



USAID | MALDIVES

FROM THE AMERICAN PEOPLE

SOLICITATION #: 09-22

ISSUANCE DATE: September 25, 2022

RE-ISSUANCE DATE: October 13, 2022

CLOSING DATE/TIME: October 31, 2022 (**DEADLINE EXTENDED**)

SUBJECT: USAID/Sri Lanka and Maldives Employment Opportunity Solicitation for a Project Management Specialist – Economic Growth (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 Project Management Specialist – Economic Growth (FSN-10) under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be Male', 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 31, 2022. 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:** 09-22
2. **RE -ISSUANCE DATE:** October 13, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 31, 2022, 1730 hrs (Maldives time)
4. **POINT OF CONTACT:** HR Specialist, e-mail at hrcolombo@usaid.gov
5. **POSITION TITLE:** Project Management Specialist – Economic Growth
6. **MARKET VALUE:** Equivalent to CCNPSC Grade *10 (Step 1 – MVR 334,368 to Step 14 – MVR 501,557* per annum) In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID, Sri Lanka* Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Renewable contract(s) contingent upon overall satisfactory performance, continued need of the position, and availability of funds. Estimated to start upon completion of the recruitment process and obtaining necessary clearances.
8. **PLACE OF PERFORMANCE:** Republic of Maldives
9. **ELIGIBLE OFFERORS:** All applicants must be Maldivian citizens; the applicant is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **MEDICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Project Management Specialist (Economic Growth) (PMS (EG)) will serve as USAID's activity manager, expert, and advisor on issues related to economic growth, including public financial management and climate change. The incumbent will advise the Economic Growth (EG) Office and broader USAID mission on issues related to his/her portfolio and the Maldivian context.

The Specialist will provide reporting and analysis on related issues to USAID and U.S. Embassy. S/he should be a professional capable of engagement with key Maldivian stakeholders at all levels, as well as representing USAID and the U.S. Embassy with host country officials and donor counterparts. The incumbent is expected to assist with strategic planning, reporting, monitoring and evaluation, as well as outreach and communications as directed by his/her supervisor.

The PMS (EG) will be responsible for regular reporting on his/her portfolio of assignments, as well as the Maldivian context as it relates to EG 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 (EG) will advise the EG Office and broader USAID mission on significant trends and make recommendations pertaining to his/her portfolio. S/he assists in preparing the mission's annual Performance Plan and Report, 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.

Once a presence in Maldives is established, the incumbent will manage EG programs as assigned. This could include programs to strengthen the public financial management, support climate change adaptation activities and/or green energy initiatives in the Maldives. 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 to achieve results. 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. S/he reports directly to the Maldives Program Coordinator and receives technical direction from the Director of the Economic Growth Office.

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

GENERAL SERVICES SUPPORT:

This PMS (EG) position requires technical expertise that will inform USAID and its programs in the areas of economics, public financial management, climate change, and the environment. 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%

- 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 economic growth assistance in Maldives.
- Always maintains an organized and professional work environment, 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.

When Embassy presence in Maldives permits, will serve as the Contracting/Agreement Officers Representative (COR/AOR) or Alternate, and/or Activity Manager for EG programs, as assigned:

- Maintain complete and auditable financial records for programs managed. Track the financial status and expenditures of relevant programs, and process incremental funding actions.
- Prepare 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). Track, follow-up, and monitor procurement actions through the Financial Management, Contract, Program, and Executive Offices.
- Assists in the oversight of 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.
- 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 including 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.
- Supports design and management of internal and external project performance evaluations.
- Advises on specific measurement and appraisal techniques appropriate for relevant

- projects and activities.
- Conducts rolling analysis and ongoing assessments 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%

- Serves as the lead USAID FSN expert on economics, public financial management, climate change, and the environment 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) economic growth; b) public financial management; and/or c) environmental issues in Maldives.
- 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 related to the work of the EG office with a Maldives perspective.
- 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 Controls

Supervision of other Mission staff is not contemplated.

4. 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.

5. Exercise of Judgment

Needs 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.

6. 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.

7. 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 EG staff and implementing partners.

8. Time Expected to Reach Full Performance Level: One year

9. 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:** A 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, economics, environment or another closely related field is required.
- b. Prior Work Experience:** At least five (5) years of progressively responsible experience in planning, developing and/or managing programs focused on economics, public financial management, environmental issues, or climate change. 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. Prior work experience should demonstrate that s/he has the capacity and flexibility to manage complex activities under shifting and difficult conditions autonomously and as part of a team.
- 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

- d. Language Proficiency:** The successful candidate will have strong fluency in English and Dhivehi: 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 (EG) must have thorough technical knowledge and experience in at least two of the following four fields: a) economic growth, b) public financial management, c) climate change adaptation, or d) environmental issues. The incumbent requires program management expertise and experience managing for results in a politically sensitive environment. The incumbent also requires specific technical expertise and experience in at least two of the following a) climate change adaptation; b) renewable energy, green jobs, and/or c) public financial management. In addition to the technical expertise listed above, the PMS must be highly motivated, capable of working independently and as part of a team and possess outstanding communication skills. 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 government/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 are required. Must have a demonstrated ability to work independently and in collaboration with other team members and units. The PMS will have a strong general understanding of international development, economic growth principles, and economics. S/he will demonstrate working knowledge of the roles and responsibilities of stakeholders in the government, Parliament, and line ministries (such as the Ministry of Finance, the Ministry of Environment, and the Ministry of Housing, Planning, and Infrastructure). The PMS must demonstrate deep knowledge of the socio-economic challenges facing Maldives, including the current debt and fiscal challenges, and the status of socio-economic and/or environmental reforms in the finance and climate domains. The PMS 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. Must be able to obtain, evaluate and interpret factual data and to prepare precise, accurate and complete reports. 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 is required.

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
- e. Reference Verification

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above criteria.

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.

SUBMITTING AN APPLICATION

Step 1: Visit the following website: <http://www.usaid.gov/sri-lanka/careers> and download Form DS-174: Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (also at <https://www.usaid.gov/documents/1860/ds-174-form>)

Step 2: Complete Form DS-174. The applicant must answer all the questions in the form.

Step 3: Compile the below documents as one attachment:

1. Completed Form DS-174 (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 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) Christmas Bonus

ALLOWANCES (as applicable):

- (1) Medical Allowance
- (2) Miscellaneous Benefit allowance

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/ SERVICES (DESCRIPTION)	(C) QUANTITY	(D) UNIT	(E) UNIT PRICE	(F) AMOUNT USD
0001	Compensation Basic Salary = Grade (equivalent): 10 Step (equivalent): (XX) <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	Benefits Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 1	USD USD Months	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.