SOLICITATION NUMBER: 72044221R10002 (Phnom Penh-2021-003)

ISSUANCE DATE: **January 25, 2021**

CLOSING DATE/TIME: **February 8, 2021**
11:59PM Cambodia Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC-** ***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 1.

Sincerely,

Cicely Lewis Digitally signed by Cicely Lewis Date: 2021.01.21 11:58:10 +07'00'

Cicely Lewis
Contracting Officer

U.S. Agency for International Development
US Embassy
#1, Street 96
Phnom Penh, Cambodia

Tel: (855) 23-728000
Fax: (855) 23-430263

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72044221R10002 (Phnom Penh-2021-003)

2. ISSUANCE DATE: January 25, 2021

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 8, 2021 11:59PM Cambodia Time

4. POINT OF CONTACT:

For More Info: HR Section
023-728-000
RecruitmentPHP@state.gov

5. POSITION TITLE: USAID Project Management Specialist (Government Accountability)

6. MARKET VALUE: Salary starts from **$34,850- $54,004 equivalent to FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy Phnom Penh.
Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five years (5 years), o/a April 25, 2021 to o/a April 24, 2026. Follow-on contracts may be offered based on the successful performance of the contractor.

8. PLACE OF PERFORMANCE: USAID/Cambodia – Phnom Penh, Cambodia with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS:
To meet basic eligibility requirements, the applicant must:

- Be a Cambodian citizen;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to obtain and hold local employee security certification;
- Be able to obtain a medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

10. SECURITY LEVEL REQUIRED: Facilities Access / Employment Authorization

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Project Management Specialist serves as a technical expert for Government Accountability and related activities. Government Accountability programming includes activities focused on fiscal transparency, anti-corruption, public financial management, public services provision, open data, independent media and other activities. The position is located within the Office of Democracy and Governance, which manages a portfolio covering support for civil society, fundamental freedoms, labor rights, counter-trafficking in persons. The position reports to the Director of the Democracy and Governance Office.

2. Statement of Duties to be Performed

USAID Project Management Specialist positions administer development assistance projects (through contract, cooperative agreement, or grants) to insure that objectives are achieved in accordance with financial, timing, and other considerations embodied in the project. Such duties often entail coordination with other technical and support offices to execute in a fully effective manner. Although all responsibilities are not enumerated, it is understood that such activities which are reasonably expected under the Project Management Specialist title, are applicable. Note that this does not constitute "other duties as assigned" nor does it entail activities beyond the scope of the position's function.

The following duties broadly cover the range of duties and continuing responsibilities for the position titled Project Management Specialist:

1. **Contract, Cooperative Agreement, and Grant Administration - Technical Liaison and Direction, Substantial Involvement, and Activity Management (25%):**

- Serve as the technical liaison between the Contracting Officer (CO) and contractor(s), the Agreement Officer and grantee(s), and/or Activity Manager (AM) in support of the Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR).
- Provide technical direction/guidance within the scope of awards managed, designated roles (AOR/COR/AM), and authorities. This includes overseeing compliance with all award terms and conditions, and applicable Agency policies and regulations.
- Establish and maintain routine communication with the alternate AOR/COR/AM, as applicable, and provide updates on award performance and activities to ensure continuity of oversight and support for projects.

2. **Applied Technical and Advisory Support – Technical Expertise, Strategy Development, and Project Design (20%):**

- Applied Technical Expertise in the position's functional/subject area to support project, program, portfolio, and broader Mission and/or Agency objectives.
- Engagement in Planning and Strategy Development, to include the preparation and

compiling of performance and reporting documents such as Country and Regional Strategies, Operational Plans, Performance Reports, and supporting activities, as applicable.

- Engagement in the Project Design process and supporting activities to operationalize the Mission's development strategies.

3. **Monitoring and Evaluation - Performance Monitoring, Analysis, and Reporting 20%):**

- Monitors implementer performance and verifies that it conforms to the technical requirements and quality standards agreed to in the terms of any given award. Performs site visits to gather data and verify progress toward project objectives.
- Obtains project data, provides input into Agency repositories, and performs the Analysis of information to assess implementer performance, and advance broader Mission objectives.
- Drafts, authors, edits, reviews, and updates documentation for project and other relevant administrative reporting on activities. This includes the preparation of internal documents (various memoranda, spreadsheets, databases, checklists, etc.) as mandated by Mission and USAID regulations, and in support of general administrative and collaboration, learning, and adapting activities.
- Develop performance monitoring plans, oversee their implementation, conduct evaluations and perform reporting in support of designated programs/projects, as well as the broader office portfolio.

4. **Stakeholder Engagement - USG Inter-Agency, Host Government, Donors, Partners, Multilateral Group Engagement (20%):**

- Represent the Agency to key stakeholders, manage information flows, and inform decision makers to achieve objectives. This includes written and verbal communication, and presentations to cross-cultural audiences that convey Agency standards, policies, and priorities.
- Build partnerships, facilitate communities of practice, and serve on working groups, committees, technical review panels, and other administrative or governing bodies that are stakeholders in the subject technical area of the position.

5. **Financial Management - Budget Tracking, Financial Oversight, and Administrative Controls (10%):**

- Monitor the financial status of the award on a regular basis, including quarterly accruals and incremental funding, to ensure award compliance with Agency regulations for financial management.
- Review award recipient requests for payments or financial reports, and provide or deny your administrative approval.
- Ensure that all applicable Agency regulations, policies, and procedures for the financial management authorities within the position's purview, are followed and that activities maintain compliance.

6. **File Management - File Documentation, Upkeep, Retention, Disposition, and Collaboration (5%):**

- Establish and maintain AOR/COR/AM files to Agency standards, and use mandated electronic storage applications for document retention. This also includes maintaining records of all monitoring and oversight, site visits, correspondence with grantees/contractors, and all other relevant actions taken in an AOR, COR, and/or Activity Manager role.

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 position supervises one (1) Project Management Specialist.

4. **Supervisory Controls:** The position is supervised by the Director of the Democracy and Governance Office.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **Education:** A minimum of a Bachelor's degree in social or political science, law, journalism, public or international affairs, or economics is required.

- **Prior Work Experience:** A minimum of five (5) years of progressively responsible professional work in technical or program management positions analyzing, coordinating, and managing programs in the democracy and governance sector is required, with at least three (3) years of this experience with the U.S. Government or U.S. Government- funded entity, international/local organization or donor.

- **Language Proficiency**: Level IV (fluent) speaking, reading, and writing of English and Khmer are required. (This may be tested)

- **Job Knowledge:** The job holder must demonstrate experience in activity and program development, and knowledge of practices and procedures implementing development assistance mechanisms. Competence, experience, and maturity in dealing with government officials, the private sector, international donor partners, and non-governmental organizations in Cambodia is required. (This may be tested)

- **Skills and Abilities:** The Specialist must have had experience and be prepared to demonstrate their ability to obtain, analyze, and evaluate complex data and present it in

meaningful terms to persuade decision-makers. Program design, budgeting, implementation, monitoring, and evaluation skills are essential. Strong written and oral communication skills are required, and s/he must be a demonstrated team player. (This may be tested)

III. 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.

Upon closing of the solicitation, a committee will convene to review the applications. Applicants who meet the education, experience and language proficiency requirements will be scored and ranked based on the following selection factors:

- **Education (10%):** The completed formal course of academic or professional studies relevant to the position, and the resulting credentials held by the candidate.
- **Experience (20%):** Prior projects, activities, and positions held, in a professional work environment, demonstrating performance that is the same, comparable, or similarly relevant in nature to the required duties of the position.
- **Knowledge (10%):** Relevant subjects, topics, items, and bodies of information that a candidate possesses which are directly applicable to the required position duties.
- **Skills (15%):** Measurable and observable technical or functional proficiencies learned through work experience or training, and relevant to the position's duties.
- **Abilities (15%):** Demonstrable capacity to apply knowledge and skills in completing tasks or performing observable behaviors relevant to the position duties.
- **Interview (30%):** A formal meeting to discuss the interest and suitability of the candidate for the position. Interviews will only be extended to candidates who score in the competitive range for education, experience, knowledge, skills, and abilities.

Candidates whose qualifications exceed the minimum criteria may receive additional points for those respective selection factors. Such qualifications must be relevant to the selection factors provided in this solicitation.

The Contracting Officer will conduct reference checks on the selected candidate. Findings will be considered as part of the responsibility determination but are not a technical valuation criterion.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to submit a complete online application with all required supporting documents by the deadline of each vacancy. **Failure to do so may result in a determination that the applicants are not eligible and qualified.**

   To apply for this position click the "Apply to This Vacancy" button located at the top of this announcement. For more information on how to apply, visit the Mission internet site **(https://kh.usembassy.gov/embassy/jobs/u-s-embassy-job-vacancies/).**

   Note: Candidates must first create a user account in order to log in, apply for the position and submit the application.

2. 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 PRIOR TO AWARD

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 appropriate employment forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with the U.S. Embassy Phnom Penh Local Compensation Plan.

VII. TAXES

In accordance with the U.S. Embassy Phnom Penh Local Compensation Plan.

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 .