We are currently accepting applications for the following positions:

Open to All Interested Candidates:

Applicants must address each required qualification listed in the vacancy announcement with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Solicitation Number / Position Title

USAID 72048620R10019 OPH Project Management Specialist (HIV Deputy Team Leader), FSN-12
USAID 72048620R10025 OPH Development Assistance Specialist (HIV), FSN-11
USAID 72048620R10027 GDO Development Program Specialist (Budget), FSN-10
USAID 72048620R10029 ROFM Administrative Assistant, FSN-7
USAID 72048620R10030 GDO Development Assistance Specialist (Monitoring, Evaluation and Learning), FSN-11
USAID 72048620R10031 REO Development Program Specialist (Budget), FSN-10
SOLICITATION NUMBER: USAID 72048620R10019

ISSUANCE DATE: February 14, 2020
CLOSING DATE/TIME: Open until filled

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – OPH Project Management Specialist (HIV Deputy Team Leader), FSN-12

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Ann Guardian
Executive Officer
1. GENERAL INFORMATION

1. SOLICITATION NO.: 72048620R10019

2. ISSUANCE DATE: February 14, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: Open until filled

4. POSITION TITLE: OPH Project Management Specialist (HIV Deputy Team Leader)

5. MARKET VALUE: THB 1,853,027 – 3,242,793 per annum equivalent to FSN-12 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.

7. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

9. STATEMENT OF DUTIES

9.1. General Statement of Purpose of the Contract

The Project Management Specialist (HIV Deputy Team Leader) supports the President’s Emergency Plan for AIDS Relief (PEPFAR) program under the leadership of the U.S. Personal Service Contractor (USPSC) HIV Team Leader in program planning, management, implementation, policy, monitoring, and evaluation. The main functions of the position are: 1) to oversee the management of PEPFAR financial, human and other resources; 2) to train, advise, and assist staff throughout the annual program design, implementation, reporting and evaluation cycles; 3) to provide program support and guidance to bilateral missions; 4) to manage the development and implementation of RDMA’s annual Regional Operational Plan (ROP); 5) to ensure monitoring and evaluation functions, including performance and financial reporting; and, 6) to supervise one team member. The position reports to the Office of Public Health (OPH). Regional travel will likely be required as a basic function of this position.

9.2. Statement of Duties to be Performed
A. Strategic Planning, Portfolio Management, and Monitoring: 60%

- Provides analyses and recommendations to OPH management and other staff regarding the formulation of Mission strategy for assistance on HIV and AIDS programs and on the management and implementation of related activities in the Mission’s PEPFAR portfolio;
- Develops comprehensive segments of the Mission’s PEPFAR program (Regional Operational Plan) after analyzing various options based on an analysis of U.S. objectives, resources, comparative advantage, cost effectiveness, and partnerships with local governments, civil society, and the private sector; collects and analyzes information from a variety of sources and prepares reports for program planning and resource allocation;
- Supervises, manages and provides technical oversight responsibility for a broad range of strategic planning, visioning, and policy development activities related to the different projects in the PEPFAR portfolio with both regional and national scopes; ensures that all PEPFAR projects produce meaningful impact and are being implemented in a way consistent with USAID/RDMA objectives and priorities;
- Plays a leading role in planning for future PEPFAR activities and setting the direction and priorities for USAID investment by acting as a primary contact for Washington on discussions to implement the Mission’s PEPFAR strategy with the planning and designing of new projects and activities and participates in the design of new activities led by other members of the HIV Team;
- Ensures that U.S. Government resources are invested in a manner that supports the PEPFAR agenda by leading the negotiations with high-level host country officials, USAID/Washington, the Embassy and other U.S. Government agencies on new and current activities, both in programmatic and geographic terms;
- Forecasts future funding needs based on an analysis of the portfolio’s pipelines and expenditure patterns as well as new priorities to include recommendations for annual allocations based on the budget forecast and allowances;
- Provides technical and managerial oversight for the preparation of PEPFAR annual reports, performance monitoring plans, congressional budget requests and other special reports and reviews; drafts correspondence to the local government, USAID/Washington and implementing partners as required;
- Serves as the Agreement Officer’s Representative (AOR) and/or the Contracting Officer’s Representative (COR) and provides technical and programmatic oversight and management of HIV activities; ensures timely review and approval of annual implementation work plans; conducts routine site monitoring visits ensuring that activities are carried out as planned and reported to USAID; reviews reimbursement claims for approval and/or disapproval of payments; prepares quarterly accruals and monitors expenditures and pipelines information to ensure
that funding obligations are maintained at adequate levels to deliver against approved work plans; maintains official filing both electronic and hard-copy as per Agency policies;

- In conjunction with the Strategic Information/Monitoring and Evaluation (M&E) team, the incumbent ensures monitoring and reporting systems are in place to assess progress of HIV program toward achieving Mission and PEPFAR goals; provides technical input in the development of Performance Monitoring Plans for both specific projects and activities and for the portfolio as a whole; develops a learning agenda for PEPFAR prevention and treatment activities with a rigorous monitoring system that gauges progress and provides for course correction or other adjustments; and

- Oversees the review and documentation of PEPFAR implementing partners’ performance through regular site visits, routine reports, assessments and/or evaluations, and participation in technical working groups and other forums to monitor activities and verifies asset use; ensures that issues are identified in a timely manner and that recommended follow-up actions are carried out; identifies successes, best practices, innovations, and lessons learned for sharing on a national and global level; routinely reviews the capacity building needs of the implementing partners, especially local entities, and develops plans to address any deficits.

B. HIV Team Supervision and Technical Oversight: 25%

- Provides technical oversight and supervisory guidance to the planning, design, project implementation, technical strategies, information systems, and monitoring, evaluation, and learning agenda for the PEPFAR portfolio;

- Ensures proper management of the overall PEPFAR budget and finances, including procurement planning, usage of program funds, and oversees AORs/CORs monitoring of pipelines;

- Assists HIV Team Leader with technical, administrative, and managerial leadership for HIV staff by regularly convening team meetings, ensuring information sharing and collaboration among HIV staff and projects; monitoring deadlines to ensure they are met; and raising issues with HIV Team Leader and Office of Public Health Director as necessary;

- Takes responsibility for drafting resource requests, such as the Regional Operational Plan, the Operating Plan, the Congressional Budget Justification, and Mission Resource Requests; takes responsibility for drafting reports for the HIV portfolio, including for PEPFAR and the USAID Annual Performance Report;

- Reviews staff work objectives and professional development plans; monitors the division of labor; prepares performance evaluations and training plans; assesses the need for TDY assistance; and provides direct supervision to one Locally-Employed (LE) staff; and
• Leads and/or participates in preparing for and responding to audits of PEPFAR assistance by ensuring that appropriate documentation is available for the auditors’ review; that audit interviews, meetings and/or site visits are organized as requested; that the mission entrance and exit meetings are well represented; that audit recommendations and closure memos are timely submitted; and the findings are shared across interested parties.

C. Program, Administrative, and Representational Duties: 15%
• Ensures a coordinated response by HIV Team staff to the Mission’s Program Development Office, the Office of the Global AIDS Coordinator (OGAC), the Office of Global Health, or the Office of HIV/AIDS/Washington requests for information or participation, such as participation in strategic planning exercises, or providing portfolio information.
• Serves on Technical Evaluation Committees for activity procurements and/or new personnel recruitment by chairing those related to HIV or others, as assigned;
• Provides ad hoc leadership when assigned to processes or special projects, or as point person for important visitors from the U.S., including Congressional Delegations, high-level officials from OGAC, other important U.S. Government officials or officials from the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM);
• Carries out such other tasks related to PEPFAR, broader OPH efforts, or Mission working groups assigned to innovation, public-private partnerships, etc., as might be assigned from time-to-time by Mission or OPH management;
• Handles all assigned work either independently or, as required, as part of sub-teams, according to established Mission policies, practices, and programmatic guidance, as in effect and in accordance with all applicable USAID regulations and guidance as provided in the USAID Automated Directives System (ADS), mission orders and notices and elsewhere; and
• Resolves problems that arise by determining the approaches to be taken and methodologies to be used; by developing, coordinating, and clearing proposed solutions with all necessary parties; and then taking appropriate actions necessary to resolve the problem.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

9.3. Supervisory Relationship
This position will be under supervision of the HIV Team Leader (Regional HIV and TB Advisor) or his/her designee.

9.4. Supervisory Controls
The incumbent supervises Project Management Specialist (Key Populations).

10. **AREA OF CONSIDERATION:**
    This position is open to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor candidates for a Thai residency permit.

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

12. **POINT OF CONTACT:** Benjamaporn Tantiphol /RDMA HR Assistant, e-mail RDMArecruitment@usaid.gov

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

1. **Education:** A Master’s degree or host country equivalent in medicine, public health, health sciences, or a management related field is required.

2. **Experience:** A minimum of 7 years of progressively responsible professional-level Experience within the field of HIV and AIDS, with experience in both the field implementation and policy levels is required.

III. **EVALUATION AND SELECTION FACTORS**

1. **Experience (30 points):** Experience within the field of HIV and AIDS, including the experience in both the implementation and policy is required.

2. **Knowledge (35 points):**
   - In-depth technical knowledge related to HIV and AIDS, with knowledge of the epidemic in the Asia Region is required.
   - A detailed knowledge of the concepts, and principles related to infectious disease issues, particularly HIV and AIDS, and the strategies most effective for implementing health interventions is required.
   - Either medical knowledge or advanced public health training and significant specific disease-related experience is required.
   - Understanding of the transmission and pathogenesis of the infectious diseases; how to detect and provide treatment; and how to promote community control and individual prevention of HIV is required.
   - Practical knowledge of health services and the international, national, and local infectious diseases response is required.

3. **Skills and Abilities (35 points):**
   - Must have high level of analytical skills. Work requires continual attention to detail with the ability to define problems, collect data, establish facts, and draw valid conclusions.
• Excellent project management and organization skills, good time management and the ability to meet deadlines are required.
• Strong people skills and ability to interact, communicate, establish and maintain effective work relationship with stakeholders at all levels (internal and external) are required.
• Capable of effectively presenting technical information to top management, clients, public groups and/or senior government officers, particularly non-health audience are required.
• Proficient in the use of computers and Microsoft Office applications is required.
• Physical fitness and able to obtain a fit to travel clearance and able to travel frequently within/outside the region to support USAID projects is required.

4. **Language:** Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

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

Applications will be initially screened and scored for eligibility in accordance with the evaluation factors and points mentioned in **Section III, item 1-3**. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in **Section III, item 4** will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above and will be conducted in USAID/RDMA Bangkok, Thailand. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). References may be obtained independently from other sources in addition to the ones provided by an applicant.

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

**IV. PRESENTING AN OFFER**

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form DS-174 Application for Employment as a Locally Employed Staff along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website [https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/](https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/)

2. Resume (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.
3. A copy of Thai ID card or valid Thai Residency Permit to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website https://www.immigration.go.th for the information of Thai Residency Permit).

4. A copy of Transcript, a valid TOEIC score, and a certified copy for name change (if any).

5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.

6. Application must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: Firstname Lastname – 72048620R10019 OPH Project Management Specialist (HIV Deputy Team Leader)

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Certification Form (Department of State Forms)
2. Designation of Beneficiary (SF-1152)
3. Allotment of Pay (DS-1992)

Do not submit the above forms with your application.

VI. BENEFITS/ALLOWANCES

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

VII. TAXES

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

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

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

USAID regulations and policies governing CCN PSC awards are available at these sources:


4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

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

END OF SOLICITATION
SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – OPH Development Assistance Specialist (HIV), FSN-11

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Ann Guardian
Executive Officer
1. GENERAL INFORMATION

1. SOLICITATION NO.: 72048620R10025

2. ISSUANCE DATE: April 24, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 21, 2020/11:59PM Bangkok, Thailand local time

4. POSITION TITLE: OPH Development Assistance Specialist (HIV)

5. MARKET VALUE: THB 1,313,799 – 2,299,144 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.

7. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

9. STATEMENT OF DUTIES

9.1. General Statement of Purpose of the Contract
The Development Assistance Specialist (HIV) is an essential member of the HIV Team within the Office of Public Health (OPH) at the USAID/RDMA. The incumbent will provide strategic information analytic support to the team and perform a variety of both complex and routine technical duties. S/he will work closely with bilateral missions, civil society organizations, and government counterparts at national and sub-national ministerial levels to increase the culture of data analysis, use, and evaluation. Specifically, s/he will support the planning and reporting on the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) country programs, including development of the Regional Operational Plan (ROP), Site Improvement through Monitoring (SIMS), Data Quality Assessments (DQAs), and PEPFAR Oversight and Accountability Review Team (POART) reviews. S/he will monitor progress toward achieving PEPFAR targets, translate strategic information into improved PEPFAR programming and delivery of services, provide accountability for use of PEPFAR resources, and support both internal and external capacity for using strategic information toward epidemic control in the Asia region.

9.2. Statement of Duties to be Performed
The incumbent will be expected to provide strategic planning; programmatic and technical support for HIV/AIDS activities under PEPFAR throughout the region; and strengthen capacity for USAID Client Missions in the region. To this end, the incumbent will maintain current knowledge and information on HIV prevention, care and treatment in Asia, and in the Mekong Region specifically and will be called upon to provide monitoring and evaluation (M&E) input on other diseases as needed by the OPH team. The incumbent will work in collaboration with key HIV and AIDS stakeholders, including host country government counterparts, donors, and nonprofit organizations/civil society organizations (NGOs/CSOs) to support the national HIV and AIDS programs.

A. Technical Support and Analytic Services: (50%)

- Maintains in-depth knowledge of PEPFAR reporting requirements, PEPFAR-related data systems, as well as data management and use strategies in order to provide informed program monitoring and partner management technical assistance to USAID Client Missions in Asia.
- Conducts data analyses and provides technical assistance relevant to Measurement, Evaluation, and Results (MER), program expenditures, and surveys, in collaboration with program/technical stakeholders.
- Provides technical advice and recommendations to the Ministry of Public Health and cooperating partners on monitoring and evaluation for HIV projects at national, provincial, district and community levels for PEPFAR country programs in Asia.
- Facilitates interpretation and dissemination of HIV-related data for program decision making.
- Conducts routine program data review and trend analysis of PEPFAR data, partner performance analysis and provide quarterly data visualization support, including data verification, data completeness checks, analysis of site level data, data pulling and review, and comparative analysis of results and targets from PEPFAR data collection systems and interagency analytic and data management products.
- Assists with data-focused analytical thinking for improved planning, monitoring, evaluation, and reporting of HIV/PEPFAR programs.
- Designs, develops and delivers high quality visualization and information products to support USAID operations at all stages of the development programming cycle.
- Translates complex data analysis concepts and requirements into clear, concise and useable information for both technical and non-technical USAID/PEPFAR team members.
- Contributes to the HIV knowledge base by preparing reports and publications, including technical updates, peer reviewed manuscripts, and by presenting internally and at international meetings/conferences.
- Supports USAID Client Missions in monitoring and evaluation to ensure US Government (USG) investments reflect the efficient use of resources.

B. Capacity Building, Strategic Planning, and Support: (50%)
• Strengthens capacity of USAID Client Missions to standardize and automate data collection, management, and display of HIV/PEPFAR data to make rapid data analysis more efficient, transparent, reproducible, and effective.
• Consults with HIV team to understand where data analytics will most effectively support PEPFAR’s overarching goal of epidemic control.
• Provides training and analytic support to strengthen their capacity to effectively manage and analyze PEPFAR monitoring data for the purposes of program accountability, oversight, and management.
• Provides technical leadership on monitoring and evaluation, and data visualization including Geographic Information System (GIS) and Tableau. activities across the HIV clinical cascade and other areas of HIV programming, including triangulation of survey, surveillance, and other country data sources as appropriate.
• Facilitates the sharing of best practices across USG programs vis-a-vis strategic information in different countries.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

9.3. Supervisory Relationship
The position reports to the Asia Regional Strategic Information Advisor or his/her designee.

9.4. Supervisory Controls
Full supervision of other USAID staff is not contemplated.

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

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

12. POINT OF CONTACT: Benjamaporn/RDMA HR Assistant, e-mail RDMArecruitment@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education: Bachelor’s Degree in Public Health, Epidemiology, International Health, Social Science, Medical Science or related field is required.

2. Experience: A minimum of 7 experience in HIV/AIDS monitoring and evaluation or public health is required.
III. EVALUATION AND SELECTION FACTORS

1. **Experience (20 points):** Experience in HIV/AIDS monitoring and evaluation or public health.

2. **Knowledge (40 points):**
   - A comprehensive knowledge of the concepts, principles, techniques and practices of HIV and AIDS and the strategies most effective in HIV prevention, care and support, particularly in the Asia region, are required.
   - A good working knowledge and understanding of health systems, especially the public health sector, health sector reform and the response from appropriate government and nongovernment entities is required.
   - Knowledge of HIV monitoring and evaluation is required.

3. **Skills and Abilities (40 points):**
   - Ability to demonstrated skills relating to HIV and AIDS in data analysis and visualization, program design, strategic planning, monitoring systems, program coordination and implementation, and evaluation is required.
   - Must possess knowledge and skills of using computers and office software such as Microsoft Word, Excel, PowerPoint, email and Google applications, as well as, statistical software such as STATA, SAS, R and data visualization tools.
   - Must be able to establish and maintain contacts at all levels of the host government(s) and with stakeholders in the non-governmental arena in order to explain USAID health specific project/program policies, objectives and procedures.
   - Must be able to transmit and interpret host country government and non-governmental sector program-related concerns to senior USAID officials and Mission management.
   - Must possess excellent communication, analytical, written and interpersonal skills.
   - Must be able to work independently and able to collaborate with others effectively as a team and work across agencies and cross-culturally with diverse teams on sensitive issues.
   - Must be able and willing to work additional hours beyond the established 40 hours work week and must be able and willing to travel extensively throughout the Asia region as necessary.

4. **Language:** Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

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

Applications will be initially screened and scored for eligibility in accordance with the evaluation factors and points mentioned in Section III, item 1-3. Top-ranked candidates
who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in Section III, item 4 will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above and will be conducted in USAID/RDMA Bangkok, Thailand. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). References may be obtained independently from other sources in addition to the ones provided by an applicant.

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

IV. PRESENTING AN OFFER

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form DS-174 Application for Employment as a Locally Employed Staff and a copy of Transcript. The DS-174 Application form can be found in the U.S. embassy website https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/

2. Resume (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.

3. A copy of Thai ID card or valid Thai Residency Permit to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website https://www.immigration.go.th for the information of Thai Residency Permit).

4. A cover letter (optional), a certified copy for name change (if any), and a valid TOEIC score (if invited for the interview).

5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.

6. Application must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: Firstname Lastname – 72048620R10025 OPH Development Assistant Specialist (HIV)

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Certification Form (Department of State Forms)
2. Designation of Beneficiary (SF-1152)
3. Allotment of Pay (DS-1992)

Do not submit the above forms with your application.

VI. BENEFITS/ALLOWANCES

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

VII. TAXES

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

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

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

USAID regulations and policies governing CCN PSC awards are available at these sources:


4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

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

END OF SOLICITATION
SOLICITATION NUMBER: USAID 72048620R10027

ISSUANCE DATE: May 1, 2020
CLOSING DATE/TIME: May 21, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – GDO Development Program Specialist (Budget), FSN-10

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Ann Guardian
Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72048620R10027

2. ISSUANCE DATE: May 1, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 21, 2020/11:59PM Bangkok, Thailand local time

4. POSITION TITLE: GDO Development Program Specialist (Budget)

5. MARKET VALUE: THB 943,379 – 1,650,920 per annum equivalent to FSN-10 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.

7. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

9. STATEMENT OF DUTIES
   9.1. General Statement of Purpose of the Contract
   As a member of the General Development Office (GDO) team based in Bangkok, the Development Program Specialist (Budget) will work closely with RDMA staff and GDO leadership to manage the GDO budget and lead a number of annually required financial planning exercises. S/he will work with GDO program management staff to coordinate efforts to design, manage and track the performance of development activities in the areas of Governance, Conflict, and Economic Growth. The incumbent will use a deep understanding of agency financial planning, program design, monitoring and evaluation, and program management rules, regulations and procedures and will use that understanding to ensure the GDO staff comply and are able to demonstrate achievement of GDO goals and objectives. The incumbent will work as a member of the program support unit along with the Development Assistance Specialist for Monitoring, Evaluation, and Learning (MEL).
   9.2. Statement of Duties to be Performed
      A. Procurement Planning and Program Management 40%
• Informs office members of any new procurement-related policies and procedures and advises GDO staff accordingly.
• Prepares and coordinates program, administrative and acquisition documents – including justifications and approvals for other than full and open competition and other waiver requests - required to comply with pre-obligation requirements according to the Automated Directives System (ADS) and Mission Orders (MO) and tracks the clearance process.
• Prepares statements of work for assessments and analysis; participates on design teams; assists in completing the documentation and assessments required for activity planning and design, and assists in developing performance based statements of work and program descriptions to solicit implementation by local and/or international firms as well as individuals.
• Participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily.
• Responsible for preparing positions of classification documents including drafting statements of work and other USAID documents for recruiting new and reclassifying existing personal service contractors’ positions.
• Prepares and/or revises the Initial Government Cost Estimate (IGCE) for new project activity and new Personal Service Contracts (PSC) positions including PSCs’ contract extension.
• Assists the office with organization of technical evaluation committees (TECs). Participation in the TECs may be requested to ensure that proper evaluation is done in accordance with established evaluation criteria.
• Participates in contract/grant closeout actions ensuring that all performance has been completed satisfactorily and final vouchers have been submitted.
• Responsible for determining, in consultation with other staff in the GDO with support from the Regional Office of Acquisition and Assistance (ROAA), the timing of procurement activities, including field support, needed to achieve the strategic objectives of the project and of the office. Develops and updates procurement plans covering goods and services, a reasonable procurement timeline, and the appropriate contracting or assistance instrument. S/he will coordinate the procurement process with the Mission and GDO staff and ensures constant communication between all relevant parties.
• Inputs procurement and financial information to the automated procurement management system including the Global Acquisition and Assistance (Procurement Management) System (GLAAS).

B. Budget and Financial Management Activities: 40%
• Works with the Regional Office of Financial Management (ROFM), the Program Office (PRO) and the Regional Office of Acquisition and Assistance (ROAA) to ensure that GDO staff are aware of, understand and are able to comply with USAID financial planning and reporting requirements.
• Works with GDO Leadership to complete financial analysis for a variety of required and ad hoc exercises including the Operational Plan, Congressional Budget Justification and Mission Resource Request.
• Prepares the GDO budget portion of the Annual Performance Report and Mission Portfolio Review.

• Coordinates with the ROFM, PRO and ROAA to ensure that the GDO financial information is shared with USAID headquarters in Washington on a timely basis.

• Tracks GDO funds expected and allowed from USAID headquarters in Washington (USAID/W) as well as funds obligated to contracts/grants. Tracks USAID administrative expenses charged to the GDO.

• Analyzes, plans and works with activity leads to manage GDO program support budgets including budgets for program design and learning (PD&L), and program administration and oversight (A&O), as well as program administration budget trends.

• Leads pipeline analysis process to ensure activity managers are effectively controlling expenditures rates and achieving program objectives.

• Reviews and monitors activity and PSC budgets, identifying bottlenecks and making recommendations for resolving issues. Prepares quarterly financial status reports on the various contracts and grants. Closely monitors financial records including earmarks, commitments, de-obligations, and/or re-obligations.

• Works closely with ROFM and PRO to review program support operational cost and review, GDO’s MegaMAARD (Modified Acquisition and Assistance Request Document) in order to provide budget estimates for GDO’s operational costs. Ensures that funds are committed and obligated for those costs properly and in a timely manner.

• Collects data for and completes quarterly project and personnel accruals. Information required for accurate accrual data reporting on the strategic objectives should be coordinated with the Implementing Partners (IPs), to the extent allowed, on a quarterly basis.

C. Monitoring, Evaluation, Results Reporting, and Communications: 20%

• Works closely with the MEL specialist to coordinate the process of monitoring the team’s performance in achieving its program area objective.

• Gathers information about implementation progress, data quality assessment, indicator reporting at both the activity level and the mission’s performance management plan (PMP).

• Participates in the preparation of special reports, activity reports and special briefing papers.

• Assists in maintaining smooth communications with RDMA, contractors and grantees, State Department, other relevant USG agencies, and USAID/W offices involved in the procurement, program management, and financial management of the GDO.

• Works with the MEL specialist to track activity performance, including design and procurement of activity evaluations.

• Supports GDO staff in ensuring that requests for communication are responded to in a timely manner.

• Collaborates with the MEL specialist and the team in PRO to assist activity managers to complete data calls requested from Washington.
The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

9.3. Supervisory Relationship
The position reports directly to the Deputy Office Director or his/her designate.

9.4. Supervisory Controls
The incumbent will not supervise other staff.

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

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

12. POINT OF CONTACT: Benjamaporn/ HR Assistant, e-mail
RDMArecruitment@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education: Bachelor’s Degree in Business Administration, Economics, Development Studies, Management, Social Sciences and/or related field is required

2. Experience: At least 3 years of professional and progressive experience in the field of budget/financial management, procurement planning and administration, program/project management or coordination, or monitoring and evaluation is required.

III. EVALUATION AND SELECTION FACTORS

1. Experience (35 points): Professional and progressive experience in the field of budget/financial management, procurement planning and administration, program/project management or coordination, or monitoring and evaluation is required.

2. Knowledge (35 points): Thorough understanding of how to plan, track and manage financial, budget and procurement needs of an operation unit for a development agency is required. Good knowledge and understanding of the concepts, principles, techniques and practices of development programming and project assistance is required.

3. Skills and Abilities (30 points):
   - Excellent project management, analytical, organizational, time management skills and the ability to meet deadlines and manage multiple priorities are required.
   - Must be detail oriented and able to obtain, analyze, and evaluate a variety of data.
• Excellent communication and interpersonal skills are required. Must be able to establish and maintain effective work relationship with stakeholder at all levels (internal and external).
• Must be able to effectively organize, prepare and present information in concise written and oral form.
• Must be proficient in the use of computers, office software such as Microsoft Office applications, email, and Google Applications.
• Must be able to use standard mathematic skills and able to effectively use spreadsheets or database functions.
• Self-motivation, ability to follow through and strong work ethics is required.
• Must be able and willing to travel domestically and internationally.

4. **Language**: Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

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

Applications will be initially screened and scored for eligibility in accordance with the evaluation factors and points mentioned in Section III, item 1-3. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in Section III, item 4 will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). References may be obtained independently from other sources in addition to the ones provided by an applicant.

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

**IV. PRESENTING AN OFFER**

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form DS-174 Application for Employment as a Locally Employed Staff and a copy of transcript or diploma. The DS-174 Application form can be found in the U.S. embassy website [https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/](https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/)

2. Resume (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.
3. A copy of Thai ID card or valid Thai Residency Permit to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website https://www.immigration.go.th for the information of Thai Residency Permit).

4. A cover letter (optional), a certified copy for name change (if any), and a valid TOEIC score (if invited for the interview).

5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.

6. Application must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: **Firstname Lastname – 72048620R10027 GDO Development Program Specialist (Budget)**

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

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

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Certification Form (Department of State Forms)
2. Designation of Beneficiary (SF-1152)
3. Allotment of Pay (DS-1992)

Do not submit the above forms with your application.

VI. **BENEFITS/ALLOWANCES**

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan  
6. Life insurance program  
7. Premium compensation – Overtime and Holiday pay  

VII. TAXES

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

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

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

USAID regulations and policies governing CCN PSC awards are available at these sources:


4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

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

END OF SOLICITATION
SOLICITATION NUMBER: 72048620R10029

ISSUANCE DATE: May 15, 2020
CLOSING DATE/TIME: May 28, 2020/11:59PM
Thailand local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – ROFM Administrative Assistant, FSN-7

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,

Erumis Urena
Executive Officer
I. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72048620R10029

2. **ISSUANCE DATE:** May 15, 2020

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 28, 2020/11:59PM Bangkok, Thailand local time

4. **POSITION TITLE:** ROFM Administrative Assistant

5. **MARKET VALUE:** THB 524,397 – 917,703 per annum equivalent to FSN-7 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.

7. **PLACE OF PERFORMANCE:** The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.

8. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

9. **STATEMENT OF DUTIES**

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

The incumbent serves as an Administrative Assistants for the Regional Office of Financial Management (ROFM), USAID/RDMA. The incumbent is responsible for providing administrative assistance on a broad variety of operational and information supports to the Regional Controller, Regional Deputy Controller as well as the ROFM staff, and maintain a positive relationship with colleagues in RDMA and client missions by responding to queries. To accomplish these responsibilities, the position requires strong communication and coordination with client missions, USAID/Washington, RDMA technical offices and the Regional Executive Office (REXO). The incumbent will be the Payroll, Time and Attendance, and Declining Balance Card (DBC) Coordinator for RDMA and its client missions. S/he plans and organizes OFM staff travel within the region and to the U.S. The Administrative Assistant will be expected to ensure that efficient and effective administrative office operations are maintained and exercise discretion with respect to any activities outside ROFM. S/he also logs, tracks requests for funding and clearance actions from other offices, and client missions. Further, s/he ensures that documents for funding and clearance submitted to ROFM are properly prepared prior to forwarding them to the Accounting section for action.
9.2. Statement of Duties to be Performed
Works closely and collaboratively with the Regional Controller/Regional Deputy Controller and office staff members in planning, establishing priorities, organizing, and carrying out full spectrum of secretarial/administrative/clerical functions within the office. Duties include the following:

A. Secretarial and Office Administration: 35%
   • Manages and maintains the Regional Controller and the Regional Deputy Controller working calendars. Responds to incoming and outgoing invitation on official function on behalf of the Regional Controller and the Regional Deputy Controller as assigned.
   • Receives and screens incoming calls and visitors, determines appropriate level of required response. Makes referrals to appropriate staff or provides requested information.
   • Schedules appointments, prepares agenda, and arranges meetings. Ensures office staff members remain cognizant of the date/times of schedules and appointments.
   • Reads and screens incoming correspondence, courier, and document; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate mail/materials to the Regional Controller, the Regional Deputy Controller or other office staff members.
   • Reviews, proofreads, and edits correspondence/documents which must pass through/from the Regional Controller and Regional Deputy Controller. Ensures correct formatting, punctuation, capitalization, paragraphing, spelling, grammar, content, attachment and clearance are in accordance with USAID and/or Mission correspondence protocol.
   • Drafts and prepares letters, memorandum, program cable, and reports in English and ensures documents are in proper format and compliant with USAID specific requirements to other offices within the Mission on behalf of ROFM concerning financial issues.
   • Maintains official/working files in compliance with Agency-specific Files Management guidelines and maintains up-to-date document tracking system to ensure that all data, information and records can be easily access. Responsible for the office annual file plan and vital record submission.
   • Monitors and requests for office supplies and equipment on a regular basis to ensure the adequacy of office supplies and equipment.
   • Prepares all documentation for reimbursements for office staff members for allowances and other official expenses including petty cash reimbursement, public vouchers and travel vouchers. Submits vouchers and supporting document for approval and for payment processing.
   • Assists office staff members, short-term contractors, student interns, U.S. summer hire students, and/or Temporary Duty (TDY) employees on matters relating to onboarding, check-in and check-out process.
   • Prepares travel arrangements, both domestic and international official trips, for the office staff members. These duties include preparing supporting documents and
coordinating needful actions in obtaining Travel Authorization (TA) prior to all official travels.

- Facilitates the process of obtaining visa, travel and country clearance (eCC) and other required travel documents for travelers; reserves flight and accommodation according to the approved itinerary; ensures Health and Accident Coverage Insurance (HAC) or travel insurance are made for local staff before travels; and provides others support for official/entitlement travel when necessary such as coordinating inter-city transportation, car rental, or communicate with traveler and family members in an event of emergency on travel matters.
- Prepares and monitors administrative and oversight budgets for travel. Liaises with the Program Office (PRO), Regional Executive Office (REXO) and Regional Office of Acquisition and Assistance (ROAA) for Modified Acquisition and Assistance Request Document (MAARD) preparation and Global Acquisition and Assistance System (GLAAS) actions.
- Accounts for all administrative actions related to MAARD & GLAAS processing.

B. Payroll, Time & Attendance Coordination: 35%

- Serves as the Payroll, Time & Attendance (T&A) Coordinator by consolidating Mission's T&A including WebTA for U.S. Direct Hires (USDHs), U. S. Personal Service Contractors (USPSCs) and Cooperating Country National Personal Service Contractors (CCNPSCs) for USAID/RDMA and client Missions.
- Serves as the Subject Matter Expert (SME) for WebTA supporting other timekeepers of each of the offices in the mission and its clients.
- Liaises regularly with Payroll and Human Resources Divisions of USAID/Washington to resolve USDH payroll and leave issues including initiation and termination of post differentials at post, leave adjustments, access to WebTA, initialization of home leave hours, and creates/updates to USDH and USPSC profiles in WebTA.
- Verifies the accuracy of each CCNPSC employee's timesheet submitted by timekeeper of each office.
- Resolves any discrepancies identified by the verification before the data is entered in WinTA.
- Transmits the information to Global Financial Services in Charleston (GFSC) for payroll processing after confirming all data are correct in WinTA.
- Collects, verifies and resolves the payroll information of each USPSC and then transmits the information within WebTA or to USAID/El Salvador for processing.
- Provides training to newly hired/assigned timekeepers in basic timekeeping procedures (WebTA for USDHs and USPSCs, WinTA for CCNPSCs).

C. Accounting Services Support: 30%

- Serves as the first point of contact for all related to ROFM operations including funding and clearance services.
- Establishes and maintains document log-in/ log-out / tracking system for the office using electronic control to log each document submitted by other divisions or client missions for funding or clearance action.
• Sorts and forwards request documents to the appropriate ROFM staff for proper actions. Returns funding requests that are not properly prepared and/or supported to originators for correction before acceptance.
• Ensures that proper filing and forwarding actions are conducted after all necessary actions are completed.
• Serves as the Declining Balance Card (DBC) coordinator and provides administration of DBCs which includes maintaining accountability of the DBCs through facilitation of approval, issuance, tracking, downloading statements and serving as liaison with the Agency DBC coordinator in M/CFO.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

9.3. Supervisory Relationship
The position reports to the Regional Controller or his/her designee.

9.4. Supervisory Controls
Full supervision of other USAID staff is not contemplated.

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

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

12. POINT OF CONTACT: Benjamaporn/RDMA HR Assistant, e-mail RDMArecruitment@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education: Two years of College or University Studies is required.

2. Experience: At least three years of specific and progressively responsible experience in the field of secretarial/administrative management with a multi-national company, and/or other international organization(s) is required.

III. EVALUATION AND SELECTION FACTORS

1. Experience (30 points): Progressively responsible experience in the field of secretarial/administrative management with a multi-national company, and/or other international organization(s) is required.
2. **Knowledge (30 points):** Solid knowledge of secretarial and office administration’s best practice, and related-clerical functions within an office setting such as record management, travel arrangement, and correspondence management is required. Good knowledge and understanding of host country’s operational environment such as culture, transportation and government/non-governmental entities are required.

3. **Skills and Abilities (40 points):**
   - Ability to deliver a broad range of secretarial and administration functions with high quality while applying critical thinking skills to solve problems is required.
   - Excellent communication and interpersonal skills are required. Demonstrate clear and effective use of language in appropriate to the context of the situation are required.
   - Ability to multi-task, identifying priorities and readjusting them as needed; and allocating proper amount of time and resources for each task and carry until completion is required.
   - Ability to collaborate with others as a team, placing the team agenda before a personal one, truly valuing others’ inputs, and willing to take shared responsibility is required.
   - Must have excellent customer service skills.
   - Must possess knowledge and skills of using computers and office software such as Microsoft Word, Excel, Power Point, e-mail, and Google applications.

4. **Language:** Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

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

Applications will be initially screened and scored for eligibility in accordance with the evaluation factors and points mentioned in Section III, item 1-3. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in Section III, item 4 will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an applicant.

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

V. **PRESENTING AN OFFER**
Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form DS-174 Application for Employment as a Locally Employed Staff and a copy of transcript or diploma. The DS-174 Application form can be found in the U.S. embassy website https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/

2. Resume (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.

3. A copy of Thai ID card or valid Thai Residency Permit to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website https://www.immigration.go.th for the information of Thai Residency Permit).

4. A cover letter (optional), a certified copy for name change (if any), and a valid TOEIC score (if invited for the interview).

5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.

6. Application must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: Firstname Lastname – 72048620R10029 ROFM Administrative Assistant

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

VI. LIST OF REQUIRED CLEARANCE FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following clearance forms.

1. Medical Clearance: Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
2. **Access Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.

VII. **BENEFITS/ALLOWANCES**

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

VIII. **TAXES**

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

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

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

USAID regulations and policies governing CCN PSC awards are available at these sources:


4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical
Conduct for Employees of the Executive Branch, available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

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

END OF SOLICITATION
SOLICITATION NUMBER: 72048620R10030

ISSUANCE DATE: May 15, 2020
CLOSING DATE/TIME: May 28, 2020/11:59PM
Thailand local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – GDO Development Assistance Specialist (Monitoring, Evaluation and Learning), FSN-11

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,

Erumis Urena
Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72048620R10030

2. ISSUANCE DATE: May 15, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 28, 2020/11:59PM Bangkok, Thailand local time

4. POSITION TITLE: GDO Development Assistance Specialist (Monitoring, Evaluation and Learning)

5. MARKET VALUE: THB 1,313,799 – 2,299,144 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.

7. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

9. STATEMENT OF DUTIES

9.1. General Statement of Purpose of the Contract

The incumbent serves as Development Assistance Specialist (MEL) (DAS) for the General Development Office (GDO), USAID/RDMA. As part of a diverse team, the incumbent will ensure that programs in the GDO portfolio are compliant with USAID monitoring and reporting requirements. They must ensure that RDMA and client Missions align with USAID’s Automated Directives System (ADS) guidance. The four basic functions of this position for regional client missions, Thailand-specific activities, and non-presence countries are: 1) monitoring, evaluation and learning (MEL); 2) Technical assistance to client Missions; 3) Information dissemination and reporting; and 4) Budget assistance and other program support.

9.2. Statement of Duties to be Performed

A. Monitoring, evaluation, and learning (RDMA): 50%
• Develops and refines systems, processes, tools, and criteria for the MEL components of project and activity design and management for use by RDMA/GDO.

• Assists Contracting/Agreements Officer Representatives (C/AORs) in learning from monitoring and evaluation efforts, ensuring that all related documents are of high quality and follow USAID program planning policy, and that activities fit within the Regional Development Cooperation Strategy (RDCS) and Agency goals.

• Supports project and activity design teams in GDO and advises/guides design process, reviews and manages approval processes, makes sure the Agency’s policies, directions, and processes are followed throughout the program cycle.

• Coordinates inputs for the drafting and refinement of narratives for selected sections of the annual Operational Plans, Mission Resource Requests, Performance Plan Reports, Congressional Notifications, and other reporting requirements.

• Develops and maintains a comprehensive Evaluation Plan for GDO by reviewing with each A/COR the evaluation needs and priorities.

• Advises and develops scopes of work for evaluations in coordination with C/AORs.

• Expertly analyzes evaluation and assessment reports and provides actionable recommendations to GDO staff and client missions.

• At the design phase of a project, the incumbent will coordinate closely with the Mission Monitoring and Evaluation (M&E) Specialist in the Program Office (PRO) and the GDO Budget Specialist to ensure adequate measures and funds are in place to accurately assess the activity and document results.

• Plans, designs, and implements evaluations in coordination with the C/AORs and the Mission M&E Specialist and assists the C/AORs and GDO leadership to integrate evaluation findings into decision making about GDO strategies, program priorities, and project design.

• Collects all GDO evaluation information reported in the annual Performance Plan and Report (PPR) and coordinates with the Mission M&E Specialist in PRO for inclusion in the Mission reports.

• Manages the GDO Performance Monitoring Plan by working closely with C/AOR’s to ensure accurate monitoring and reporting.

• Works with GDO C/AORs to ensure annual GDO activity work plans and monitoring plans include relevant and effective performance measures that provide an accurate measurement of impact and results.

• Works with C/AOR’s to ensure that Data Quality Assessments (DQAs) are complete and regularly updated in compliance with Mission Orders and relevant ADS guidance.

B. Technical Assistance to Client Missions: 20%

• Assists client Mission staff in developing and refining systems, processes, tools and criteria for the MEL components of project and activity design and management.
Supports project and activity design teams in client Missions, advises design team members, makes sure the Agency's policies, directions, and processes are followed throughout the program cycle.

Serves as point of contact for regional client missions with USAID/RDMA technical managers and support offices, provides guidance and support on program cycle requirements and services, including planning and reporting, portfolio implantation, budget and pipeline reviews, procurement planning, cross-cutting issues, project/activity design and MEL.

Advises and develops scopes of work for evaluations in coordination with C/AORs in client missions.

C. Information dissemination and reporting: 20%
- Works with the GDO Development Assistance Specialist (Budget) in providing high level technical support to GDO and client Mission technical offices in program analysis, monitoring, and presentation. Advises on Agency requirements and procedures, including tracking funds allowed to the Mission from Washington to correct program elements and Field Support mechanisms.
- Coordinates GDO responses to requests from USAID Washington D.C. and other key stakeholders on program activities and summaries.
- Conducts research and collects resources and information to respond to on-going mission information needs or special requests for assessing new areas of intervention, evaluating on-going program implementation and preparing strategic and/or reporting documents.
- Compiles responses to information inquiries. Assists GDO staff in drafting and editing GDO Program documents such as the Operational Plan, Performance Report, and Annual Program Reports as required.

D. Budget Assistance and other program support: 10%
- Supports the USAID Development Assistance Specialist (Budget) in the GDO office in overseeing new fiscal year obligations, including the completion of congressional notifications and pre-obligation requirements such as country and statutory checklists and agency environmental compliance.
- Helps to design and prepare analytical tables to track earmarks and directives for special program planning and budgeting reports, including country program objectives/areas/elements and project data reports requested by the Congress, USAID/Washington (USAID/W), Ambassadors, the Mission Director, host governments, client Missions and other donors.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

9.3. Supervisory Relationship
The incumbent reports to the GDO Deputy Office Director or his/her designee.

9.4. Supervisory Controls
The supervision of other USAID staff is not contemplated.

10. **AREA OF CONSIDERATION:**
This position is open to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor candidates for a Thai residency permit.

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

12. **POINT OF CONTACT:** Natthika Changprasert/ HR Assistant, e-mail RDMArecruitment@usaid.gov

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

1. **Education:** A Bachelor’s degree in international development, business/public administration, social science, statistics, and/or other related field is required.

2. **Experience:** At least five years in progressively responsible MEL, data analysis and reporting, and budgeting experience with experience in an international organization, multinational company, Embassy, or other donor organization is required.

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III. **EVALUATION AND SELECTION FACTORS**

1. **Experience (40 points):** Progressively responsible MEL, data analysis and reporting, and budgeting experience with experience in an international organization, multinational company, Embassy, or other donor organization is required.

2. **Knowledge (30 points):**
   - An in-depth knowledge of the concepts, principles, techniques, and practices of program monitoring and evaluation is required.
   - Must have a thorough knowledge of relevant Asia laws, regulations, and development challenges, priorities, and opportunities.
   - Must possess, or be capable of quickly learning, comprehensive and detailed policies, regulations, and documentation governing program/project development, implementation and financing.
   - Must be able to acquire in-depth knowledge of the operational policies and strategy including new program framework.
   - Knowledge of concepts, principles, techniques and practice of program design, budgeting and budget cycle management, implementation, monitoring and evaluation is required.
   - Familiarity with Asia region’s political, economic, social and cultural context is required.
3. **Skills and Abilities (30 points):**
   - Ability to analyze development strategies, present complex information, and manage a variety of activities and data under tight deadlines including financial information, and presentation in concise form is required.
   - Ability to analyze qualitative and quantitative data and provide succinct written reports that require minimal editing, including financial knowledge to develop and present data in a clear and compelling way is required.
   - Must be able to demonstrate excellent interpersonal and teamwork skills, and able to develop and maintain strong working relationships with a broad range of development partners and program stakeholders.
   - Ability to identify and resolve implementation issues and advise the Director and Deputy Director on overall program direction is required.
   - Ability to work effectively on multiple tasks under intense time pressure is required. Exceptional organizational skills, creativity and flexibility are also required.
   - Must possess excellent communication skills (both verbal and written), strong presentation skills, and the ability to persuade and mobilize stakeholders to support efforts to improve the use of appropriate technologies, institutions, and policies.
   - Must have excellent computer skills and ability to use and learn office software such as Microsoft Word, Excel, Power Point, e-mail, Google applications, and statistical modeling software.
   - Must be able and willing to travel both domestically and internationally.

4. **Language:** Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

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

Applications will be initially screened and scored for eligibility in accordance with the evaluation factors and points mentioned in **Section III, item 1-3.** Top-ranked candidates who meet the minimum qualification will be given a recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in **Section III, item 4** will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an applicant.

USAID/RDMA reserves the right to select additional candidates if vacancies become available during future phases of the selection process.
IV. **PRESENTING AN OFFER**

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form **DS-174 Application for Employment as a Locally Employed Staff** and a copy of **transcript or diploma**. The DS-174 Application form can be found in the U.S. embassy website [https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/](https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/).

2. A **resume** (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.

3. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website [https://www.immigration.go.th](https://www.immigration.go.th) for the information of Thai Residency Permit).

4. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC** score (if invited for the interview).

5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.

6. Application must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: **Firstname Lastname – 72048620R10030 GDO Development Assistance Specialist (MEL)**

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

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

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following clearance forms.

1. **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance.
2. **Access Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.

**VI. BENEFITS/ALLOWANCES**

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

**VII. TAXES**

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

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

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

USAID regulations and policies governing CCN PSC awards are available at these sources:

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical
Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations

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

END OF SOLICITATION
SOLICITATION NUMBER: USAID 72048620R10031
ISSUANCE DATE: May 19, 2020
CLOSING DATE/TIME: June 1, 2020/11:59PM
Thailand local time

This is a re-advertisement of Solicitation number: USAID 72048620R10022. Candidate who has applied in the first round does not need to resubmit an application.

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – REO Development Program Specialist (Budget), FSN-10

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Ann Guardian
Executive Office
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72048620R10031

2. ISSUANCE DATE: May 19, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 1, 2020/11:59PM Bangkok, Thailand local time

4. POSITION TITLE: REO Development Program Specialist (Budget)

5. MARKET VALUE: THB 943,379 – 1,650,920 per annum equivalent to FSN-10 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/RDMA. Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.

7. PLACE OF PERFORMANCE: The United States Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), Bangkok, Thailand with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: The successful candidate shall be required to obtain a Security Certification for Employment from Regional Security Office.

9. STATEMENT OF DUTIES

9.1. General Statement of Purpose of the Contract
The Development Program Specialist (Budget) serves as a member of the Regional Environment Office (REO), USAID/RDMA and leads a full range of financial management, budget formulation and development, and procurement tracking/planning management services critical to achieving the RDMA’s Regional Development Cooperation Strategy (RDCS). S/he will report to the Development Assistance Specialist, but may be called upon to provide analyses and recommendations to the REO Director and Deputy Director regarding budget and procurement issues. S/he will work closely with other REO staff, the Program Office (PRO), the Regional Office of Financial Management (ROFM), the Regional Office of Acquisition and Assistance (ROAA), the Regional Legal Office (RLO) and the Regional Executive Office (REXO) on matters pertaining to budget planning, financial management, and procurement.
9.2. Statement of Duties to be Performed

A. BUDGET/FINANCIAL FORMULATION AND MANAGEMENT: 50%

- Manages the REO program budget to ensure effective and accurate program planning and monitoring with regards to financial resources.
- Provides regular budget/financial briefing documents to REO management to inform proper decision-making.
- Advises REO staff members on budget process and status, and on methods of budget planning in both the design and implementation phases of programs/activities;
- Plans and manages REO program support budgets including budgets for Program Design and Learning (PD&L), and program administration and oversight (A&O), including analyzing the program administration budget trends;
- Plans for REO emergency fund requests and coordinating with the PRO to arrange timely approval of emergency funds;
- Works with the PRO to arrange timely allowance of program funds from Washington, and to ensure funds are allowed to correct program elements; serves as the REO representative in Mission program budget planning meetings.
- Leads the development of financial analysis for the Operation Plan, Congressional Budget Justification and Mission Resource Request.
- Leads pipeline analysis process to ensure Agreement/Contracting Officer’s Representatives (A/CORs) are effectively managing program’s expenditures rates and achieving program objectives. Prepare such information for quarterly report review meetings and portfolio reviews.
- Monitors and tracks REO funds expected and allowed from USAID/Washington and funds obligated to contracts/grants as well as to the Regional Development Objective Grant Agreement (RDOAG). Coordinates financial management issues with the ROFM in the field and USAID/ Washington.
- Works closely with ROFM to develop, review, revise REO’s operational costs and ensures that funds are committed and obligated for those costs properly and in a timely manner. Monitors the financial status of REO’s cooperative agreements, grants and contracts on a systematic basis. Guides and advises A/CORs and Activity Managers on quarterly project accruals report preparation. Prepares and/or review accruals calculation worksheet and gathers information required for accurate accruals report by coordinating with implementing partners, to the extent allowed, on a quarterly basis.
- Closely monitors financial records including earmarks, commitments, obligations, deobligations, reobligations, and funds under RDOAG, etc.
• Consolidates implementing partners’ budget spent in each country and prepares reports on a regular basis to ensure smooth coordination with bilateral missions and embassies.

B. PROCUREMENT PLANNING AND MANAGEMENT: 50%
• Leads REO’s procurement process with the ROAA, maintaining ongoing and productive communications among A/CORs, activity managers and ROAA.
• Develops and updates procurement plans covering goods and services, including all required documents according to the USAID’s policies, regulations, guidance and Automated Directives System (ADS), and a reasonable timetable to put instrument(s) in place on time.
• Reviews and revises the Initial Government Cost Estimate (IGCE) for all new Personnel Service Contracts (PSCs) positions including PSCs’ contract extension.
• Guides the activity managers in the development of the IGCE for all new procurement actions.
• Inputs procurement and financial information to the automated procurement management system (GLAAS).
• Prepares and/or coordinates procurement documentation, such as Modified Acquisition Assistance Request Documents (MAARDs), Purchasing Requests, Purchase Orders, and other acquisition documents, and tracks the clearance process.
• Prepares and tracks documents required to comply with activity design and pre-obligation requirements according to the ADS and Mission Orders.
• Prepares justification memorandum and waiver requests.
• Advises the REO Administrative Assistants on preparation of any procurement and travel requests including provides fund cite for those requests.
• Identifies program area and program elements to be assigned for each implementing mechanism to ensure all funds are tracked properly.
• Keeps informed of any new procurement-related policies and procedures and advises REO staff accordingly.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

9.3. Supervisory Relationship
This position reports to the Development Assistance Specialist or his/her designee.

9.4. Supervisory Controls
Full supervision of other USAID staff is not contemplated.
10. **AREA OF CONSIDERATION:**
This position is open to Cooperating Country National (CCN). Thai citizen or other country citizen lawfully admitted for permanent Thai residence is eligible to apply. Please note that USAID is not able to sponsor candidates for a Thai residency permit.

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

12. **POINT OF CONTACT:** Natthika Changprasert/RDMA HR Assistant, e-mail RDMAreRecruitment@usaid.gov

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

1. **Education:** A minimum of a Bachelor’s degree in Sciences, Social Sciences, Business Administration, Accounting, Economics or Arts.

2. **Experience:** A minimum of five years of progressively responsible experience in the field of program/project management, procurement, budget and/or finance is required. At least three years of this experience must be with a large organization.

3. **Language:** Level IV – Fluent in speaking/reading/writing in Thai and English with a valid TOEIC score of 855 is required.

III. **EVALUATION AND SELECTION FACTORS**

1. **Experience (30 points):**
Additional points will be given for experience with international development organizations, for experience beyond the minimum five years, and for specialized experience in budgeting for projects and programs.

2. **Knowledge (30 points):**
Demonstrated knowledge of how to plan, track and manage financial, budget and procurement needs of a large operational unit;

   Demonstrated knowledge of the concepts, principles, techniques and practices of budgeting for development-related activities.

3. **Skills and Abilities (40 points):**
   - Demonstrated ability to obtain, analyze, and evaluate a variety of data;
   - Demonstrated ability to organize and present information in concise written and oral form;
   - Demonstrated ability to organize, prioritize and follow through on all assignments with minimal oversight;
   - Demonstrated excellent interpersonal skills, attention to details, and initiative;
   - Demonstrated excellent communication and coordination skills to engage with internal and external stakeholders in the collection and analysis of financial information;
• Demonstrated excellent computer skills to use office software such as Microsoft Office.

SELECTION PROCESS:

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

Applications will be initially screened and scored in accordance evaluation factors and points mentioned in Section III, item 1-4. Shortlisted candidates will be given a recruitment test. Applicants with passing marks from the recruitment test and with a valid TOEIC score mentioned in Section II, item 3 will be invited for an interview. Only shortlisted candidates for final interview will be notified of the selection result. The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an applicant.

IV. PRESENTING AN OFFER

Interested applicants must submit the following:

1. Eligible applicants are required to complete and submit the form **DS-174 Application for Employment as a Locally Employed Staff** and a copy of **transcript or diploma**. The DS-174 Application form can be found in the U.S. embassy website https://th.usembassy.gov/embassy-consulate/jobs/usaid-job-vacancies/

2. A **resume** (without photo) is required if experience description goes beyond the block No. 20 Work Experience in DS-174.

3. A copy of **Thai ID card or valid Thai Residency Permit** to verify eligibility to work in Thailand. Please note that USAID is not able to sponsor candidates for the permit (check with Thai Immigration Bureau website https://www.immigration.go.th for the information of Thai Residency Permit).

4. A **cover letter** (optional), a **certified copy for name change** (if any), and a valid **TOEIC score** (if invited for the interview).

5. All required documents must be scanned and submit via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF format. Please do not submit documents in zip file or web links.

6. Application must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
7. To ensure consideration of application for the intended position, applicant must prominently reference the Solicitation Number in the application submission. The email subject should read: Firstname Lastname – 72048620R10031 REO Development Program Specialist (Budget)

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

V. LIST OF REQUIRED CLEARANCE FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror/Applicant about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following clearance forms.

1. Medical Clearance: Prior to signing a contract, the selected individual will be required to obtain a medical clearance.

2. Access Clearance: Prior to signing a contract, the selected individual will be required to obtain a Computer/Facility Access Certification. Temporary clearances may be requested while a personal background investigation is conducted.

VI. BENEFITS/ALLOWANCES

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

1. Annual bonus
2. Annual leave plan
3. Health benefit plan
4. Severance pay plan
5. Retirement plan
6. Life insurance program
7. Premium compensation – Overtime and Holiday pay

VII. TAXES

The U.S. Mission does not make deductions for income tax to local governments. The U.S. Mission expects its employees to fulfill their fiscal obligations required under their country’s laws, including paying income taxes. Paying these taxes is a matter strictly between the employees and the Thai government. Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality status. A copy of the Social Security or resident alien card must be submitted to HR together with completed W-4 Form to initiate U.S. Federal tax/FICA withholding.
VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)

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

**END OF SOLICITATION**