

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 2019-0002**
- 2. ISSUANCE DATE: 6 December 2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 20 December 2019**
- 4. POSITION TITLE: *Project Management Specialist (Resilience)***
- 5. MARKET VALUE: \$148,623 - \$201,214 BDS equivalent to **FSN-11** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Eastern and Southern Caribbean Office.
Final compensation will be negotiated within the listed market value.**
- 6. PERIOD OF PERFORMANCE: 5 years**
- 7. PLACE OF PERFORMANCE: US Embassy/USAID Barbados**
with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED: Facility Access**
- 9. STATEMENT OF DUTIES**
 - 1. General Statement of Purpose of the Contract*

The incumbent will work as part of the General Development Office team and will serve as the Post's technical expert in the fields of resilience, energy and environment in the Eastern Caribbean region. He/she will be responsible for managing several resilience, energy and environment-focused initiatives including building local, national and regional capacity for countries to become more resilient to negative impacts in these areas as well as to take advantage of opportunities that will support the growth of economies in the region. The incumbent may be required to provide short-term management of other non-energy or environment-related programs overseen by the General Development Office. The incumbent will prepare financial and program documentation, provide inputs to the portfolio review process, and prepare other reports for programs managed, as required. Maintenance of program files, performance monitoring systems, and problem resolution are implicit management functions that are the responsibility of the incumbent. He/she will have delegated authority and autonomy as necessary given the regional nature of the work and is responsible for all work responsibilities described below that relate to initiatives in the six independent countries of the Organization of Eastern Caribbean States (OECS), Bahamas, Barbados, Trinidad and Tobago, Guyana and Suriname. The incumbent is expected to be designated as the Mission Environment Officer upon completion of requisite training. The job holder is required to perform work-related travel.

2. Statement of Duties to be Performed

- a. Manages USAID's Resilience and Energy activities (40%)**

Manages (including as COR/AOR) and oversees the implementation of specific initiatives related to resilience, energy, climate change adaptation, biodiversity conservation and other environmental issues in the region, including, among other tasks, identification and resolution of technical and operational problems, management of institutional and short term technical grantees/contractors, and preparation of policy recommendations related to resilience, energy and environmental issues within the context of sustainable development. Short term management of non-energy or environment-related programs may be required.

As the Post's resident expert in resilience, energy and the environment, the incumbent provides technical and administrative guidance to USAID's team and all relevant partners, implementing organizations, local activity managers, grantees/subcontractors, donor representatives, and others to achieve program intermediate and strategic results. He/she also provides guidance on the implementation of related activities. Implementation will respond to the major, strategic problems, opportunities, and issues in the region, and will reflect a coherent approach and in-depth agenda/action plan for achieving well -defined results.

Advises grantees and contractors regarding financial transactions, procedures and substantive implementation issues. Prepares Scopes of Work for new technical assistance initiatives and cooperate with other USAID members to ensure synergies across all objectives that support the overall strategy.

Conducts technical and policy-level discussions on resilience, energy and environment initiatives within the context of the region's development with senior level representatives from these sectors; government entities; donors; regional institutions; non-governmental organizations and the private sector, including key persons such as regional secretariats, government officials, and business and community leaders.

b. Monitors and evaluates resilience and environmental activities (40%)

The incumbent will assist in establishing baseline data and performance targets, where not available for the program of activities assigned and shall monitor the progress of all such activities using multiple means: site visits, consultations, literature review, etc. to ensure achievement of results indicated in Post's Regional Development Cooperation Strategy.

Assesses achievements of the institutions and organizations involved in the implementation of activities and of the contractors/grantees engaged to carry out the work by analyzing what was done and how it was done. Prepares technical reports on the results of these activities. Recommends any adjustments or modifications needed to the management and implementation of the activities, including evaluating and reporting on the performance of contractors.

Organizes evaluations, as needed, focusing on project impact and identification of lessons learned from project implementation as they relate to achieving results. Determines timing of evaluations, write related Scopes of Work, and work with core team members to engage

contractors to carry out the work. Applies lessons learned to ongoing implementation activities as well as to new project designs.

The individual will also monitor implementation and obligation of program funds. He/she will provide relevant analyses and data to the team leader that will feed into the various reporting requirements within USAID. Prepare financial reports, progress reviews, and other documents in accordance with USAID procedures and requirements.

c. Advisor to USAID management (20%)

Advises USAID management at Post (Bridgetown), Santo Domingo and Washington as the activity manager for the Caribbean Development Programs (CDP) and Caribbean Energy Initiative (CEI), including the effects of policies and priorities in the region, budgetary levels and constraints, Congressional directives and earmarks and multiple funding sources which have a significant bearing on annual funding allocations. Makes recommendations to the Supervisor for improvements in USAID programming in the region and on other program duties as may be assigned, including maintaining official program files.

He/she will also respond to numerous program budget and operations-related questions from USAID/Santo Domingo, USAID/Latin America and Caribbean Bureau/Washington, the Office of Management and Budget (OMB), and the Department of State, relating to CDP CEI.

The job holder is required to perform work related travel.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. *Supervisory Relationship*

The Resilience Specialist is supervised by the General Development Office Director or his designee. The supervisor will establish work objectives and prepare an annual performance evaluation report. The incumbent works independently with latitude in planning and executing work assignments, consulting with the supervisor only when needed on program and policy issues. Work is reviewed for results achieved within policy and priorities.

4. *Supervisory Controls*

Supervision of other is not contemplated in this job.

10. AREA OF CONSIDERATION: All internal candidates must have the required work and/or residency permits to be eligible for consideration.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Human Resources Office, Bridgetown, Barbados

Telephone: (246) 227-4342 or (246) 227-4014

Email Address: BridgetownHR@state.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in an applicable field, resilience, energy, environment, international development, private and/or public sector administration, international relations, social sciences, humanities, or education is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in program management is required, with an emphasis on resilience, energy and/or environment related activities. Experience working with international development organizations; experience in project design, implementation, monitoring and evaluation; and/or experience working on regional resilience, energy and/or environmental issues in the Caribbean is also required.
- c. **Post Entry Training:** The incumbent will be given training in USAID systems and procedures. Project management certificate training is required, and USAID will provide it.
- c. **Language Proficiency:** Level IV, fluent written and oral proficiency in English, is required. He/she must be able to communicate effectively with USAID staff at all levels, technical representatives of beneficiary institutions, and the general public. Incumbent must also be able to communicate effectively and accurately with varying levels within the U.S. Government structure including representatives of other agencies at Post, the Ambassador, and representatives at other U.S. Embassies in the region, as well as USAID-Washington Global and Latin America and the Caribbean Bureau and equivalent units in the State Department. The incumbent is required to be able to draft professionally prepared briefing documents, including participation in and leading the drafting of certain sections of annual technical, programmatic and fiscal reports. The incumbent must also be able to prepare reports, correspondence, and documents in a fully professional and competent manner requiring few or no editorial changes.
- e. **Job Knowledge:** The incumbent must have thorough knowledge of the concepts, principles, techniques and practices of project/program management in the Caribbean region. Experience related to resilience, energy, disasters or climate variability in the context of sustainable development is required. Knowledge of policies/regulations and best practices as they relate to resilience, energy or environment is also required. The

incumbent must also be able to locate reference materials, research and interpret factual data, and compile and present information in an appropriate format. Incumbent must be able to compile, assemble and distribute e-documents using word-processing, spreadsheet, and computer graphic technology.

- f. **Skills and Abilities:** The individual must have broad-based financial, management information and data management skills and the intellectual ability to be able to identify wide-ranging key program, budgetary and operational issues quickly and propose thoughtful, workable responses to those issues. The incumbent must be able to establish, maintain and broaden an extensive range of contacts with senior key officials of government ministries, non-governmental organizations, private sector entities, and other donor agencies. The incumbent must also have a demonstrated ability to exercise his/her responsibilities and plan and execute work assignments independently, be a skilled communicator, be able to work under pressure and produce high-quality results quickly, and be able to predict issues of concern and interact directly at the highest operational levels of the regional governments. The incumbent must have strong analytical, communication, interpersonal and leadership skills, and the ability to prepare and present factual and interpretive reports covering complex subject matters. Excellent command of software programs for e-mail, word processing, spreadsheets, databases, and graphics presentations is required.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated on the extent and quality of their education, knowledge, experience and other skills, as they relate to this position against the following criteria:

Education:	10 points
Relevant Work Experience:	30 points
Resourcefulness & Productivity:	20 points
Oral Communication & Customer Service:	20 points
Written Test:	20 points
TOTAL	100 points

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form, the Universal Application for Employment (UAE) (Form DS-174). Additionally, any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, language test scores, work and/or residency permits, CSME skills certificate) are also to be submitted with the offer form.
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.

V. 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.

1. Form AID 302-3 “Offeror Information for Personal Services Contracts
2. Medical History and Examination Form (Department of State Forms)
3. Questionnaire for Sensitive Positions for National Security (SF-86), or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Fingerprint Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - (a) Contribution towards National Insurance Scheme (NIS)
 - (b) Contribution towards Health & Life Insurance
 - (c) Annual Increase (pending a satisfactory performance evaluation)
 - (d) Annual and Sick Leave
 - (e) Bonus payment
2. ALLOWANCES (as applicable):
 - (a) Benefit Allowance
 - (b) Meal Allowance

VII. TAXES

Local income taxes are not withheld from the employee’s salary. The employee is required to pay taxes directly to the appropriate local government agency responsible for receiving such payments.

VIII. 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>
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>



USAID | EASTERN AND SOUTHERN CARIBBEAN

SOLICITATION NUMBER: 2019-002

ISSUANCE DATE: 6 December 2019
CLOSING DATE/TIME: 20 December 2019

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) - Project Management Specialist – Resilience (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,

Samuel Carter
Contracting Officer

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Bridgetown BB 11000
Barbados, W. I.
Tel: (246) 227-4118
Fax: (246) 228-8589

United States Agency for International Development
USAID Eastern and Southern Caribbean

American Embassy / USAID
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