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SOLICITATION NUMBER: USAID-04-2018

ISSUANCE DATE: 03/23/2018

CLOSING DATE/TIME: 04/06/2018

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)**

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/

James Berscheit
Contracting Officer



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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: USAID-04-2018**
- 2. ISSUANCE DATE: 03/23/2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 04/06/2018 at 6:00 p.m. Chisinau Time**
- 4. POSITION TITLE: USAID Project Management Specialist (Democracy and Governance)**
- 5. MARKET VALUE: Equivalent to FSN-11 (full performance level of the position) in accordance with AIDAR Appendix J and the Local Compensation Plan of the US Embassy in Chisinau. Final compensation will be negotiated within the market value.**
- 6. PERIOD OF PERFORMANCE: Two years with a possible extension**
- 7. PLACE OF PERFORMANCE: Chisinau, Moldova**
- 8. SECURITY LEVEL REQUIRED: Facility Access**
- 9. STATEMENT OF DUTIES:**

This position is located in the USAID/Moldova Mission and reports to the U.S. Direct Hire, FS-01, Office Director. As a Democracy and Governance Project Management Specialist, the incumbent is a recognized U.S. Mission expert and FSN advisor to senior USAID Mission management on issues related to the political and electoral processes, independent media development, and civil society engagement. The position is designed for a highly qualified specialist who performs difficult and complex work, such as leading at the policy level for the U.S. Government program to Counter Russian Influence (CRIF), which constitutes approximately half of the entire USAID/Moldova budget. The Specialist is expected to operate with a high degree of independence, managing approximately \$26 million as Agreement Officer's Representative (AOR). The Specialist will also be responsible for coordinating the CRIF program with other US Government agencies, and for leading donor coordination efforts in CRIF programming. Key contacts among the Government of Moldova institutions include: Central Electoral Commission, Ministry of Education, Ministry of Justice, Audio Visual Council, and Parliamentary Commissions responsible for education, media, and human rights.



MAJOR DUTIES AND RESPONSIBILITIES

A. Representational, Advisory, and Senior Leadership 50%

- The incumbent analyses all political, legal and economic events – including those in the Transnistrian region of the country – that may influence project implementation and provides advanced level of advice to the USAID/Moldova leadership, U.S Embassy Staff and USAID/Washington.
- S/he serves as the primary resource on Democracy and Governance issues, particularly those relating to political competition and consensus building, electoral processes, civil society, media development, and on major cross cutting issues which may impact USAID development programs in Moldova.
- The incumbent is a principal advisor in bilateral and multilateral meetings related to areas in his/hers portfolio where program issues are negotiated.
- S/he represents USAID/Moldova in donor coordination meetings related to his/her portfolio. He keeps the USAID/Moldova leadership informed on ongoing and new initiatives led by other donors, and advises on directions for USAID/Moldova program to complement rather than overlap with other donors.
- Provides expert analysis, advice and recommendations to colleagues in the Democracy and Governance Office, senior Mission management and staff regarding the formulation of Mission strategy for democratic development and on the management and implementation of his/her portfolio and other activities that strengthen democracy and governance within Moldova.
- Leads activity design teams to ensure that new programs respond to current needs and have a sustainable effect in targeted areas, with a focus on results framework measurements.
- Provides relevant research, indicators, and current reform needs of the host country for the development of the Country Development Cooperation Strategy (CDCS).
- S/he develops and maintains close collaborative, professional relationships with senior Moldovan government and parliament officials, promoting the policy interests of the U.S. government and gaining acceptance of USAID conceptual frameworks and policies. The incumbent maintains good working relationships with counterparts at USAID/Kiev, the U.S. Embassy/Chisinau, and in international donor organizations such as European Commission, Council of Europe, individual European donor states, UNDP, World Bank, etc., as well as national stakeholders, including but not limited to media, civil society, political parties, etc.

B. Serving as as AOR for Assistance Awards-50%%

- Project Management Specialist-Democracy and Governance is expected to operate and carry out highly complex and sensitive activities with a high degree of professionalism and expertise for the efficient achievement of the program results, as well as the ability to work collaboratively and collegially as part of the USAID and U.S. Embassy teams, part of the donor community, and independently.



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- S/he serves as the Agreement Officer's Representative (AOR) for USAID cooperative agreements that total over \$26 million in the areas of: political and electoral processes, civil society and media development.
- S/he is responsible for managing, monitoring, conducting data collection and evaluative services, and maintaining day-to-day flow of operations in assigned activities, routinely assessing and suggesting modifications in their approach to ensure continued viability in a rapidly changing environment.
- Facilitates high-impact programming while guiding appropriate systemic reforms made by the host government; identifies/develops innovative and technically feasible approaches to programming.
- Ensures that the programming reflects best practices and supports USG policy objectives and is responsive to the Government of Moldova's needs.
- Plans, implements, participates in, comments upon, or prepares Mission reviews and evaluations, assessments or audits of Mission governance activities in relevant areas of responsibility.
- Provides technical guidance to its institutional contractors, grantees, Moldovan Government officials and other stakeholders as warranted with regards to the design and implementation of these activities to meet the intended results.
- Monitors and evaluates programs/projects through site visits, reporting, and trends analysis, as well as facilitates the development of work plans and PMPs, and reviews performance reporting.
- Prepares all necessary internal USAID program implementation documentation for smooth program implementation, including GLAAS actions and other required reporting.
- Continuously identifies and prioritizes challenges and opportunities, mitigating program/activity implementation challenges and acting on program opportunities in a timely manner.
- Cultivates successful relationships and ensures programmatic integration in a cross-cutting manner that leads to synergy between various USAID activities and accomplishment of development objectives outlined in the Mission CDCS.

SUPERVISORY RELATIONSHIP: The incumbent is under the supervision of the Office Director, FS-01. Assignments are in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of project goals, effectiveness in meeting host country and USAID objectives and integration with other initiatives in the economic growth objective of the U.S. Foreign Assistance framework.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

- (6) "Cooperating country" means the country in which the employing USAID Mission is located.
- (7) "Cooperating country national" ("CCN") means an individual who is a cooperating country



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citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

POINT OF CONTACT: USAID/HR, email at chisinauhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **Education:** Completion of a Bachelor's Degree, or the local equivalent formal education, in a field related to development assistance, such as public administration, political science, social sciences, international development/affairs, law, or other closely related fields relevant to the position, is required.
- **Prior Work Experience:** A minimum of five years of progressively responsible, professional-level experience in the indicated field responsibility is required. At least five years of progressively responsible, professional level experience in international donor development assistance, political and electoral processes, local governance, civil society activism, or relevant non-US experience in democracy and governance building, which included project design and implementation, performance monitoring, and/or the analysis and interpretation of a large amount of data.
- **Language Proficiency:** Level IV (fluent) English written and spoken is required. This includes the ability to deal effectively with terminology in which fine nuances of meaning may at times assume major importance in negotiations/meetings with host country government officials. (Level IV) Native-level Romanian written and spoken is required. (Level IV) Fluency in Russian written and spoken is required.
- **Knowledge:** The Specialist must have a thorough knowledge and understanding of the concepts, principles, techniques, and practices of the professional field of specialization indicated. The incumbent must have knowledge and understanding of the economic, political, social, and cultural characteristics of Moldova; and, the development problems related to political and electoral processes, civil society and media development, and the overall development prospects and priorities for Moldova and the region. The incumbent shall have an adequate knowledge, or the potential to quickly acquire such knowledge of legislation, policy, and practice relating to development assistance, of USAID programming policies and of the objectives, methodology and status of assigned activities. The Specialist must have



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adequate knowledge and understanding of the organization and respective roles of the different levels of the Government of Moldova in order to enhance effective communication, and to develop consensus on program implementation.

- **Skills and Abilities:** Advanced ability to establish and maintain contacts with senior-level officials of the host government institutions, donor organizations, bilateral and multilateral agencies, private sectors, and civil society organizations is required. The incumbent must have excellent communication skills, both orally and in writing, including the ability to articulate USAID policies and strategies and to respond to queries concerning USAID's viewpoint on various issues. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required. Proven, demonstrated ability to work independently under tight deadlines and heavy workload within agreed upon parameters with minimal supervision or guidance and while exercising sound judgement is required. Skills in conceptualizing project programming, policies, and plans and developing strategies for their implementation is required. Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters is required. The position requires an advanced ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations. The incumbent must have computer skills including ease and skill in using word processing, excel, and power point programs, email.

III. EVALUATION AND SELECTION FACTORS

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: 10 points
2. Experience: 10 points
3. Knowledge, Skills and Ability: 30 points
4. Interview Performance (including Language Proficiency): 30 points
5. References: 20 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

The candidate with the highest overall score will be selected based on the criteria below.



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The final phase of the selection process is the probationary period. The probationary period is three months.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the signed offer form **DS-174 form(s) in English (standard resumes are no longer accepted) and a cover letter(s)**.
DS-174 in English is available on USAID/Moldova website:
<https://www.usaid.gov/forms/ds-174/pdf>
 - Applicants are required to submit the proof of the required education level.
 - Copies of all documentation that confirms your legal eligibility to work in this country
 - Any other documentation (e.g., essays, certificates, awards, driver license) that addresses the qualification requirements of the position as listed above
 - Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified
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**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. **LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Chisinau form)
3. Authorization for Release of Information (US Embassy Chisinau's form)
4. Certificate of Criminal Records (obtained from the pertinent court)



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5. BENEFITS/ALLOWANCES

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

1. BENEFITS:

Health Insurance coverage

Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):

The Mission provides miscellaneous allowance in accordance with the Moldova Local Compensation Plan, in amount of \$800.

6. TAXES

Local Employee Staff is responsible for paying local income taxes. The U.S. Mission does withhold yearend local income tax payments.

7. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO 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>.
 - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts



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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>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.