



# USAID | SRI LANKA

FROM THE AMERICAN PEOPLE

**Solicitation Number: 72038323R00001**

**Issuance Date: October 17, 2022**

**Closing Date and Time: November 11, 2022/11.59, p.m. Sri Lanka time**

**Subject: Solicitation for Resident Hire U.S Citizen Personal Services Contractor (USPSC) – Program Advisor, USAID/Sri Lanka and Maldives**

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (AID 309-2 and resume) from U.S. citizens interested in providing the PSC services described in this solicitation.

Submissions shall be in accordance with the instructions to applicants provided in Attachment I and submitted by the date 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 candidates will be contacted. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

Submissions must be electronic and sent to [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) by the deadline indicated above. To ensure delivery by the due date it is recommended that applications be sent as email attachments of a size less than 25MB. Late applications will not be considered. Any questions regarding this position should be sent to [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov).

**Applicants are required to sign the certification at the end of the AID 309-2. Applications that are received without a signature or incomplete applications will not be considered for the position.**

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.

Sincerely,

Ann Bacon  
Supervisory Executive Officer  
USAID/Sri Lanka and Maldives

## **ATTACHMENT I**

### **I. GENERAL INFORMATION**

1. Solicitation Number: 72038323R00001
2. Issuance Date: October 17, 2022
3. Closing Date/Time: November 11, 2022/11.59, p.m. Sri Lanka time
4. Point of Contact: Ann Bacon, e-mail at hrcolombo@usaid.gov
5. Position Title: Resident Hire USPSC Program Advisor
6. Market Value: \$ 81,216 -105,579 equivalent to GS-13.  
(Final compensation will be negotiated within the listed market value)
7. Performance Period: One (1) Year with four (4) one-year option periods
8. Place of Performance: Colombo, Sri Lanka
9. Eligible Offerors: U.S. Citizens currently residing in Sri Lanka on a valid working visa only eligible to apply. (Security Clearance required)
10. Security Level Required: Secret
11. Statement of Duties:

### **GENERAL STATEMENT ON THE PURPOSE OF THE CONTRACT:**

USAID/Sri Lanka and Maldives is an expanding Mission that implements an approximate \$250M assistance portfolio in two countries, with annual budgets of approximately \$30M in Sri Lanka and \$6M in Maldives. Incumbents can expect a fast-paced work environment in economic growth and governance programming with renewed focus on adaptation and climate change in support of the USG's Indo-Pacific Framework and National Security Strategy. The Program Advisor serves within the Program and Resource Management Office (PRM) and is an advisor to the Office Director and other Mission leadership on all program cycle-related matters. The incumbent contributes to and may lead areas in Mission strategy, programmatic policies, program/project development, budgeting, learning, evaluation, and public outreach and communications. The Mission's portfolio includes activities related to strengthening democratic institutions, advancing rule-of-law; improving public financial management, trade and investment, and the business enabling environment; expanding small and medium enterprises; assisting civil society; supporting climate change adaptation; and tackling ocean plastics. The selected individual must have strong technical, communication, staff development, and interpersonal skills.

## **STATEMENT OF DUTIES TO BE PERFORMED:**

### **Strategy Development and Activity Implementation and Design 50%**

- The incumbent will provide analytical support in preparation of USAID Sri Lanka and Maldives strategic framework, including working with teams to develop an initial Results Framework along with an accompanying narrative outline. S/he will interact with USAID/Washington's Policy, Planning and Learning (USAID PPL) Bureau under the direction of the Office Director or designee on strategy development, and will have involvement in reviewing work plans, drafting correspondence, making strategic and tactical adjustments, and assuring the achievement of results in the development of goals and objectives that will inform new projects while possibly amending current activities.
- Support strategy development and review, including a mid-course stocktaking of the Sri Lanka CDCS. This includes working with the U.S. Government interagency team in developing the Integrated Country Strategy and supporting the USAID team in developing a Country Strategic Framework, Results Framework, and other strategic documents. Assist the team with preparation of Development Objective Grant Agreements (DOAGs) and amendments (implementation letters and related negotiations) between USAID and host country government, based on relevant strategy documents, and knowledge of USAID programming modalities.
- Ensure close coordination and consultation between technical teams and contracting office, including regular procurement planning and monitoring meetings.
- Assist technical teams with activity design.
- Review acquisition and assistance requests in USAID's GLAAS system.

### **Planning, Reporting, Budget Development & Oversight 25%**

- Lead parts of budget planning, analysis, and reporting through USAID's planning and reporting tools, ensuring budget oversight in consultation with relevant teams.
- Support technical teams and OFM financial analysts in preparing financial reviews, incremental funding, and other implementation follow-up actions.
- Prepare and disseminate user-friendly budget information to Mission teams and management.
- Prepare funding memos.
- Communicate with the USAID Mission in Sri Lanka and USAID/Washington on budget and funding requests.
- Ensure compliance with pre-obligation requirements.
- Prepare annual planning and reporting documents such as Operational Plans, Mission Resource Requests, and Performance Plan and Reports (includes providing guidance, coordinating preparation, editing, quality control, data entry), and other ad hoc budget tasks. Guide the USAID AOR/COR staff in ensuring program oversight and accountability.
- Prepare relevant sections of Congressional Budget Justifications, Congressional Notifications, and other report narratives.

### **Monitoring, Evaluation, and Learning 15%**

- Coordinate with the Monitoring, Evaluation, and Learning team on planning portfolio reviews, DQA assessments, and other learning tasks.
- Provide support to technical teams during program portfolio reviews, performance monitoring visits, and evaluation and learning assessments.

## **Staff Development (10%)**

- Provide advice, guidance and on-the-job training across the full range of technical, administrative and procedural issues and activities as needed by USAID/Sri Lanka and Maldives staff, across all categories and at all levels, as it relates to the planning and implementation of an effective USAID program in Sri Lanka and Maldives, as well as professional development for PRM.

## **SUPERVISORY RELATIONSHIP:**

The incumbent reports to the Office Director, FS-01 or his/her designee. The individual will also be in frequent contact with other Office Directors, the Mission Director, and U.S. Embassy counterparts.

## **SUPERVISORY CONTROLS:**

The position may supervise 1-2 other positions. The incumbent is expected to guide and mentor staff under his/her supervision, set work objectives, deadlines and continually provide feedback. The incumbent works independently with limited guidance, takes initiative, and mentors and guides CCN staff.

## **WORK CONSIDERATION**

U.S. citizens currently residing in Sri Lanka on a valid visa with work rights and only who are capable of obtaining a SECRET security clearance.

## 12. PHYSICAL DEMANDS

The work is mostly based in an office setting and does not require any unusual physical demands. Travel to and from Maldives on TDY status will average about 25% of the time, or one week per month. While on TDY status, the incumbent will be based in Male, and will also be expected to travel between islands in the Maldives to monitor activities and meet with local partners. Travel internal to the Maldives will require transport in ocean going speed boats and seaplanes. This requires one's ability to enter and exit unstable forms of transportation while carrying luggage without assistance.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a) Education:** A minimum of a Master's degree or equivalent professional degree in international development, international relations, public administration, physical or social sciences, or business management or related fields is required.

**b) Prior Work Experience:** At least 5 years of progressive experience in international development and/or program management. Relevant experience in programming and managing programs is acceptable. International foreign assistance program experience may receive additional consideration. Experience in managing programs or projects domestically or internationally is required.

**c) Language Skills:** Must be fluent in English (Level IV) and have proven ability to

communicate quickly, clearly, and concisely, both orally and in writing, including technical reports and strategic, conceptual documents.

**j) Basic Eligibility Criteria** (Applicants who do not meet all of the basic eligibility criteria factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen.
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements.
- USPSC Application form AID 302-3. Applicants are required to complete sections A through I. This form must be physically signed. Electronic signatures will not be accepted.
- Ability to obtain and maintain a Secret level clearance as provided by USAID.
- Must not appear as an excluded party in the System for Award Management (SAM.gov).

### **III. EVALUATION AND SELECTION FACTORS:**

The government may award a contract without discussions with offerors in accordance with FAR 51.215-1. 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-, 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.aquisition.gov/browse/index/far>.

#### **1. Applicant Rating System**

The evaluation factors are listed below in order of descending importance. Applicants must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

##### **Skills and Abilities**

- Strong interpersonal, teamwork, facilitation, and negotiation skills resulting in measurable and positive outcomes and clear strategies for programs.
- Excellent oral, written, analytical and communication skills.
- Exceptional capacity to multitask, including managing, prioritizing, and fulfilling competing demands in real time.
- Ability to keep track of a large amount of data and manage complex interagency planning and reporting processes.
- Strong computer skills and familiarity with database management and standard Microsoft environment
- Cross-cultural and key population sensitivity and awareness
- Strong managerial skills
- Ability to work outside the regular 40-hour work week when required/necessary; and
- Ability to travel frequently.

### **Exercise of Judgment**

- Proven ability to exercise independent judgment and ingenuity to interpret and develop applications and guidelines to devise innovative approaches to resolve technical, administrative, managerial, and policy problems.
- Proven ability to set priorities and work effectively with host-government officials; coordinate multi-sectoral efforts in support of objectives; and collect, analyze, and report the progress of activities and recommend project actions.

### **Professional Work Experience**

- At least 5 years of progressively senior level experience in international development and/or program management. Relevant experience in programming and managing programs is acceptable. International foreign assistance program experience may receive additional consideration. Experience in managing programs or projects domestically or internationally is required.

Notice to Applicants: The USAID reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation.

### **OTHER REQUIREMENTS:**

- 1) Must be able to obtain a State/Med medical clearance to serve in Sri Lanka.
- 2) Must be available and willing to commit to the Contract Performance Period of 12 months.
- 3) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary; and
- 4) Must be willing to travel throughout Sri Lanka and/or the Maldives.

### **IV. SUBMITTING AN OFFER:**

Applications should include the following:

1. Cover letter or written statement that addresses the Evaluation/Selection Criteria in this solicitation;
2. Most current curriculum vitae (CV) or resume;
3. Contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work skills; and
4. Signed application form AID-309-2, "Offeror Information for Personal Services Contracts with Individuals" available at: <http://www.usaid.gov/forms>
5. Applications shall be submitted electronically via email to [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) by the closing date and time indicated above. Late applications will not be considered.
6. To ensure consideration of applications for the intended position, applicants must prominently reference the Solicitation number in the application submission.

7. Scanned copies are accepted by e-mail. Applicants should retain for their record copies of all enclosures which accompany their application.

## **V. LIST OF REQUIRED FORMS PRIOR TO THE AWARD**

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

1. Medical History and Examination (DS-1843).
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85).
4. Fingerprint Card (FD-258). (NOTE: Form is available from the requirements office.)

## **VI. BENEFITS, ALLOWANCES & TAXES:**

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF OFFSHORE HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS.

**Individuals meeting the definition of resident hire will only receive the standard compensation package that includes a contribution for life and health insurance and a contribution to FICA.**

### **1. Benefits**

1. Employee's FICA Contribution
2. Contribution toward Health & Life Insurance
3. 72% of Health Insurance Annual Premium (not to exceed \$20,399 for a family and
4. \$7,266 for employees without dependents)
5. 50% of Life Insurance Annual Premium (not to exceed \$500)
6. Pay Comparability Adjustment
7. Annual across the board salary increase for USG employees and USPSCs
8. Eligibility for Worker's Compensation
9. Vacation & Sick Leave

### **2. TAXES:**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **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](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>
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Service 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](mailto:PSCOmbudsman@usaid.gov)

[END OF ATTACHMENT I]