



USAID

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-114-17-000002

ISSUANCE DATE: November 10, 2016

CLOSING DATE: November 30, 2016 (23:00 local Tbilisi time)

SUBJECT: USAID/Caucasus– Solicitation for resident-hire US Personal Services Contractor (USPSC), Development Assistant (multiple positions), GS-07

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Tbilisi, Georgia, is seeking applications from qualified U.S. citizens interested in providing resident-hire USPSC services as described in the attached solicitation.

Submissions shall be in accordance with the **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned applications will not be considered.

All applications and the requested documents should be submitted to HR-Tbilisi@usaid.gov.

Any questions related to this solicitation must be directed to both:

Victor Diaz de Leon, Regional Executive Officer, Phone (in Georgia) – (+ 995 32) 254-4115; Email: vdiaz@usaid.gov;

Eka Kirvalidze, Human Resources Specialist, Phone (in Georgia) – (+ 995 32) 254-4154; Email: ekirvalidze@usaid.gov

Interested candidates must have US citizenship and served at least two years in Caucasus in development or humanitarian roles, and must be able to obtain a U.S. Government (USG) security clearance at the HSPD-12 “facility access” level and a medical clearance that are requirements for the position.

Applicants should retain for their records the copies of all application materials submitted.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: In selecting personnel there will be no discrimination based on race, color, religion, sex, national origin, politics, marital status, physical handicap, age, or membership or non- membership in an employee organization.

Sincerely,

Victor Diaz de Leon
Supervisory Executive Officer
USAID/Caucasus, Tbilisi, Georgia
7060 Tbilisi Place
Washington, DC 20521-7060

ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: SOL-114-17-000002
2. ISSUANCE DATE: November 10, 2016
3. CLOSING DATE: November 30, 2016 (23:00 local Tbilisi time)
4. POSITION TITLE: Development Assistant
5. MARKET VALUE: USD 35,009 – USD 45,512 equivalent to GS-07. Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE: One year (with the option to extend)
7. PLACE OF PERFORMANCE: Tbilisi, Georgia
8. DIRECT SUPERVISOR: USAID/Caucasus Program Office Director or his/her designee.
9. SECURITY LEVEL REQUIRED: Applicants must already have or be able to obtain an HSPD-12 Facility Access level U.S. Government Security Clearance. The applicant is also responsible for obtaining a residency permit to work in Georgia. The Executive Office will provide support in obtaining the appropriate documents, but cannot officially represent the applicant.
10. AREA OF CONSIDERATION: US Citizens - former Peace Corps Volunteers and Fulbright Scholars, who have served at least two years in Georgia in development or humanitarian roles.

11. STATEMENT OF DUTIES: DEVELOPMENT ASSISTANT

INTRODUCTION AND BASIC FUNCTION OF THE POSITION

The USAID/Georgia Mission has been working to improve the quality of life for the Georgian people for nearly 25 years. USAID assistance is provided in three main development objective areas, including democracy and governance, economic growth, and social sector development. More broadly, USAID also supports the three U.S. strategic priorities in Georgia, namely promoting Euro-Atlantic integration, countering Russian aggression and furthering anti-corruption/transparency efforts.

With more than fifty active projects, we have a need for Development Assistants who will support the development and implementation of Mission programs across various technical offices. USAID/Georgia currently has multiple open vacancies for development professionals who are American citizens and who have served at least two years in Georgia in development or humanitarian roles and who have or can obtain a U.S. Government security clearance at the HSPD-12 "Facility Access" level. Contracts will be one year in duration with limited benefits, with the possibility of a one-year extension.

The Development Assistants will be responsible for providing support to USAID/Georgia's programs and operations. The incumbent's placement within the USAID/Georgia Mission will be coordinated by the Mission's Front Office and the Executive Office based on the Mission's needs and the qualification and the experience of the applicant. Depending on final placement, the incumbent will likely spend time on messaging/outreach, supporting Development Objective Teams as required, and working directly with various USAID implementing partners at the field level. Such field work will include monitoring and evaluating technical activities under the direction of the Assistance or Contract Officer's Representative (AOR/COR). Rotations through other support offices are also available as time and needs allow to give the incumbent(s) a larger view of USAID operations.

MAJOR DUTIES AND RESPONSIBILITIES

Project Support

The incumbent provides support to Development Objective Teams and/or staff members of the Program and Project Support Office (PPS) related to project design, implementation and support. S/he will assist with document preparation (such as reporting, concept papers, event memoranda, solicitations, etc.), participate in project strategy and design discussions and provide assistance in organizing meetings and conferences.

Monitoring & Evaluation

The incumbent will serve as a Monitoring and Evaluation support staff to the AOR/COR within a Development Objective Team or in the Office of Program and Project Support (PPS). S/he may be required to play a role in developing and implementing the Project and Activity Monitoring, Evaluation and Learning (MEL) Plans and the Mission's Performance Management Plan (PMP), and coordinating the relevant monitoring and evaluation activities. Moreover, the incumbent will assist in designing and implementing baseline surveys, situational analyses, needs assessments, lessons learned, mid-term evaluations, and final evaluations as per the approved Monitoring and Evaluation plan. The incumbent will assist his/her assigned team in analyzing data and developing and revising action plans, ensuring that data are incorporated into the program design to improve performance and increase program impact. S/he will work with Project Management Specialists and AOR/CORs to provide information and documentation that will

satisfy USAID Monitoring and Evaluation requirements. This may require significant time in the field and travel around the country.

The incumbent also plays a supporting role in collaborating with the Development Objective Teams and Monitoring and Evaluation backstops in PPS, the Mission's Gender Advisor, the Mission's Environmental Officer, and others to ensure that their respective inputs are incorporated into each program (i.e., cross-sectoral collaboration, monitoring and evaluation principles, incorporating lessons learned and findings from previous experiences, gender analysis, gender-sensitive approaches and indicators, and environmental compliance requirements).

Communications & Outreach

The incumbent works closely with the outreach team in PPS to communicate events, success stories and share activities via social media, press releases, talking points, and fact sheets to effectively communicate Mission accomplishments. The incumbent will also support VIP visits and help control officers in developing and presenting briefing materials. This may require field visits to project sites in order to collect information and to work with implementing partners on setting event schedules, writing scene setters, etc.

Knowledge Management & Research

The incumbent helps strengthen linkages and cross-sectoral collaboration among USAID projects and between Development Objective Teams through analyses related to the relevant programmatic area - including analyzing and assessing host country development challenges, opportunities, needs and priorities, and assessment of the activities of other donors; and helps incorporate findings into project approaches and interventions.

Other significant elements of the position:

1. Reporting responsibility: The incumbent will be supervised by the PPS Office director or his/her designee.
2. Supervision Exercised: This is a non-supervisory position.
3. Authority to make commitments: The incumbent will have no independent authority to commit U.S. Government funds on behalf of the U.S. Government.
4. Nature, level, and purpose of contacts: Contacts are with U.S. Embassy staff, USAID Implementing Partners, U.S. government staff, beneficiaries, stakeholders, and other donors. As a junior member, he/she will work closely with members of other technical and support offices in the Mission.
5. Exercise of Judgment: Although not a policy maker, it is expected that the incumbent will exercise some judgment in carrying out duties, subject to final review by his/her supervisor.
6. Available Guidelines: The incumbent is required to understand and analyze the basics of Mission and Agency-specific policies and procedures that govern implementation of development activities, to include but not limited to the USAID Automated Directives System (ADS, USG Procurement regulations, Mission Orders, Embassy regulations and policies, etc.)

12. PHYSICAL DEMANDS

The primary location of work will be the USAID/Georgia Mission, located in USG provided facilities in Tbilisi, Georgia. Work in the office is expected to be mostly sedentary. Secondary locations will include implementing partner offices, field offices, project site field locations, Government of Georgia offices, the offices of bilateral and multilateral donors and NGOs, and attendance at conferences and trainings.

13. POINT OF CONTACT:

Victor Diaz de Leon, Regional Executive Officer, Phone (in Georgia) – (+ 995 32) 254-4115; Email: vdiaz@usaid.gov;

Eka Kirvalidze, Human Resources Specialist, Phone (in Georgia) – (+ 995 32) 254-4154; Email: ekirvalidze@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. Maximum points available are 100 points.

1. **Education:** Bachelors' Degree from an accredited university in political science, international development/affairs, public administration, public policy, economics, business administration, social sciences or a related field.
2. **Experience:** The incumbent must have a minimum of two years of relevant experience in international development in Georgia – to include experience working within a team structure.
3. **Skills, Knowledge and Abilities:** The incumbent must have the following skills, knowledge and abilities:
 - Basic knowledge and understanding of comparative political, social, economic, and cultural structures.
 - Excellent interpersonal skills and the ability to work within a team structure in a demanding environment, with capability of handling tasks with varying deadlines.
 - Knowledge of development prospects and priorities in the Caucasus Region in general and Georgia in particular.
 - Knowledge of Georgian history, culture, and working environment.
 - Knowledge of the United States foreign/national security policy implications for development assistance.
 - Excellent computer skills in specialized software, including Windows, the Microsoft Office Suite, word processing and spreadsheets.
4. **Language Skills:** Level IV in both written and spoken English. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English. Level II in spoken Georgian is required and will be tested during the application process.

III. EVALUATION AND SELECTION FACTORS

All applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position.

The highest ranking applications will be selected for an interview (and testing), in person or by telephone.

Evaluation Criteria:

Education (15 points)

Experience (30 points)

Skills, Knowledge and Abilities (40 points)

Language Skills (15 points)

Total: 100 points

IV. APPLYING

1. Qualified applicants are requested to submit a signed and completed form AID 302-3 available at the USAID website: <http://www.usaid.gov/forms>
 - A current Resume or curriculum vitae;
 - Written statement that responds to the requirements of the position (Education/Experience).
2. Applications must be received by the closing date and time specified in Section I, item 3, and submitted to the HR-Tbilisi@usaid.gov
3. To ensure consideration of applications for the intended position, Applicants must prominently reference the solicitation number on your application and on the subject line of cover letter.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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

1. Completed and signed AID 302-3 (electronic version required)
2. Contractor Employee Biographical Data Sheet (AID 1420-17)**
3. Contractor Medical History and Examination Form (Department of State Forms) **
4. Questionnaire for Non-Sensitive Positions (for National Security) (SF-85)**
5. Finger Print Card (FD-258) **

**** Forms 2 through 5 shall be completed upon advice of the Contracting Officer that the applicant is the successful candidate.**

VI. SECURITY AND MEDICAL CLEARANCES

The selected candidate must already have or be able to obtain an HSPD-12 Facility Access level US Government Security Clearance and a Medical Pre-employment clearance required for this position.

VII. BENEFITS AND ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a US Resident Hire PSC shall be subject to US Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances].

1. BENEFITS:

FICA Contribution

Contribution toward Health & Life Insurance

Pay Comparability Adjustment

Eligibility for Worker's Compensation

Annual & Sick Leave

Annual Increase (pending a satisfactory performance evaluation)

Access to Embassy commissary and gym if authorized per post policy

Access to Embassy medical facilities and pouch mail service if authorized per post policy – N/A

2. ALLOWANCES (If Applicable)*:

(1) Temporary Lodging Allowance (Section 120) - N/A

(2) Living Quarters Allowance (Section 130) – N/A

(3) Cost of Living Allowance (Chapter 210) – N/A

(4) Post Allowance (Section 220) – N/A

(5) Separate Maintenance Allowance (Section 260) – N/A

(4) Education Allowance (Section 270) – N/A

(5) Education Travel (Section 280) – N/A

(6) Post Differential (Chapter 500) – N/A

(7) Payments during Evacuation/Authorized Departure (Section 600) and

(8) Danger Pay (Section 650)- N/A

* Standardized Regulations (Government Civilians Foreign Areas)

VIII. FEDERAL TAXES:

USPSCs are required to pay Federal Income Taxes, FICA, Medicare and applicable State Income taxes. FICA and federal income tax will be withheld by USAID.

IX. CONTRACT INFORMATION BULLETINS (CIBs) or ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs:

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contract. Those documents can be found at the following websites:

<http://www.usaid.gov/ads/policy/300/aidar>

<http://www.usaid.gov/work-usaid/aapds-cibs>