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SOLICITATION NUMBER: 72011721R04

ISSUANCE DATE: 2/23/2021

CLOSING DATE/TIME: 3/23/2021 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for a Project Management Specialist (Energy), Cooperating Country National Personal Service Contractor (CCN PSC) under the 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,

James Mayer
Contracting Officer



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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72011721R04
- 2. ISSUANCE DATE:** 2/23/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 3/23/2021 at 11:59 p.m. Chisinau Time
- 4. POSITION TITLE:** Project Management Specialist (Energy)
- 5. MARKET VALUE:** Basic Annual rate (in U.S. Dollars): \$34,291-51,440

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Moldova forms the basis of compensation. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. This salary range is not inclusive of other benefits and allowances.

- 6. PERIOD OF PERFORMANCE:** Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five-year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.
- 7. PLACE OF PERFORMANCE:** Chisinau, Moldova
- 8. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification
- 9. STATEMENT OF DUTIES:**

The USAID Mission to Moldova (the Mission) is responsible for the development, implementation, and oversight of USAID-funded programs operating throughout Moldova. The Mission is providing assistance to advance Moldova along its journey to self-reliance as a competitive and democratic European country that resists Kremlin and other malign influences, while being powered by an engaged citizenry and catalytic partnerships with the private sector. In particular, the incumbent is also called upon to support implementation of the Agency's malign influence related Development Frameworks and navigate the sensitivities related to malign state actors' attempts to impede Moldova's Euro-Atlantic integration. Regional malign influence is deep, and the incumbent must be able to plan 4 year activities, but still provide rapid response solutions to sudden and unanticipated economic embargoes that target Moldovan energy security. The Senior Project Management Specialist for Energy ("the Specialist") position is located in the Economic Growth Office of the Mission. Economic Growth has primary responsibility for managing a large and dynamic portfolio of projects focused on helping achieve the Mission's Country Development Cooperation Strategy objectives, including helping build a competitive, European Moldova, well-integrated into western markets, and with an increasingly robust private sector that will improve the wellbeing of its citizens, enhance self-reliance, and become a strong and reliable U.S. partner. The Specialist will work in Economic Growth under the supervision of the Office Director



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and the Private Enterprise Officer. The principal role of the senior Specialist is to lead the design, management, and implementation of Economic Growth's foreign assistance activities related to energy and related sectors. As a Specialist, the incumbent will serve as the Contracting or Agreement Officer's Representative (A/COR) on one or more Economic Growth activities and may serve as the alternate A/COR for one or more activities. The senior Specialist for the energy sector advises on and assists with all aspects of the Mission's Energy and related portfolio. He/she provides expert advice and high-quality service to support the Economic Growth Office in planning, implementing, managing, and monitoring the Mission's energy portfolio, especially with regard to launching and overseeing the Mission's future four-year bilateral energy program, and addressing the core vulnerabilities of Moldova's energy sector.

MAJOR DUTIES AND RESPONSIBILITIES:

Project Design and Management

The incumbent is the principal Mission expert conceptualizing, designing, and monitoring the implementation of a full range of energy and related activities, ensuring that activities achieve their intended results and that partners meet their benchmark requirements in accordance with USAID regulations. The job holder will be expected to lead technical design of new activities and serve as project manager for energy activities for projects within the USAID/Moldova economic growth portfolio. The incumbent must be able to navigate the sensitivities related to implementation of the Agency's malign influence related development frameworks and still produce results. In particular, regional malign influence is deep, and The incumbent must be able to plan 4 year activities but still provide rapid response solutions to sudden and unanticipated economic embargoes that target Moldovan energy security. In the broad areas of project design and management, specific duties will include:

1. Serves as agreement/contracting officer's representative (A/COR) and activity manager on key Mission activities in the area of energy and related sectors: providing activity management oversight, field monitoring, data quality assessments, review and approval of partner progress reports, analysis and approval of financial expenditure data and project budget tracking, preparing annual activity incremental funding actions, and/or technical amendments as needed. Overall, ensures that activities are consistent with USAID's programmatic interests, with pertinent USG regulations, and with USAID's assistance strategy in Moldova and the broader region; maintains A/COR award files and project files. Provides professional and programmatic leadership, monitoring, guidance, and advice to USAID implementers to facilitate the achievement of results. Evaluates the benefits, costs, and effectiveness of proposed projects to improve economic conditions in Moldova.
2. Conducts site visits to monitor energy and related projects, which may require travel outside of Chisinau, as well as regular meetings and correspondence with partners and program stakeholders, tracking partner performance against activity objectives and results, tracking partner reporting, ensuring complete reports are submitted on-time and reported results are consistent with the contract or agreement. Reviews vouchers, sub-grants, annual implementation plans, performance monitoring plans, key personnel, and other issues requiring A/COR "substantial involvement;" conducts financial management tasks related to energy portfolio activities, such as preparation of quarterly accruals and pipeline analyses.
3. Leads the design of USAID projects in energy and related sectors. Directs the preparation of concept papers and presents them at Mission Reviews, drafts scopes of work and budgets for new activities, identifies appropriate procurement mechanisms, provides technical leadership to the procurement selection process, and makes recommendations on budget allocations between and within energy sector development programs and activities to Program Office and senior Mission management.



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4. Drafts wide variety of documentation related to project activity, including bullets, program briefs, program directory updates, portfolio reviews, operational plans, performance plan and reports, scene-setters, briefers for USAID and other USG officials, report-outs from meetings and events, and other reporting as required.

Strategic Planning and Coordination

The incumbent serves as the Mission's senior expert on all technical and policy aspects of energy and related sectors in Moldova, developing and maintaining high-level contacts and facilitating coordination with international donor agencies, private sector actors, and the Government of Moldova. As a senior member of the Economic Growth Office and trusted advisor to Mission management, the job holder is responsible for helping formulate USAID's strategic, programmatic, and policy decisions in the area of energy and critical infrastructure reform.

Specific duties include:

1. Continuously monitors and assesses changes in the region's political and economic environment, particularly as it relates to energy. Analyzes legal and economic events in Moldova and the broader region that may influence project or program implementation. Recommends alternative courses of action to resolve issues/conflicts with USAID policy and program objectives. Undertakes necessary research in support of the Energy portfolio, organizes and maintains databases, files, and other information repositories; and maintains and develops reports, documentation, and other tasks as they arise.

2. Initiates and participates in senior-level Mission discussions regarding energy, critical infrastructure, finance, etc. as well as other issues in economic development. Advises Mission management on developments in these areas and the impact of USAID strategic and policy decisions on them. Formulates strategies, operational plans, and new concept papers that promote sound energy security practices and internationally- recognized standards, are consistent with USAID and U.S. Embassy programming guidance, and leverage Government of Moldova commitments.

Leadership and Relationship Management

The incumbent serves as USAID's principal liaison in the areas of energy and related sectors with the host government (both local and national), other leading international donors, NGOs, and private institutions. Further, the incumbent plays a key role in identifying and coordinating synergies among USG stakeholders, serving as a trusted technical advisor to senior Mission management, and advocating for key priorities for assistance to Moldova within the USG.

1. Identifies key host-country decision-makers and international donor and private sector players in the energy sector and establishes collaborative policy dialogue and coordination with them; provides independent analyses and expert opinion on political and economic developments affecting the environment for overall energy, municipal finance, and infrastructure improvements consistent with USAID priorities.

2. Leads program strategies and provides periodic updates on the Government of Moldova's development and execution of its economic policy and energy and critical infrastructure development. Analyzes the degree to which the objectives of USAID/Moldova's economic growth programs are being met, and presents strategic and programmatic findings in a clear and concise manner (verbally and in writing) to high-level audiences, including senior mission management, other USG agencies, other donors, and government counterparts.



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SUPERVISORY RELATIONSHIP: The Specialist is directly supervised by the EG Office Director or his/her designee.

Supervision Exercised: None.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

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

12. POINT OF CONTACT: Completed offers (including all required documents - see section IV below) must be submitted electronically to: chisinauhr@usaid.gov . When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Bachelor’s Degree in economics, engineering, finance, international relations or development, public administration, law, or other related discipline is required.

Prior Work Experience: This position requires at least five (5) years of professional experience, which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and/or project management efforts. This includes a minimum of three (3) years of professional experience related to the energy, environment, natural resource management sector, or related field, whether private sector or government. The experience should have been in responsible development assistance, or related work for USAID, other donor organizations, host-government organizations, or the private sector. Recent experience in the area of economic sector development as applied to economic growth and economic reform programs in transition economies, and areas of frozen and open armed conflict is required.

Language Proficiency: Level IV English (fluent proficiency), in both written and spoken English, is required; Level IV (fluent proficiency native facility) in Romanian is required, as well as Russian (Level IV), in order to communicate directly with outside contractors, and to interact with authorities in neighboring countries.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.



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FOREIGN SERVICE NATIONAL SECURITY CERTIFICATION AND MEDICAL CLEARANCES:
The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

The probationary period is three months.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

10 points – Education: Bachelor's Degree in economics, engineering, finance, international relations or development, public administration, law, or other related discipline is required. Additional education in the aforementioned areas is desired.

30 points – Experience: This position requires at least five (5) years of professional experience, which demonstrates increasing responsibility for managing, analyzing, coordinating, and guiding significant analytical and/or project management efforts. This includes a minimum of three (3) years of professional experience related to the energy, environment, natural resource management sector, or related field, whether private sector or government. The experience should have been in responsible development assistance, or related work for USAID, other donor organizations, host-government organizations, or the private sector. Recent experience in the area of economic sector development as applied to economic growth and economic reform programs in transition economies, and areas of frozen and open armed conflict is required. Additional experience in the aforementioned areas, especially with the USG, is desired.

30 points – Knowledge: Knowledge of project management principles related to international development as well as in-depth knowledge of Moldova's current political, economic, social, and cultural environment is essential. Strong technical knowledge of the Energy sector, including the concepts, principles, techniques, and practices in the field of energy, municipal finance, communal services infrastructure, modern energy concepts, including energy efficiency and renewable energy. Furthermore, a good working knowledge of the institutions, government actors, non-government organizations, and private sector actors whose engagement is necessary to successfully implement Energy reforms in Moldova is essential. Advanced knowledge in one or more of the aforementioned areas is desired.

30 points – Skills and Abilities:

The following skills and abilities are essential for this position:

- ability to analyze and synthesize complex data;
- excellent listening, writing and verbal communication skills - including presentation skills;
- good working knowledge of the use of MS Office suite, Gmail, and Google suite;



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- ability to recognize significant developments and trends in the area of cybersecurity and identify the impact on program implementation;
 - strong interpersonal skills, including the ability to establish and maintain contacts with counterparts, other donor agencies, and international organizations;
 - teamwork skills, including the ability to work collaboratively in a multicultural, team-based environment under tight deadlines;
 - demonstrated ability to handle sensitive issues with professionalism, tact and diplomacy, including matters that require resolving disagreements or potentially divisive issues;
 - strong learning agility and the ability to effectively adapt to new or changing situations;
 - strong organizational and time management skills;
- Additional skills and abilities are desired.

TOTAL POSSIBLE POINTS: 100 points

IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in order to be considered for the position.

- a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: <https://eforms.state.gov/Forms/ds174.pdf>

Offerors must complete the DS-174 form in English, and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

An Internal Offeror's experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

- b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.
- c. **A CV or standard resume** of no more than 4 pages.
- d. Names of **three professional references**, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.

Offerors who do not include all above required documents in their offer submission **will not** be considered for this position.



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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** by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites **will not be considered.**

To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission

NOTE: Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Moldova form)
2. Authorization for Release of Information (U.S. Embassy Chisinau's form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

Health Insurance coverage
Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):

The Mission provides meal allowance in accordance with the Moldova Local Compensation Plan, in amount of \$770.

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES



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Local Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax 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>.
 - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
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: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.