



**SOLICITATION NUMBER:** 05-24  
**ISSUANCE DATE:** July 17, 2024  
**CLOSING DATE/TIME:** August 07, 2024

**SUBJECT:** *USAID/Sri Lanka and Maldives Employment Opportunity  
Solicitation for a Project Management Specialist (BHA Senior Humanitarian  
Project Specialist) – FSN 12*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified Sri Lankan citizens to provide personal services under contract as described in this solicitation.

Offers must be in accordance with this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records. Only short-listed applicants will be contacted.

Submissions will only be accepted via [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov) by the closing date and time, August 07, 2024. Applications that are incomplete, unsigned, 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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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](mailto:hrcolombo@usaid.gov)

Sincerely,

**Ann Bacon**  
**Contracting Officer**

*The U.S. Mission in Sri Lanka/Maldives 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. USAID/Sri Lanka and Maldives also strives to achieve equal employment opportunity in all personnel operations.*

## I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 05-24
2. **ISSUANCE DATE:** July 17, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 07, 2024
4. **POINT OF CONTACT:** HR Specialist, e-mail at [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)
5. **POSITION TITLE:** Project Management Specialist (Senior Humanitarian Project Specialist) - BHA
6. **MARKET VALUE:** Equivalent to **FSN-12** (Minimum USD 21,969 – Maximum USD 37,347 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:** Colombo, Sri Lanka
9. **ELIGIBLE OFFERORS:** All applicants must be Sri Lankan citizens; the applicant must be a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **MEDICAL AND SECURITY LEVEL REQUIRED:** 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.

## 11. STATEMENT OF DUTIES

### *1) General Statement of Purpose of the Contract*

The USAID Bureau for Humanitarian Assistance (BHA) is responsible for facilitating and coordinating U.S. Government emergency assistance overseas. BHA's mission is to save lives, alleviate human suffering, and reduce the impact of disasters by helping people in need become more self-reliant. BHA responds to natural disasters, complex emergencies, and disease outbreaks. In addition to humanitarian assistance, BHA funds early recovery, risk reduction, and resilience (ER4) activities to strengthen capacity to manage risk; to anticipate, withstand, recover from, and adapt to shocks and stresses; and to support positive, transformative change.

The BHA Senior Humanitarian Project Specialist for Sri Lanka and Maldives (SHPS) is based in Colombo. The job holder provides expertise, oversight, technical guidance, coordination, and representation of activities implemented by BHA in Sri Lanka and the Maldives. This position supports BHA's operations by assessing humanitarian context, conditions, and needs; managing and monitoring ongoing programs and liaising with potential implementing partners; managing technical review of all concept notes and applications for BHA funding; and assisting in monitoring and evaluation of humanitarian programming through partner meetings, reviewing partner reporting and documentation, and conducting regular site visits.

Under the guidance of the BHA Regional Humanitarian Advisor (RA) based in Colombo, the SHPS performs day-to-day program management, monitoring, and will be responsible for contributing to BHA's vision; strategic and technical multi sectoral analysis; as well as guidance and advice on design, implementation, monitoring and reporting of BHA interventions in Sri Lanka and the Maldives. S/he will advise the Regional Advisor and other relevant BHA staff on all aspects of budget management, including budget planning, pipeline analysis, and concept notes; as well as engage with AORs/CORs and implementing partners on active performance management. She/he will build and maintain strong working relationships with USAID/Sri Lanka and USAID/Maldives colleagues to ensure BHA activities are well integrated/complement overall USAID objectives in the respective countries. S/he will also play a representational role, as s/he directly represents USAID internally in the US Government, as well as externally with Government of Sri Lanka and Government of Maldives officials, bilateral donors, NGO/INGOs, humanitarian coordination forums, and other pertinent bodies and organizations. S/he will have a strong understanding of the respective countries' humanitarian, socio-economic, cultural and political context and its interplay with the programs, policies, implementation and uptake of various programs. The job holder is required to perform work-related travel. The job holder carries out assigned tasks that require advance planning, work prioritization, extensive coordination, resolution of project issues and problems against a demanding cultural and political work environment. S/he requires a high level of sensitivity and diplomacy, highly developed analytical skills and judgment as well as specialized technical education, training, experience, and management skills.

In the event that BHA responds to a natural disaster or complex emergency, the SHPS may deploy to the affected country, another country, or Washington, D.C. to serve on USAID Disaster Assistance Response Teams (DARTs) or Response Management Teams (RMTs). Work on a response is highly complex, and requires specialized training, certifications, knowledge, skills, and abilities to effectively function in an unpredictable setting with competing priorities and minimal supervision from response leadership. Most responses are situated in challenging and non-traditional work environments with minimal support from traditional office work settings. While deployed on a response the job holder is expected to work at a much faster pace than in a typical office environment, often in insecure settings. Given that disasters can happen at any time and anywhere, the SHPS should be prepared to assist the BHA staff in the region to respond to a disaster at any time, seven days a week, and be prepared to deploy as necessary on 24 - 48 hours' notice.

## 2) *Statement of Duties to be Performed*

### **Portfolio Management and Oversight**

**40%**

- Works with BHA's Washington-based and field-based program staff to develop program strategies for response and disaster risk reduction (DRR) activities across the region, overseeing day-to-day management of the portfolio and its budgets.
- Supports the Regional Advisor and team members in assessing emergency response and DRR needs in Sri Lanka and the Maldives to ensure that BHA programs are appropriately responsive. S/he will play a role advising on the size and scope of the humanitarian portfolios in Sri Lanka and the Maldives.
- Travels, as permitted, to assess, evaluate, and monitor humanitarian conditions in the region, and make strategic recommendations for appropriate interventions.
- Provides guidance to prospective and current implementing partners on BHA's regulations and policies on grants management, application process, technical sectors and award implementation.
- Serves as an Activity Manager on BHA awards. An Activity Manager works with BHA field staff, as well as DC-based Assistance Officer's Representative or Contracting Officer's Representative (AOR/COR) to review proposals, partner requests and reports. The job holder is responsible for day-to-day management of a partner portfolio and for reporting updates and information to the AOR/COR as required.
- Monitors BHA programs in Sri Lanka and the Maldives to track project implementation and awardee performance. The Specialist will develop and maintain a regular monitoring schedule, to include site visits when feasible as well as remote monitoring efforts to ensure accountability and adherence to USAID and BHA requirements.
- Build and maintain strong working relationships with BHA partners. The job holder meets regularly with partners on program progress and monitoring plans; identifies and assists in resolving problems; and provides written and oral reports to relevant BHA staff and stakeholders.
- Assists in humanitarian award management and response activities outside of immediate areas of responsibility, as needed.

### **Leadership and Representation**

**30%**

- Supports the Regional Advisor and regional team in maintaining relations with senior leadership in the humanitarian community through regular coordination and collaboration with BHA, relevant USG staff, and the humanitarian community.
- Assists the Regional Advisor and regional team to coordinate with the donor community on policy issues affecting humanitarian operations and develop integrated, non-duplicative programs, as needed.
- Engages in, and reports on, joint donor humanitarian evaluations and UN-led assessments and participates actively in the international community response structures.
- Prepares briefing papers, notes, and presentations on BHA programming for official USG visitors.
- Represents BHA with various audiences, as requested.
- In close coordination with the RD, Regional Advisor, and HAOs, works with Non-Governmental Organizations (NGOs), International Organizations, and United Nations

(UN) agencies that are developing proposals for BHA (including grant amendments and extensions) to ensure compliance with BHA's guidelines.

- Participates in office-wide discussions on initiatives that impact program implementation to provide field-based perspectives, as assigned.
- The job holder must consistently model behaviors that demonstrate a commitment to fostering a non-hostile work environment free of discrimination, bias, unfairness, exclusion, offensive behaviors, and harassment of any kind.

### **Coordination and Communication**

**20%**

- Develops and maintains a specialized understanding of humanitarian developments in Sri Lanka and the Maldives to include political, social, and operational issues impacting humanitarian efforts.
- Develops and maintains knowledge of USAID and US Government (USG) humanitarian priorities and strategies within the region, and BHA's contributions and comparative advantages to those efforts.
- Provides regular reporting, through routine notes, cables, and other means on issues related to the humanitarian situations in the region.
- Provides regular reports on site visits, meetings, relevant current events that impact humanitarian relief efforts.
- Builds Subject Matter Expert knowledge and understanding of BHA emergency award guidelines.
- Coordinates and liaises with other donor government officials, host government officials, IOs, NGOs, UN Agencies, USAID Missions, and the U.S. Government inter-agency on humanitarian issues.
- Coordinates with other USAID mission staff to ensure mutual programming awareness while actively seeking out new opportunities for resource sharing and collaboration.

### **Disaster Response Teams (DART) and Surge Support**

**10%**

- Serves in planning or program positions on response teams, assessment teams, or to provide coverage for field offices within the region.
- Serves on temporary details within the office to meet operational needs during staff shortages. Duties performed while on detail will be aligned with the Team's existing duties and responsibilities and will be directly related to the Position Description.
- Briefs on portfolio programs and strategies and provide programmatic input for information products.
- Service on DARTs may require immediate (within 24 hours) deployment overseas for an extended period of time. During deployment on DARTs (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds). Work is primarily performed in an office setting. During deployment on DARTs (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

### **3) *Supervisory Relationship***

The BHA SHPS works under the direct supervision of the BHA Regional Humanitarian Advisor based in Colombo, Sri Lanka, or his/her designee.

**4) *Supervisory Controls***

The supervision of other USAID staff is not contemplated on a regular basis. When the job holder deploys on a DART (Disaster Assistance Response Team) or RMT (Response Management Team), the job holder may lead Planning Section staff.

**5) *Available Guidelines:***

The job holder is required to understand Mission and Agency-specific policies and procedures for the established administrative operating procedures, policies and formats. Verbal guidance from the supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The job holder will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall activities, including but not limited to the Automated Directives System (ADS); Federal Acquisition Regulation (FAR); Federal Travel Regulations (FTR); Code of Federal Regulations (CFRs); Office of Acquisition and Assistance (OAA); Intranet; USAID Acquisition Regulation (AIDAR), and Mission Orders, Mission Notices, US Government Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the Regional Director and other team members are available as resources to provide advice and guidance. The job holder is also required to understand and comply with Response Management Systems (RMS) Essential Guidance and other BHA-specific technical, operational and programmatic guidance.

**6) *Exercise of Judgment:***

In instances not clearly covered by written guidelines, the job holder will use his/her own personal, well-informed judgment in devising approaches to resolving programmatic, technical administrative, managerial and/or policy problems. Excellent, balanced judgment must be exercised in setting priorities and maintaining discretion and diplomatic engagement. The use of initiative, discretion and patience is expected from the job holder in dealing with USAID and U.S. Embassy personnel, as well as with representatives from other organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The job holder will also be required to follow and adhere to the Agency's Code of Ethics and Conduct and Commitment to Prevention of Sexual Exploitation and Abuse.

**7) *Authority to Make Commitments:***

The job holder will have no independent authority to make any resource commitments or commit U.S. Government (USG) funds on behalf of USAID. However, because of his/her expertise and standing as a highly qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so. The SHPS exercises the authority given to all

USAID activity managers and may make administrative arrangements consistent with ADS guidance, and BHA, and Mission policies.

8) ***Nature, Level, and Purpose of Contacts:***

The job holder will maintain contacts with a wide array of senior-level host government and technical officials. S/he will officially represent BHA and the USAID Mission at host government, multilateral organizations, international agencies, NGOs, donors, U.S. Embassy, private sector, and professional meetings and functions. Job holder will be responsible for obtaining and analyzing information on host country priorities with regard to a strategic fit with U.S. humanitarian assistance, interpret USAID policies and strategies, and provide advice to counterparts at USAID Missions, the BHA Regional Office for South and Central Asia, BHA Washington. in these areas. Provides advice to USAID officials on humanitarian assistance constraints, plans and priorities; works on a collegial basis with USAID technical and staff officers on matters relating to USAID priorities and activities in the respective country.

9) ***Time Expected to Reach Full Performance Level:***

One year.

12. **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:** Master's degree in humanitarian assistance, resilience and program management, such as social welfare, agriculture, nutrition, health or another field relevant to humanitarian assistance is required.
- b. **Prior Work Experience:** A minimum of seven years of professional-level experience in humanitarian assistance is required. At least three years of this experience should include maintaining key institutional relationships in government, international donor agencies, international development organizations, host government organizations, or private sector institutions is required.
- c. **Post Entry Training:** The job holder is expected to possess the necessary technical training, skills/abilities required to perform the SHPS duties/responsibilities required of the position. Post entry training will, therefore, be focused primarily on the Agency-specific established policies, procedures and regulations that govern USAID/BHA operations, grants, and on specific regulations and procedures, including AOR/COR training as needed.

Additional training locally or internationally may be provided from time to time, depending on course offerings, and backfill and funding availability. The job holder is expected to participate in diversity, equity, inclusion and accessibility training, as available, to integrate these concepts effectively into development programming and the workplace environment.

**d. Language Proficiency:** Level IV (fluent) English, speaking and writing, is required. Spoken and written Sinhala and/or Tamil at Level IV is required.

**e. Job Knowledge:**

- Advanced knowledge in humanitarian assistance, the humanitarian coordination structure and field operations is required.
- Familiarity with donor programming, international development organization operations, and logistics is required.
- Knowledge of regional/national culture, country, external/regional environment, and political situation is required.
- In-depth knowledge of the international Humanitarian Response Framework, Humanitarian Principles and best practices is required.
- Familiarity with remote program management in humanitarian operations is required.

**f. Skills and Abilities:**

- Ability in performing at high levels, with minimal supervision and with initiative is required.
- Must be able to independently establish/maintain contacts with senior level officials of the host government, other donor representatives, and with influential persons in both the private and public sectors.
- Well-developed oral and written skills are needed in order to explain and defend program objectives and procedures and to transmit and interpret host country attitudes/concerns to senior officials.
- Ability to analyze and evaluate a variety of technical data and to organize/present them in a concise written/oral form is required.
- Ability to independently plan, develop, manage, and evaluate important and complex programs/projects; and the ability to furnish information/advice in assigned areas with detachment and objectivity is required.
- Coordination and organizational skills for application within multicultural work environments are required.
- Job holder must be able to manage multiple tasks simultaneously, to work under pressure and produce results, and to work effectively in a collaborative team environment.
- Capacity to manage a variety of complex awards and relationships, identifying and resolving program issues, and ensuring that all activities are carried out in a technically sound and cost-effective manner.
- Computer skills in Microsoft Word, Excel, and PowerPoint are required.



- S/he must have demonstrated ability to manage, coordinate and guide significant analytical and project design and management efforts.
- Ability to work effectively under extreme pressure, with little to no oversight and maintain the strictest confidence.
- Ability to travel and be ready for deployment to disaster areas.
- Must be available to be on-call or serve as needed, on Washington-based Response Management Teams (RMTs), which provide services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters. The duties on RMTs will vary.

### 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 offerors 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

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. Reference checks will be conducted for top candidate(s).

### IV. SUBMITTING AN OFFER

**Step 1:** Visit the following website: <https://www.usaid.gov/sri-lanka/careers> and download Form AID 309-2 - Offeror Information for Personal Services Contracts with Individuals

**Step 2:** Complete Form AID 309-2. The applicant must answer all the questions in the form.

**Step 3:** Compile the below documents as one attachment:

1. Completed Form AID 309-2 (Incomplete forms will not be 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 non-related 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](mailto:hrcolombo@usaid.gov) by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I.

Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (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

## **VI. 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

## **VII. 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.

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

USAID regulations and policies governing **CCNPSC and TCNPSC** 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/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation</b> Basic Salary = Grade (equivalent): 08 Step (equivalent): (XX) <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	<b>Benefits</b> Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 2	USD USD Months	XXX	XX
	<b>Grand total payable in contract</b>			<b>XXX</b>	
	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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).
  
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](mailto:PSCOmbudsman@usaid.gov).