



SOLICITATION NUMBER: 07-24
ISSUANCE DATE: September 04, 2024
CLOSING DATE/TIME: September 19, 2024

SUBJECT: *USAID/Sri Lanka and Maldives Employment Opportunity
Solicitation for a Project Management Specialist (Democracy, Rights and
Governance - DRG) – FSN 11*

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 by the closing date and time, September 19, 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

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.:** 07-24
2. **ISSUANCE DATE:** September 04, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 19, 2024 at 05.00p.m. Sri Lanka time
4. **POINT OF CONTACT:** HR Specialist, e-mail at hrcolombo@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Democracy, Rights and Governance - DRG)
6. **MARKET VALUE:** Equivalent to FSN-11 (Minimum USD 19,974 – Maximum USD 33,953 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 Project Management Specialist for Democracy, Rights and Governance (PMS/DRG) is a member of the Mission's Governance and Vulnerable Populations (GVP) Team, one of the two technical offices managing and directing USAD/Sri Lanka and Maldives programs. She/he is charged with implementing a broad range of democracy and governance programs, including, but not limited to activities in the following DRG sub-sectors, as assigned: a) good governance and anti-corruption b) the rule of law, c) civil society and media development, d) elections and political

processes, e) youth development and civic education, f) legislative function and processes, g) peace-building and reconciliation; and h) human rights; and gender and disability related components contributing to the Indo Pacific Strategy and the Sri Lanka's Country Development Cooperation Strategy (CDCS) Development Objective (DO1) "Effective Democratic Governance Strengthened" and, subject to the availability of funding and Mission management arrangements, manage DRG programs in Maldives. He/she is accountable for achieving results under CDCS IR 1.1: Responsiveness of Government Institutions Improved, including activities which increase effectiveness and efficiency of the legislature and public sector in Sri Lanka with enhanced oversight, representational and legislative capacities; support the strengthening of Sri Lanka's independent commissions to deliver citizen centric services; strengthen Sri Lanka's free and fair electoral processes by building partnerships among electoral stakeholders to carry out domestic election monitoring and observation, including strengthened democratic electoral legislation; build capacity of Sri Lankan organizations to improve advocacy between civil society, citizens and government; improve citizen participation in the planning, oversight and implementation of service provision; and strengthen the capacity of civil society organizations to fulfill their civic responsibilities. In Maldives, the PMS/DRG may manage the countering violent extremism (CVE) and youth-focused programming and other DRG activities as funding is available and as Maldives Mission strategy and management arrangements evolve.

The position entails performing research, reporting, contributing to development of new program designs, conducting/team member for Mission- led assessments (e.g. Political Economy Assessments (PEA), Conflict Assessments, Countering Violent Extremism (CVE) assessments, Scenario Planning Assessments, DRG assessments, etc.), Collaborating, Learning, and Adapting (CLA), contact, monitoring and analytical duties supporting the Office Director for Governance and Vulnerable Populations and Deputy Directors. In managing these activities, within the overall Development Objective (DO), the incumbent performs planning, achieving and judging activities. The PMS/DRG is a Contracting/Agreement Officer's Representative (COR/AOR) who will be the COR/AOR for GVP awards within the technical office's portfolio. These activities are managed by a self-directed team, and as a DO Team member, the incumbent is responsible for communicating successes, and identifying problem areas and suggesting solutions to the GVP Office Director.

2) Statement of Duties to be Performed

Provides substantive technical inputs to the DO Team and planning for results: (1) identifying achievable development results in collaboration with partners and customers, (2) obtaining and maintaining support from in-county partners, customers, and stakeholders, and (3) obtaining DO team level approvals for initiating development activities. Furthermore, the PMS/DRG may represent the DRG Office on the Maldives team, if assigned. The incumbent:

Program Management

50%

- Facilitates the Achieving function of the DO to ensure that planned development results are achieved in a highly efficient, technically sound and timely manner, consistent with USAID regulations and policies.

- Supports this effort to build quality and a solid programmatic foundation into the process at both the Planning and Achieving stages.
- Engages in daily activity management and interfaces with partners; conduct site visits and inspections; maintains up-to-date knowledge and understanding of developments in relevant DRG sub-sector technical areas, such as, but not limited to legislative strengthening, elections and political processes, governance, anti-corruption, civil society strengthening, citizen participation, gender equity programming, and human rights at the international, regional and national levels; provides cross DO team support; informs the Mission Director and relevant support offices of significant problem areas that could impede results achievement.
- Contributes to planning and new project design within the GVP portfolio.
- Manages approval process for new awards and sub-awards, ensuring that proposed assistance requests are in line with USAID priorities and regulations.
- Monitors and evaluates projects by conducting regular meetings and quarterly monitoring visits, as well as analyzing project reports and related issues.
- Troubleshoots by contributing to and ensuring problem solving for identified problems during project implementation.
- Coordinates closely with prime and subsidiary implementing partners to ensure effective program implementation and timely submission of reports (including quarterly reports, financial reports, and indicator data).
- Provides monitoring, evaluation, and learning for day-to-day oversight of USAID's DRG and peacebuilding assistance in Sri Lanka and Maldives.
- Maintains an organized and professional work environment at all times, meeting USAID records management requirements.
- Develops and provides technical review of program budgets.
- Maintains complete and auditable financial records for programs managed. Tracks the financial status and expenditures of relevant programs, and processes incremental funding actions.
- Prepares documents (budgets, Statements of Work, evaluation criteria, required memos, etc.) and leads administrative actions for program management using USAID procurement platforms: Global Acquisition and Assistance System (GLAAS).
- Tracks, follows-up, and monitors procurement actions through the Financial Management, Contract, Program, and Executive Offices.
- Maintains close contact and fosters new relationships with local stakeholders and international partners on contextual and programmatic issues affecting program performance, implementation, evaluation, impact and sustainability, and/or other matters as necessary.
- Provides technical analysis, feedback, and recommendations to USAID officers towards improving program design, management, performance and outcomes.
- Provides technical input for program development with extended/virtual team and customer input.
- Coordinates work activity with government, independent commissions, and civil society organizations with technical insight, and training to develop and enhance technical, institutional and management capacity.

- Promotes linkages with programs that encourage civic awareness and citizen participation, with an emphasis on increasing women's and youth political participation, and the political participation of other underrepresented groups.
- Provides guidance and technical input to Implementing Partners (IPs) on strengthening oversight, representational and legislative capacities of the legislature and independent commissions of Sri Lanka.

Technical Advisor/Liaison

25%

- Provides technical inputs to the DO and activity design documentation and related technical, policy, political analysis, and gender and budgetary analysis.
- Serves as a key technical team contact of the Mission for external and internal consultation and providing political or technical insights.
- Provides technical support to other Missions on technical and project management interventions.
- Provides socio, political, and economic analysis to the Mission leadership, and supports strengthening of partnerships between USAID and host government and key civil society actors in the DRG context in Sri Lanka and Maldives.
- Serves as a facilitator for USAID trainings/conferences (i.e. DRG conference, regional DRG conference).
- Coordinates and develops partnerships with other donor agencies working on legislative strengthening, elections and political processes, governance, civil society development, citizen participation, Countering Violent Extremism (CVE) and human rights in Sri Lanka and/or the Maldives.
- Develops a professional network of practice with other Sri Lankan and international professionals working on similar issues in Sri Lanka and/or the Maldives.
- Maintains readiness to brief U.S. Government, including USAID officials on the progress of GVP programs on legislative strengthening, elections and political processes, governance, civil society development, citizen participation, CVE and human rights in Sri Lanka and/or the Maldives.
- Ensures senior level communication with government, civil society, media, private institutions, and other donor representatives, to provide issue-oriented briefings and presentations.

Collaboration, Learning and Adapting

25%

- Ensures that monitoring, evaluation and learning (M&EL) plans for relevant projects are in place and that activities are developed and implemented against logical frameworks or theories of change in order to contribute to results.
- S/he works with USAID officials, implementing partners (IPs), and relevant host-government counterparts to ensure activity monitoring, evaluation, and learning plans (AMELPs), work plans and implementation letters include relevant and effective performance measures that provide results information and accurate measurements of activity impact.
- Supports office-wide gathering and reviewing of annual and quarterly monitoring and evaluation reporting, such as the Performance Plan and Report (PPR), the Performance

Management Plan (PMP), and contributions to monitoring performance on the Integrated Country Strategy (ICS).

- Designs and manages internal and external project performance evaluations.
- Advises on specific measurement and appraisal techniques appropriate for relevant projects and activities.
- Conducts rolling analysis and ongoing assessment of the operational and policy environment towards identifying new strategic or tactical opportunities to advance USG objectives through assistance activities.
- Assists in conducting data collection analysis for the USAID/Sri Lanka and the Maldives' Annual Report, Congressional Budget Justification, and Performance Monitoring.

3) *Supervisory Relationship*

The supervisor for this position is the Office Director for Governance and Vulnerable Populations or his/her designate. The incumbent, and the DO Team, develop the results framework, establish deadlines, and prepare plans of action and work to be done, completed work is reviewed in terms of achievement of programmatic goals and effectiveness in identifying and creating an environment to establish synergies for GSL and USG strategies; to meet host country and USAID objectives; and to integrate the DO with other initiatives in the Mission's strategy.

4) *Supervisory Controls*

Supervision of other Mission staff is not contemplated.

5) *Available Guidelines:*

Guidelines used include but are not limited to ADS Series, the USAID Country Development Cooperation Strategy (CDCS), Congressional Budget Justification, the Operational Plan, and Mission Orders as well as standard accounting, auditing and financial management operating procedures and systems requirements.

6) *Exercise of Judgment:*

Initiative is required in conceptualizing new or ongoing activity direction, communications with Mission management on potential issues, or modifying existing standards and guidelines to actual political and cultural needs.

7) *Authority to Make Commitments:*

The job holder exercises the authority given to all USAID activity managers and CORs/AORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job Holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job Holder may not independently commit the USG to the expenditure of funds; but, within the scope of the authority delegated, the Specialist may

indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor. Within the DO Team environment the incumbent builds consensus on the technical components of the DO under development. S/He makes decisions pertaining to the implementation of his/her own work objectives. Any determination pertaining to the goals, objectives and program design/results framework are made in a consultative fashion within the DO Team with the final decision made by the GVP Office Director.

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

Provides technical support to the DRG Office Director, meets with mid-level Government of Sri Lanka and/or Government of Maldives counterparts, if assigned, and civil society, donor agency officials, and program staff from implementing partner offices.

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

One (01) 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:

University Bachelor's degree in project management, development studies, law, the social sciences, or related subject is required.

b. Prior Work Experience:

Five years professional level experience in development with donors or international non-governmental organizations is required.

c. Post Entry Training:

Programming Foreign Assistance; Project Design and Management' and Agreement/Contracting Officer's Representative (AOR/COR) and other required training courses in accordance with USAID requirements.

d. Language Proficiency:

Fluent (Level IV) English required in order to conduct meetings and negotiations and coach extended team meetings as well as to write technical program reports, documentation, speeches and letters. Spoken and written Sinhala and / or Tamil at level IV is required.

e. Job Knowledge:

The Sri Lanka DO "Effective Democratic Governance Strengthened " requires knowledge of multiple DRG sub-sectors, as assigned: a) good governance and anti-corruption b) the rule of law, c) civil society and media development, d) elections and political processes, e) youth development and civic education, f) legislative function and processes, g) peace-building and reconciliation; and h) human rights and gender and disability rights in order to design and implement aspects of the program results: responsiveness of government institutions improved; more informed and active public participation; rights and tolerance elevated; increased civil society engagement and sustainability; and gender equality and social inclusion increased. Knowledge of program management for development assistance. Knowledge of the social, economic, and political structure of Sri Lanka and Maldives in order to strategically link the major goals and objectives of the Development Objectives to the legal and operating constraints within the countries. A demonstrated understanding of the organization and respective roles of the different branches of the Government of Sri Lanka and Government of Maldives in order to enhance effective communications and develop consensus on program strategy and implementation plans.

f. Skills and Abilities:

Management skills are required to develop and implement effective project execution involving financial and human resources within fixed deadlines and competing priorities. Administrative skills are required to oversee the successful attainment of Intermediate Results. Excellent verbal skills, tact and diplomacy are required to establish and develop sustainable working relations and a high level of trust with partners and targeted institutions. Verbal communications skills are also used to negotiate activity plans and resolve activity implementation issues. Good written communication skills are required to prepare regular and ad hoc reports on socio-political-economic context, activity documentation and briefing papers. Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters. Good computer skills are required to manage project goals and achievements: both program and financial. The work of this Project Management Specialist requires skills and activities employed in a variety of interrelated development activities including assisting with conceptualization (planning), implementation (achieving), monitoring and evaluation (judging) necessitating analysis in the following DRG sub-sectors, as assigned: a) good governance and anti-corruption b) the rule of law, c) civil society and media development, d) elections and political processes, e) youth development and civic education, f) legislative function and processes, g) peace-building and reconciliation, including Countering Violent Extremism; and h) human rights; and gender and disability rights.

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 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	Compensation Basic Salary = Grade (equivalent): 11 <i>as per the Local Compensation Plan (LCP)</i>	1	USD	XXX	XX
0002	Benefits Medical Allowance Misc. benefit allowance Bonus EPF ETF Total other cost	1 1 2	USD USD Months	XXX	XX
	Grand total payable in contract			XXX	
	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.

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.