

SOLICITATION NUMBER: 72039118R10014

ISSUANCE DATE: July 13, 2018

CLOSING DATE/TIME: July 29, 2018 (11:59pm local time)

SUBJECT: Solicitation for the FSN-11 USAID Project Management Specialist (Education) Cooperating Country National Personal Service Contractor (CCNPSC) (Local Compensation Plan)

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, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

Sincerely,

/s/

Nathan Drury
Contracting Officer

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www.usaid.gov/pk

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72039118R10014

2. ISSUING DATE: July 13, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 29, 2018 (11:59pm local time)

4. POSITION TITLE: USAID Project Management Specialist (Education)

5. MARKET VALUE: Basic Annual Rate: 2,953,276 – PKR 5,611,216

(FSN-11) – see Section VI.

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Pakistan forms the basis of compensation. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. This salary range is not inclusive of other benefits and allowances.

6. PERIOD OF PERFORMANCE: Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five year period, with possible renewal pending continued need for the position and funds availability.

7. PLACE OF PERFORMANCE: Islamabad, Pakistan

8. SECURITY LEVEL REQUIRED: Personnel Security / Facility Access required

9. STATEMENT OF DUTIES:

The Senior Youth Advisor serves as the principal technical advisor and key resource on youth programming for the USAID/Pakistan Education Team. The incumbent provides expert policy analysis, strategic direction, and technical guidance on the design, implementation, and monitoring/evaluation of USAID/Pakistan's Youth Engagement and Workforce Development programming. The incumbent is an accomplished professional in youth programming with direct experience managing national-level programs in youth engagement, workforce development and/or education, and is fluent in the economic, political, education, and social landscape of Pakistan.

The Senior Advisor serves as the principal manager of at least one large, multi-year, Mission-wide activity. The incumbent represents USAID activities and programs to senior U.S. government and host government officials, other donor agencies, PVO/NGO counterparts, and private sector companies. S/he engages with other USAID and U.S. Embassy technical, regional, and support offices in the principal role of coordinating policy, institutional analyses, and programmatic decisions about future grants, awards, and contracts. S/he may supervise up to 3 local staff and serve as a formal mentor to junior staff.

a. Program Management and Monitoring

60 %

The Senior Youth Advisor is responsible for directing, coordinating, and monitoring activities necessary to attain specific, measurable results in the USAID/Pakistan youth development portfolio. S/he oversees a mission-wide, multi-sectoral, multi-year Youth Engagement and Workforce Development program, which includes directly managing grants, contracts, and technical assistance programs worth up to \$250 million. S/he provides advisory inputs, constructive feedback, and exercises specific approval authorities as delegated by the Contracting Officer (by serving as the AOR/COR). S/he manages daily programmatic activities with implementing partners, conducts quarterly site visits and inspections, and maintains official documentation of USAID youth programs. S/he ensures that implementing partners receive necessary information and guidance on USAID regulations, policies and procedures, audit regulations, logistical support services, and assistance with in-country issues.

The Senior Advisor conducts detailed budgetary analyses and prepares/delivers financial reports to the Office and/or Mission, as needed. The incumbent is responsible for ensuring that USAID youth programs are in compliance and reflect ongoing developments in Pakistan's economy that best align workforce development and training to market needs. S/he serves a principal advisor to the Education Office Director and to Senior Mission leadership regarding the programmatic, operational, and strategic direction of the youth development portfolio.

b. Technical and Policy Analysis

25%

As the principal technical and policy advisor on youth development across the Mission, the Senior Advisor provides frequent in-depth policy analyses and technical leadership on youth engagement, workforce development, and education programming. The incumbent is responsible for analyzing local, national, regional, and global trends related to youth; analyzing provincial and national policies on workforce development, education, technical and vocational training, and employment; assessing the effectiveness of workforce development and youth engagement programs; conducting and/or synthesizing results of labor market assessments; and providing technical guidance to align educational and/or skill development programs with workforce needs. The Senior Advisor is responsible for cultivating a broad range of contacts, including with bilateral donors, multilateral organizations, the private sector, academia, and implementing partners to identify and shape best practices in planning, implementing, managing, and monitoring workforce development and youth engagement activities; ensuring USAID projects complement and align with Pakistan's national and provincial education, youth, and workforce development policies and plans, the USAID Global Education Strategy, and other U.S. and Government of Pakistan policies. S/he will serve as one of the USG's principal liaisons to the Ministry of Youth and the Ministry of Education (federal/provincial). S/he will also collaborate with representatives of the private sector to align workforce development and training programs with market needs and to create partnerships that leverage USAID investments.

c. Strategic Planning and Program Design

15%

The Senior Youth Advisor provides substantive technical input and manages the conceptualization, design/redesign, planning, and monitoring of USAID/Pakistan's Youth Engagement and Workforce Development programs and strategy. The Senior Advisor will work directly with staff at USAID/Washington, the 'interagency' (Department of State in Islamabad and respective Consulates), USAID Provincial Offices, and Activity Managers to coordinate various USAID and USG education and youth-related programs; lead the development of the Mission's multi-sectoral Youth Development Strategy, and ensure alignment with the USAID/Pakistan's Country Development and Cooperation Strategy (CDCS) 2018-2023. S/he will also leverage support and involvement of implementing partners and stakeholders (including the private sector, Pakistani federal, provincial and local government officials, and education institutions) to identify additional youth engagement and workforce development strategies, activities, and measurement tools. The incumbent will coordinate public events that highlight USAID's work with youth; disseminate policy briefs within the Mission; and frequently coordinate inter-agency outreach efforts for youth and workforce development activities.

The incumbent will lead technical review teams for the Mission's education, youth engagement and workforce development related reports, concept papers, applications, and proposals. S/he will obtain Mission-level approvals for initiating or modifying activities based on the implementation status and formative feedback data; monitor program progress and assess results; and propose programmatic realignments as needed.

- 10. AREA OF CONSIDERATION: Cooperating Country Nationals / Ordinarily Resident (OR): A citizen of Pakistan or a citizen of another country who has the required work and/or permanent residency permit for employment in Pakistan. See Section IV for additional details.
- 11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.
- 12. POINT OF CONTACT: Completed offers (including all required documents see section IV below) must be submitted electronically to: FSNIslamabad@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION: Successful completion of a Bachelor's degree (minimum 16 years of Education) from an accredited institution, in economics, public policy, sociology, education, or international development is required.

EXPERIENCE: Minimum of 7 years of senior level experience in policy analysis, strategy, and program development/design is required. At least seven years of professional experience directly related to designing, implementing, managing, and/ or leading large scale workforce or skills development, education, and youth engagement initiatives as a manager in government, NGO, the private sector, and/ or another international donor/organizations required.

LANGUAGE: Fluency (Level IV) English language proficiency, speaking and writing, as well as written and spoken Urdu proficiency, is required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

SECURITY/FACILITIES ACCESS AND MEDICAL CLEARANCES: The ability to obtain the required security/facilities access and medical clearances for the position is considered a minimum qualification. See section V below.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum/required education, experience, and language requirements may be further evaluated and ranked based on the below evaluation and selection factors and through review of the offeror's submitted required documents (see section IV below). A competitive range may be established of the highest-ranked offerors, who may be further evaluated through language and technical tests, and interviews to determine the most qualified/highest-ranked offeror. Reference checks may be conducted to determine the highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

10 points – EDUCATION: Successful completion of a Bachelor's degree (minimum 16 years of Education) from an accredited institution, in economics, public policy, sociology, education, or international development is required. Additional education (beyond 16 years), such as a Master's degree, is desired.

30 points – EXPERIENCE: Minimum of 7 years of senior level experience in policy analysis, strategy, and program development/design is required. At least seven years of professional experience directly related to designing, implementing, managing, and/ or leading large scale workforce or skills development, education, and youth engagement initiatives as a manager in government, NGO, the private sector, and/ or another international donor/organizations required. Additional experience (beyond 7 years) in one or a combination of the aforementioned areas is desired.

30 points – KNOWLEDGE: In-depth professional-level knowledge of a broad range of issues regarding youth engagement and workforce development, especially principles related to technical and vocational skills education, private sector alliances, job market needs, industry-academia links, and/or job placement programs is required. In-depth knowledge of the economic, political, education, and social landscape of Pakistan as they pertain to youth development issues is required. In-depth knowledge of the structure and governance of the education sector and the private sector, especially as it relates to technical and vocational skill development and job placement programs in Pakistan is required. In depth knowledge of the policies, strategies, programs, and working methodologies of other donor agencies (bilateral and multilateral) in the education, workforce development and youth

engagement, and private sector employment, is essential. Advanced knowledge in one or a combination of the aforementioned areas is desired.

30 points – SKILLS & ABILITIES: This position requires expert abilities in policy analysis, strategy, and program development/design. The incumbent is required to advise mid and senior level management both internally and externally on Pakistan development sector issues across a wide range of youth-related topics (such as civic engagement, basic education, higher education, literacy, skill development, entrepreneurship, job preparation and job placement, labor market) and in relevance to the Agency programs. The incumbent should have the ability to conceptualize and articulate relevant strategies, design programs, organize, analyze, and interpret sector data, as well as the ability to quickly acquire, integrate, and utilize varied information from development programs. The ability to effectively communicate both orally and in writing, complicated policies, strategies, and program issues is essential. Excellent interpersonal, coordination skills, and an ability to work in a collaborative manner is required. The incumbent should have the ability to coordinate effectively and successfully on program related matters both with internal and external stakeholders and counterparts is critical. The incumbent should have the ability to handle sensitive issues diplomatically, represent the Mission effectively, and use good judgment in speaking on behalf of the Mission in meetings with government, NGOs, private sector, other donors, and in conferences, seminars, workshops, etc is essential. Strong organizational management skills, conflict management, and experience contributing to effective team and personnel management is required. Proficiency in Microsoft Word and Excel programs and willingness to learn new software and programs used by Mission for data storage, planning, budgeting, and monitoring is required. Advanced skills/abilities in one or a combination of the aforementioned areas are desired.

Total points = 100

IV. PRESENTING AN OFFER

- 1. Eligible Offerors are required to complete and submit <u>all</u> the following documents in order to be considered for the position:
 - a. Completed and <u>signed</u> DS-174 (application for Employment as Locally Employed Staff, version 05-2016) which can be retrieved from the Embassy website:

 https://pk.usembassy.gov/embassy-consulates/jobs/how-to-apply/ Offerors are advised to include all of their current and previous work experience including duties and responsibilities that may not be directly related to the subject position. An Internal Offeror's experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position. Offerors must indicate on the DS-174 if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed. See item 16 on DS-174.
 - b. A cover letter of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered;

c. A *signed* copy of Attachment 2, certifying that the offeror possess the minimum education and experience qualifications for the position.

<u>ATTENTION</u>: Offerors who do not include all above required documents in their offer submission, *or who do not sign <u>ALL</u> required documents*, <u>will not</u> be considered for this position.

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12, in order to be considered. Incomplete and/or unsigned applications, or applications received through Zip folders or links to Google Drive, Sky Drive and/or any other private cloud computing database/websites, and/or applications received after the closing date <u>will not be considered</u>. Only those offerors found to have met the minimum qualifications may be contacted for further evaluation. No telephonic query will be entertained. To see all advertised USAID positions, please visit the Embassy website;

https://pk.usembassy.gov/embassy-consulates/jobs/usaid-open-vacancies/

- 3. To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission via DS-174 Form.
- 4. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. (Local Employment Recruitment Policy Guidebook, Hiring, Nepotism and Application Review Process, Eligibility Review, A. Citizenship)
- Current U.S. Embassy employees serving a probationary period are not eligible to apply. (LE Handbook, Chapter 1.10 Probationary Period and Local Employment Recruitment Policy Guidebook, Consideration of In-House Applicants)
- 6. Current U.S. Embassy employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and/or those who are currently on a Performance Improvement Plan are not eligible to apply. (Local Employment Recruitment Policy Guidebook, Application Review Process, Part C. Overall Summary Rating in EPR)
- 7. In accordance with Post practice, current U.S. Embassy employees who have been voluntarily reassigned or been promoted from one position to another are not eligible to apply within six months from the effective date of the reassignment/promotion.
- 8. USAID/Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
- 9. Please note that for In-House Offerors, employee's transfer or promotion, whichever is applicable, will be processed according to applicable clauses of 3 FAM regulations that may apply.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO (or his/her designee) will provide the successful Offeror instructions about how to complete and submit the required forms.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. Participation in the U.S. Embassy Provident Fund is mandatory. Additional information will be provided to the selected offeror at time of salary offer.

VII. <u>TAXES</u>

The selected offeror will be responsible for payment of all taxes required by local law

VIII. <u>USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO</u> 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/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 & 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.

Self-certification of minimum qualifications required for the Position

EDUCATION: Successful completion of a Bachelor's degree (minimum 16 years of Education) from an accredited institution, in economics, public policy, sociology, education, or international development is required. is required.

EXPERIENCE: Minimum of 7 years of senior level experience in policy analysis, strategy, and program development/design is required. At least seven years of professional experience directly related to designing, implementing, managing, and/ or leading large scale workforce or skills development, education, and youth engagement initiatives as a manager in government, NGO, the private sector, and/ or another international donor/organizations **required**.

I certify that I possess both the above minimum education and experience required for this position. I understand that providing false or incorrect information may be grounds to eliminate me from consideration for this position, and potentially other positions at USAID/Pakistan in the future.

Offeror printed full	name:	 	
Offeror signature:_		 	
Date:			