technical leadership to advance USAID's gender and social inclusion learning and research agenda, guide skill and capacity development of USAID colleagues, and conduct program and policy dialogue with international donors, Government of Colombia representatives, the private sector, and civil society.

10.2 Duties to be Performed

The Senior Inclusive Development Advisor provides highly qualified policy and technical advice. At least 75% of the Senior Inclusive Development Advisor's time is expected to focus on the gender aspect and requirements of the position, with remaining time focusing on other inclusive development policies. The position will be located in the Mission's Program Office, but will require close collaboration with staff from all offices and across the embassy in order to develop strategies and plans, activities, and monitoring indices to assure gender equality and inclusive development throughout the Mission's programs.

The Senior Inclusive Development Advisor is a recognized gender expert, forming and leading the USAID Gender Working Group and the USAID Interagency Working Group on Inclusion, advising directly USAID mission leadership, guiding the entire USAID mission in its mandate to ensure that all programs address relevant gender and social inclusion gaps and promote gender equality overall, and provide key support services on gender analysis and other tools to the mission.

Within this framework and under the general supervision of the Director of the Program Office, the Senior Inclusive Development Advisor's duties and responsibilities include, but are not limited to, the following:

10.2.1 Policy and Program Development, Implementation, and Monitoring

- Oversees and directs planning and implementation of activities under the Gender and Social Inclusion Mission Order (2015), including development of the Gender and Social Inclusion Strategy, and formation of working groups within the Mission. Provides technical support to Mission staff to strengthen the implementation of the Gender Mission Order. Provides technical support and recommendations concerning the adoption and implementation of other mission orders, policies, and practices relevant to inclusive development.
- Recommends integration of inclusionary principles in planning, implementation, monitoring and evaluation of programs, projects, and activities. Ensures that the Mission: 1) integrates programs and concepts of gender equality, female empowerment and social inclusion in all development activities; 2) complies with the Agency's Gender Equality and Female Empowerment Policy, National Action Plan on Women, Peace and Security, Counter-Trafficking Policy, the LGBT Vision, and the United States Strategy to

Prevent and Respond to Gender-based Violence Globally, among others; and 3) adheres to ADS 205 gender integration and inclusive development requirements.

- Monitors compliance with gender and social inclusion requirements and meets regularly
 with Mission technical and management teams to evaluate and report on progress toward
 gender integration in Operational Plans, Performance Plan and Reports, and Portfolio
 Reviews, and to assess inclusive development within the Mission—providing feedback
 and guidance.
- Identifies promising interventions that advance gender equality and inclusive development, and works with technical teams to guide and evaluate possibilities for integration into new or existing programs.
- Assists technical teams to develop and implement meaningful and appropriate monitoring and evaluation to highlight gender and inclusive development issues, including performance measurements and indicators as needed.
- Serves as Assistance Officer Representative (AOR), responsible for management of assistance activities, including financial management, progress monitoring, communications, grant revisions and other issues as they arise.
- Backstops technical offices as a program office representative for the purposes of improved communication, technical assistance, guided reporting, PAD amendment duties, and other support as required.
- Develops and reviews Statements of Work and Terms of Reference for required gender analyses, relevant gender and inclusive development assessments, and other related analytical products for use throughout the program cycle.

10.2.2 External Liaison, Outreach, and Reporting

- Develops and maintains active dialogue and relationships with key counterparts at the local and national level, including other donors and donor groups (e.g., the Mesa de Género), roundtables, Colombian government offices and officials (e.g., the Office of the Presidential Advisor on Gender, municipal gender and inclusive development entities or institutions), civil society organizations, universities and think tanks, and others as relevant.
- Responds to requests for information pertaining to gender and/or inclusive development from USAID/Washington, other USAID missions, the Department of State, Congress, as well as internal requests from within the Embassy, and represents USAID on the Embassy's Interagency Inclusion Working Group.
- Liaises and collaborates closely with the USAID/Latin America Bureau, the USAID/Policy Planning and Learning (PPL) Bureau and other U.S. government agencies on inclusive development issues (such as the LGBTI community) and efforts, including (but not limited to) data and information sharing, strategic planning, document or policy

review and input, analyses, and assessments. Serves as the Mission's Gender "Point of Contact" for any other USAID or outside agencies or entities, and participates virtually in the USAID/Washington Gender & LGBTI Champions Working Groups or subsequent gender working groups.

- Liaises and collaborates closely with the USAID/PPL Bureau Senior Persons with Disabilities (PWD) Advisor, the USAID/DCHA/SPANS office staff, and other U.S. government agencies on PWD inclusion efforts, including (but not limited to) data and information sharing, strategic planning, document or policy review and input, analyses, and assessments. Serves as the Mission's PWD "Point of Contact" with other USAID or outside agencies or entities.
- Monitors, reports, and provides updates to USAID/Washington on significant issues and developments related to gender and inclusive development in Colombia.
- Documents and shares success stories within the region on best practices from USAID/Colombian including evidenced-based and innovative strategies and programs that are reducing gender gaps and empowering women and girls to inspire others to adopt these practices, as well as mission-developed tools for the integration of gender and social inclusion.

10.2.3 Mission Training and Teamwork, and Other Duties

- Monitors, reports, and provides technical updates to senior management and Mission staff on relevant events and issues pertaining to gender and inclusive development. Drafts or ensures that relevant data on gender and other inclusionary efforts are included in Mission reporting.
- Helps to create, facilitate, and lead a USAID/Colombia Gender Working Group to advance a Gender Action Plan and to ensure gender and social inclusion integration into technical priorities.
- Identifies needs for Mission and implementer training, and provides or coordinates the provision of needed trainings annually.
- Documents and disseminates best practices and lessons learned from inclusionary development efforts.
- Drafts or arranges for the preparation of "Success Stories" reflecting the Mission's programming and activities to advance gender, female empowerment, and inclusive development.
- Drafts and distributes periodic internal bulletins or newsletters.
- Availability to work additional hours beyond the established 40-hour workweek, including weekends may be required.

 Availability for local and international travel, as well as for temporary duty (TDY) to attend appropriate workshops, trainings and meetings, and to provide technical support may be required.

10.3 Supervisory Relationship and Controls:

The Senior Inclusive Development Advisor is the most senior gender and inclusive development expert at the Mission, and is under the direct supervision of the Program (PRO) Office Director.

The Program Office Director provides broad direction (i.e., general direction) to the Senior Inclusive Development Advisor, and provides limited supervision of daily responsibilities and assignments. Given their technical expertise, the Senior Inclusive Development Advisor is expected to resolve all technical issues without supervisory involvement or guidance, and has wide latitude for the exercise of independent judgment in their technical area. In performing his/her duties, significant judgment is required to interpret this broad guidance before planning, designing and carrying out the steps required to comply with guidance and maximize USAID's efforts to achieve its objectives.

11. AREA OF CONSIDERATION:

- Be a U.S. citizen or U.S. permanent resident alien ("green card holder");
- Submit a complete application as outlined in the solicitation section titled **HOW TO APPLY**;
- Be able to obtain a HSPD-12 level security clearance;
- Be able to obtain a medical clearance;
- Employment is subject to funds availability and required approvals.

12. PHYSICAL DEMANDS

The primary location of work will be on the U.S. Embassy/USAID compound in Bogota/Colombia. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions must be directed in writing to the Point of Contact specified in the attached information or to bogotausaidhrteam@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education**: A Master's degree or equivalent in a social science is required. Specialization in gender and inclusive development is required.
- b. **Prior Work Experience**: The candidate must have at least eight years of experience working to promote the inclusion of vulnerable populations (women, children, youth, LGBT, and indigenous populations). At least four years of experience as a gender

advisor, consultant, or evaluating and addressing gender considerations in development projects, including significant experience working with international organizations, implementing partners, and/or civil society organizations. Experience in Latin America is required.

- c. Knowledge: Knowledge of inclusive practices and gender-focused programming in an international development context. Knowledge of principles, concepts, and methodologies involved in the design, development, implementation, management, and evaluation of technical assistance programs. Demonstrated knowledge of and experience in monitoring and evaluation, including performance evaluation or indicator development.
- d. **Skills and Abilities**: Ability to analyze and evaluate complex development issues across sectors. Demonstrated ability in program design and evaluation, strategic planning, and program coordination/implementation. Strong interpersonal and team-building skills and ability to work with tact, diplomacy, and resourcefulness across cultures with diverse teams, as well as across USG and Colombian agencies, institutions, and contacts, including inter-agency teams, high-level officials, and grassroots organizations and civil society contacts. Excellent strategic, analytical, written, and oral communication skills. Ability to work independently with minimal supervision. Willingness to travel periodically, both within Colombia and internationally.
- e. Commitment to inclusive development goals: Demonstrated commitment to overarching goals and objectives of inclusive development and desire to advance those goals on behalf of and within the framework of the Mission. Examples of such commitment may include, but are not limited to, prior professional or personal efforts on behalf of women, the LGBT community, or persons with disabilities, community involvement, or statements or other expressions of support.
- f. **Language Proficiency**: Highly/Full professional proficiency in English (Level 4/4, written/spoken). Spanish proficiency (Level 3/3, written/spoken), which is a professional working proficiency; or higher.

All applicants must attach a copy of a valid language test results in the non-primary language (English and/or Spanish) to be eligible for consideration. USAID Colombia will only accept the language tests administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes. Please follow instructions below on the section titled "Language Testing Procedures".

III. GENERAL INSTRUCTIONS

Applications must be submitted in accordance with the instructions in the section titled How to Apply. Incomplete applications may be eliminated from further consideration. All documentation will be reviewed to ensure applicants meet the minimum requirements, and candidates who do not meet the minimum requirements will not be scored.

Applications will be further evaluated in accordance with the evaluation factors listed below. Candidates may be invited to take a written technical test. Finalist candidates may be interviewed. Reference checks may be requested. The applicant's references must be able to provide substantive information about his/her past performance and abilities. 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; USAID will delay such reference checks pending the applicant's concurrence.

3.1 EVALUATION FACTORS

Those applicants who meet the minimum qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. In a supplemental narrative included with the application package, applicants must address each evaluation factor below and cite specific examples. Responses are to be <u>submitted in English</u>, limited to 500 words (approx. 1/2 typewritten page) per factor using Times New Roman 12; the document must have one (1) inch margins. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor.

Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the evaluation factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Knowledge, Skills, and Abilities: The extent to which the applicant's relevant knowledge, skills, and abilities meet or exceed the requisite levels of knowledge, skills, and abilities set forth in the statement of duties.

FACTOR #2: Prior Work Experience: The extent to which the applicant's relevant experience and technical expertise meets or exceeds the requisite levels of professional experience set forth in the statement of duties.

FACTOR #3: Language Proficiency: The extent to which the applicant meets or exceeds the required oral and written language ability set forth in the minimum qualifications section above. The supplemental document will be considered in scoring this factor.

FACTOR #4: Education: The extent to which the applicant meets or exceeds the required level of education described in the minimum qualifications section above.

3.2 BASIS OF RATING

Applicants who meet the minimum qualifications and basic eligibility requirements will be further evaluated based on their responses to the evaluation factors in the supplemental document. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and on their professional reference checks. The applicant rating system is as follows:

Evaluation Factors

Factor #1 25 points Factor #2 30 points Factor #3 10 points Factor #4 5 points

Interview & Written Technical Test Performance: 30 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. HOW TO APPLY

All applications must be submitted by e-mail with the subject line **SOL:** 72051418B00001

- Senior Inclusive Development Advisor to bogotausaidhrteam@usaid.gov

Attention: Executive Officer

USAID/Colombia

Human Resources Office

Applicants must submit their application by the closing date and time specified in Section I, item 3. Late applications will not be considered.

Qualified applicants must submit the following documents (all documents must be in English) or their applications will not be considered for this position:

- 1. Completed and signed USAID form AID 302-3, "Offeror Information for Personal Services Contracts", which is available at the following website: https://www.usaid.gov/forms/aid-302-3
- 2. Cover letter (1 page).
- 3. Current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (education/experience) in order to evaluate the application in accordance with the evaluation criteria; provide periods of performance where possible (maximum 3 pages).
- 4. Supplemental document with written responses to the evaluation factors describing specifically what experience, training, education, etc., the applicant has received relevant to each selection criteria (maximum 3 pages).
- 5. Valid language test results (no page limit).
- 6. Minimum of three (3) professional references with complete name, title, organization where he/she works, description of relationship, and with working/accurate telephone and e-mail numbers. These professional references must not be family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference must be from a current or former supervisor (1 page).

4.1 LANGUAGE TESTING PROCEDURES

Most of the positions at the U.S. Embassy require specific levels of both Spanish and or English.

All applicants must submit a valid language test result in the non-primary language (English and/or Spanish).

The test result(s) must be submitted along with the application; otherwise the application will not be considered.

For recruitment purposes the United States Mission Colombia will only accept the language tests as follows:

English and/or Spanish:

Test administered by AVANTI Language School SAS, the Foreign Service Institute (FSI) and other Official U.S. Government Language testing institutes.

Language test results are valid for one year, and must be valid on the date the application is submitted.

If applicants do not have a valid language score from one of the above mentioned Language Institutes, they may contact the following Institute to be tested in English and/or Spanish as required:

Avanti Language School: Carrera 21 # 87 - 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to **academic@avantilanguageschool.com** - For further information please contact PBX: 634-6637 or mobile 321-463-6470. Cost of language test is the applicant's responsibility.

**Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.

V. IMPORTANT CONSIDERATIONS:

At the time of application, candidates must fully meet the education requirement (degree and/or diploma already received) as specified, and must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will need to provide proof of education such as valid copies of degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will eliminate the candidate from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF. ZIP files will not be accepted. Note that attachments to emails must not exceed 20 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted and may be interviewed.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

USAID reserves the right to obtain information on finalists from any and all sources inside or outside the US Government.

VI. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful candidate of being selected for a contract award, the CO will provide him/her instructions about how to complete and submit the following forms.

- 1. Declaration for Federal Employment (OF-306)
- 2. Contractor Employee Biographical Data Sheet (AID 1420-17)
- 3. Medical clearance
- 4. Questionnaire for Non-Sensitive Positions (for National Security) (SF-85)
- 5. Fingerprint Card (FD-258) if it is needed for security clearance

VII. BENEFITS and ALLOWANCES

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

Salary: Will be determined by the USAID Contracting Officer within the GS–13 salary range based on experience, qualifications, and salary history.

Benefits:

- Health Insurance
- Life Insurance
- Eligibility for Worker's Compensation
- Annual Leave & Sick Leave
- FICA contribution
- USPSCs may participate in a (401 (k) Defined Contribution Pension Plan (see ADS 637). Note that USAID does not contribute any monies to Plan participant accounts.

Allowances/Differentials: No allowances/differentials are authorized for this resident hire USPSC position.

VIII. TAXES

Taxes: This position is taxable; incumbent will be required to pay US Federal income taxes and/or Colombian taxes, and as applicable U.S. state income taxes. USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion. FICA, and other payroll deductions may apply.

IX. 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/sites/default/files/documents/1868/aidar 0.pdf
- 2. Contract Cover Page form **AID 309-1** available at https://www.usaid.gov/forms.
- 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/OGE%20Regulations.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.