



**SOLICITATION NUMBER: Vientiane-USAID-2020-009-R (72048720R10006)**

**ISSUANCE DATE: Sep 29, 2020**  
**CLOSING DATE/TIME: Nov 30, 2020/11:59PM**  
**Lao PDR local time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist (Economic Growth), FSN-10**

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,

**Ann Guardian**  
**Executive Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: Vientiane-USAID-2020-009-R (72048720R10006)**
- 2. ISSUANCE DATE: September 29, 2020**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: November 30, 2020/11:59PM Vientiane, Lao People's Democratic Republic (PDR) local time**
- 4. POSITION TITLE: Project Management Specialist (Economic Growth)**
- 5. MARKET VALUE:** US\$ 23,567 – 36,524 per annum equivalent to **FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Laos Country Office (LCO). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 7. PLACE OF PERFORMANCE:** The United States Agency for International Development/Laos Country Office (USAID/LCO), Vientiane, Lao PDR with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.
- 9. STATEMENT OF DUTIES**

**9.1. General Statement of Purpose of the Contract**

The Project Management Specialist (Economic Growth) provides technical assistance for USAID economic growth programs in Laos. The incumbent will assist in planning/design, management, monitoring and evaluation, financial management and coordination functions. S/he will provide sound technical advice on private sector development, economic reform, energy, and natural resources management, and will serve as the Agreement or Contract Officer's Representative (AOR or COR) or alternate for selected grants, cooperative agreements, and contracts. The incumbent will assist in developing country-specific plans and regular economic development reports related to the economic growth portfolio to include writing briefing materials, reports, official letters, outreach materials, and other correspondence related to USAID activities.

**9.2. Statement of Duties to be Performed****A. Program Planning and Management****50%**

- Serves as the Contracting/Agreement Officer's Representative (COR/AOR) or alternate COR/AOR for selected grants, cooperative agreements and contracts.
- Performs inspection/site visits to gather information about implementation progress, data quality assessment and provide recommendations on changes to improve performance; prepares necessary documents for new awards, or modifications of contracts and/or grants; assures timely receipts of deliverables including work plans, progress reports, results produced; maintains records in the COR/AOR official filing per Agency regulations; and acts as point person for program/performance evaluation and audit. Participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily.
- Assists in designing future economic growth activities, including developing Statement of Works (SOWs) and preparing procurement plans, Request for Proposals (RFPs), Request for Applications (RFAs), and other design and procurement documentation.
- Participates substantially in reviewing, editing and drafting reports and program documents including the Annual Operational Plans (OP) and Performance and Plan Reports (PPR), Performance Management Plan (PMP), Quarterly Program and Financial Progress Reports, Activity and Project Monitoring, Evaluation and Learning (MEL) plans, and related process/planning/reporting documentation.
- Assists the Economic Affairs Specialist and provides management support to the economic growth portfolio, and communicates regularly with relevant members of the USAID/Washington, USAID/Regional Development Mission for Asia (USAID/RDMA), the Supervisory General Development Officer and the Laos Country Representative to provide timely information on program implementation progress, results, and issues/problems.
- Prepares correspondence and cables using proper format and language related to implementation, management, monitoring and evaluation of relevant economic growth program activities.

**B. Budget and Financial Management****20%**

- Collects data for and completes quarterly project accruals. Information required for accurate accrual data reporting on the strategic objectives should be coordinated with the Implementing Partners (IPs), to the extent allowed, on a quarterly basis.
- Provides financial management for activities managed, including monitoring and maintaining a financial database of each grant/contract with respect to previous and new fiscal year (FY) obligations, earmarks, commitments, disbursements, accruals and funding pipelines, and in the case of the latter ensures the agency guidelines are exercised.
- Prepares quarterly reports on the financial status of economic growth activities, reviews and approves invoices/vouchers assuring compliance with the terms and conditions of grants/contracts.
- Conducts Global Acquisition and Assistance System (GLAAS) actions to initiate or modify grants/cooperative agreements/contracts.

**C. Technical Support****15%**

- Provides technical guidance and participates in preparing economic growth strategies, policies, reports, and other documents, as required.
- Provides technical input to the programming and implementation of new initiatives and other technical support as requested.
- Researches, analyzes, and provides written and oral responses on Lao economic growth issues as requested.

**D. Results Reporting, Communication, and Networking: 15%**

- Prepares briefing papers and other outreach materials such as talking points and/or fact sheets for the Country Representative and senior officials, the embassy, and Washington visitors, including Congressional delegations.
- Ensures that high quality documents of economic growth activities are prepared and submitted in a timely fashion.
- Represents USAID at government, donor, and private sector meetings, workshops and forums as needed.

Establishes and maintains collaborative working relationships with other Government of Laos, USAID bilateral missions, U.S. Embassy, other donors, international and multilateral institutions, nonprofit organizations (NGOs), and/or other related parties.

**9.3. Supervisory Relationship**

This position reports to the Director, Office of Economic Growth, Education and Energy.

**9.4. Supervisory Controls**

Full supervision of other USAID staff is not contemplated.

**10. AREA OF CONSIDERATION:**

This position is open to Cooperating Country National (CCN). Lao citizen or other country citizen lawfully admitted for permanent Laos residence is eligible to apply. Please note that USAID is not able to sponsor candidates for a Laos residency permit.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Human Resources Office, e-mail [VientianeHRHiring@state.gov](mailto:VientianeHRHiring@state.gov)

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

- 1. Education:** Bachelor's degree in economics, business administration, public administration, trade, energy, environment or related field is required.

2. **Experience:** A minimum of five years progressively responsible experience in developing, managing, implementing, evaluating the programs related to economic, international development, business development, energy and/or natural resources.
3. **Language:** Level IV – Fluent in speaking/reading/writing in Lao and English are required. (this may be tested)

### III. EVALUATION AND SELECTION FACTORS

#### **Application Rating System**

The application rating system factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. Applicants must demonstrate the rating factors outlined below within their application and/or resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

1. **Experience (25 points):** Additional points will be given for relevant experience with international development organizations, for experience beyond the minimum five years, for specialized experience in developing, managing, implementing, evaluating development assistance programs related to one or more of the following fields -- economic, international development, business development, energy and/or natural resources.
2. **Knowledge (35 points):**
  - Demonstrated a good knowledge of the concepts, principles, techniques, and practices of development programming and project assistance as well as economic development, investment and/or trade, private sector development, or energy and natural resources is required.
  - Demonstrated knowledge of Laos Government policy with understanding of related economic, political, social and cultural issues in development is required.
3. **Skills and Abilities (40 points):**
  - Demonstrated ability to analyze complex, novel, and/or sensitive programs and situations and apply a complex body of knowledge, laws, and precedents to make decisions and recommendations is required.
  - Demonstrated good program management skills with supporting skills in financial management, contract management, communication, negotiation and representation are required.
  - Demonstrated ability to work autonomously, prioritize workload, assume responsibility for work, and produce high quality work under pressure with a positive attitude, as part of an in-country or regional team is required.
  - Demonstrated ability to deal with high-level officials and other representatives in providing technical advice and explaining complex regulations and laws is required.
  - Demonstrated strong interpersonal skills, sound leadership and people management skills in a multicultural environment are required.

- Demonstrated ability to establish and maintain contacts with mid-to-high level officials, private sector and donors is required.
- Demonstrated ability to lead and contribute to strategic planning, budget formulation, monitoring, evaluation, and policy dialogue is required.
- Demonstrated ability to exhibit flexibility, efficiency, and diplomacy both individually and as part of a team.
- Demonstrated proficient in the use of Windows OS, Microsoft office, Google applications, and be able to effectively learn and use Agency specific software related to work area.
- Demonstrated ability to work additional hours beyond the established 40 hours work week and must be able and willing to travel extensively both domestically and regionally.

Total Application Rating: 100

Recruitment Test: 100

Interview Performance: 100

Total Possible Points: 300

#### **SELECTION PROCESS:**

To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in **Section II, Item 1-2**. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

Applications will be initially screened and scored for eligibility in accordance with the evaluation factors and points mentioned in **Section III, item 1-3**. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from the recruitment test will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above and will be conducted in USAID/LCO Vientiane, Lao PDR. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). References may be obtained independently from other sources in addition to the ones provided by an applicant.

USAID reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

#### **IV. PRESENTING AN OFFER**

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form DS-174 Application for Employment as a Locally Employed Staff. The DS-174 Application form can be found in the U.S. embassy website <https://la.usembassy.gov/embassy/jobs/>

2. Resume (without photo) is required if experience description goes beyond the Section 4 Work Experience in DS-174.
3. A copy of Lao ID card or valid Laos Residency Permit to verify eligibility to work in Lao PDR. Please note that USAID is not able to sponsor candidates for the permit.
4. A cover letter (optional), a copy of Transcript, and a certified copy for name change (if any).
5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.
6. Application 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**.
7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: **Firstname Lastname – 72048720R10006 Project Management Specialist (Economic Growth)**

By submitting application materials, you certify that all of the information on and attached to the application is true. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position or being terminated after award.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror/Applicant 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. Security Certification Form (Department of State Forms)
2. Designation of Beneficiary (SF-1152)
3. Allotment of Pay (DS-1992)

Do not submit the above forms with your application.

#### **VI. BENEFITS/ALLOWANCES**

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan

5. Retirement plan
6. Premium compensation – Overtime and Holiday pay

## VII. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country's laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Lao PDR government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN 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](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>

EQUAL EMPLOYMENT OPPORTUNITY: USAID/LCO provides equal opportunity in employment to all qualified candidates without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

**END OF SOLICITATION**