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SOLICITATION NUMBER: 72011721R03

ISSUANCE DATE: 2/10/2021

CLOSING DATE/TIME: 3/10/2021 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for a Project Management Specialist (Gender, Youth and Vulnerable Populations), 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.:** 72011721R03
- 2. ISSUANCE DATE:** 2/10/2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 3/10/2021 at 11:59 p.m. Chisinau Time
- 4. POSITION TITLE:** Project Management Specialist (Gender, Youth and Vulnerable Populations)
- 5. MARKET VALUE:** Basic Annual rate (in U.S. Dollars): \$30,298-45,434

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 promote Moldova's transition to a democratic, prosperous, stable, country united towards Europe and resistant to malign influences.

The Project Management Specialist ("the Specialist") position is located in the Democracy and Governance Office (DG) of the Mission. The DG Office manages a large and dynamic portfolio of projects with an annual team budget of \$17.3M that focuses on advancing the capacity of citizens to effectively engage and partner with governing entities, leading to more inclusive and democratic institutions that are responsive to citizens' concerns and resistant to malign influences. The Office also manages activities focused on child protection, focusing on youth and the most vulnerable Moldovans, to ensure adequate conditions allowing them to live as fully engaged citizens in Moldova. The DG Office actively coordinates on cross-cutting goals with the Economic Growth team related to education and skills development related to media literacy, technology, and other themes, and digital transformation.

The Specialist will work in the DG Office under the supervision of the Office Director or his/her designee. As a Specialist, the incumbent will serve as the Contracting or Agreement Officer's



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Representative (AOR/COR) on one or more Office activities and may serve as the alternate AOR/COR for one or more activities.

The Specialist for gender, youth and vulnerable populations sits on the DG team, manages activities in child and social sector protection, and serves as the Mission lead and advisor on gender and youth programming. In this role, he/she provides expert advice and high-quality service to support the entire USAID Moldova mission on issues related to gender, youth, and vulnerable populations.

MAJOR DUTIES AND RESPONSIBILITIES:

Activity Management/COR/AOR Duties: 40%

One of the Specialist's primary responsibility is to manage and assist in the management of technical assistance activities. These duties may include:

- serving as the contracting/agreement officer's representative (COR/AOR) for activities primarily under the DG and social protection portfolio
- serving as the alternate COR/AOR for other activities
- providing USAID and its implementing partners with technical direction on social protection issues, gender, youth, and vulnerable populations
- reviewing vouchers, sub-grants, annual implementation plans, performance monitoring plans, key personnel and other issues requiring AOR/COR involvement
- conducting financial management tasks related to activities, such as as preparation of quarterly accruals and pipeline analyses
- conducting site visits to monitor activities and holding 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
- maintaining AOR/COR award and activity files

draft or assist in drafting weekly bullets; program briefs; program directory updates; portfolio reviews; operational plans, annual performance plan and reports; scene setters; briefers for USAID and other USG officials report outs from meetings and events; and other reporting as required.

Technical Advice: 30%

Provides analysis and recommendations on issues related to social protection, vulnerable populations, gender, and youth; tracks key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and challenges; conducts research and analysis to support current and future programming; cultivates personal contacts among Moldovan citizens, civil society, international organizations, and relevant GOM counterparts; briefs USG stakeholders, including Embassy and Mission management on updates in the sector. Serves as Mission Point of Contact (POC) for gender, youth, and potentially other cross cutting issues.

Planning & Procurement: 15%



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Participate and/or leads in the assessment, design, award and modification of activities, projects and strategies. Is responsible for drafting monitoring and evaluation approaches/tools, polished assessments, concept papers, program descriptions, statements of work, modifications, and other analytical and planning documents; drafts and circulates for approval pre-obligation documents; initiates GLAAS requisitions; coordinates with the Regional Contracting Office and Program Office on new procurements and modifications; serves on and chairs Technical Evaluation Committees.

Coordination, Representation, and Communication: 15%

Meets regularly with USG stakeholders, other donors, government counterparts, civil society organizations, implementing partners, and others to share information and coordinate on programming. May be required to represent USAID in external meetings related to social protection, vulnerable populations, gender, and youth.

SUPERVISORY RELATIONSHIP: The Specialist will be directly supervised by the DG 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: This position requires a minimum of a bachelor’s degree (B.A. or B.S) in social science, social work, public health, international development, public affairs and policy management, public administration, education, economics or a related field is required.

Prior Work Experience: This position requires a minimum of at least five years of progressively responsible project management or international development experience is required. This should include



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working knowledge of actors, issues, and dynamics of social protection, gender, and youth issues is required.

Language Proficiency: Level IV (fluent) English ability for reading, speaking and writing is required; Level IV fluency in Romanian or Russian is also required for reading, speaking, and writing.

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

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: This position requires a minimum of a bachelor's degree (B.A. or B.S) in social science, social work, public health, international development, public affairs and policy management, public administration, education, economics or a related field is required. Additional education in the aforementioned areas is desired.

30 points – Experience: This position requires a minimum of at least five years of progressively responsible project management or international development experience is required. This should include working knowledge of actors, issues, and dynamics of social protection, gender, and youth issues is required. Additional experience in the aforementioned areas, especially with the USG, is desired.

30 points – Knowledge: Strong technical knowledge of the policy, regulatory, social and other challenges in Moldova's social protection, gender, and youth sectors is necessary to succeed in this role. Knowledge of project management principles as well as Moldova's current political, economic, social, and cultural environment, as well as reform and policy priorities across sectors, is also essential. A strong working knowledge of the institutions, government actors, non-governmental organizations, and private sector actors whose engagement is necessary to successfully design and implement social protection, gender, and youth activities in Moldova is essential. Advanced knowledge in one or more of the aforementioned areas is desired.



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a. **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;
- ability to recognize significant developments and trends in the areas of social protection, gender, and youth 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;
- Proficiency in the use of MS Office suite, Gmail, and Google suite is essential.

The following skills and abilities are essential for this position:

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.



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- 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.

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%



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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

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.