



USAID | ASIA

FROM THE AMERICAN PEOPLE

RFP No. SOL-486-15-000010
ISSUANCE DATE: March 16, 2015
CLOSING DATE: March 31, 2015
4.00 pm Bangkok Time

SUBJECT: Solicitation for Resident-Hire U.S Citizen Personal Services Contractor (USPSC) –
Development Assistance Coordinator for Laos, USAID/RDMA

To All Interested Applicants:

This solicitation is a re-issuance of the requirement for a Development Assistance Coordinator for Laos, USAID/RDMA under SOL-486-15-000006 that closed on January 9, 2015.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking an application (Optional Form 612 and resume) from U.S. citizens interested in providing the PSC services described in the attachment.

Submissions shall be in accordance with the instructions to applicants provided in the attachment and delivered to the undersigned in Bangkok, Thailand at the place and by the time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short listed candidates will be contacted.

Email submissions shall be sent to Ms. Suthicha Chussananalin, Acquisition Specialist, at the email address schussananalin@usaid.gov with a copy to Mr. Paul Martin, Contracting Officer, at pmartin@usaid.gov. To ensure delivery by the due date it is recommended that applications be sent in as email attachments. Applications that are received without a signature or incomplete applications will not be considered for the position.

The successful candidate is required to obtain the appropriate visa and work permit on his/her own.

This solicitation does not represent a commitment on behalf of USAID and the U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation. USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Applicants should retain for their record copies of all enclosures which accompany their applications.

Sincerely,

Paul Martin
Regional Contracting Officer
USAID/RDMA, Bangkok, Thailand

Mailing Address:
USAID Box 47
APO AP 96546, USA
or
USAID/RDMA
Regional Office of Procurement (ROP)
Athenee Tower,
63 Wireless Road, 25th Floor
Bangkok 10330, Thailand

ATTACHMENT 1:

1. **SOLICITATION NUMBER:** RFP no. SOL-486-15-000010
2. **ISSUANCE DATE:** March 16, 2015
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** March 31, 2015, Tuesday, at 4.00 pm Bangkok Time
4. **POSITION TITLE:** Resident-Hire U.S Citizens Personal Services Contractor (USPSC) – Development Assistance Coordinator for Laos
5. **MARKET VALUE OF POSITION (Base Pay):** GS-11 equivalent (\$50,790-\$66,027)
Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.
6. **PERIOD OF PERFORMANCE:** To start as soon as possible, for a period of two years from the date of signature with the possibility of extensions depending on the need for continuation of such services, availability of funds, and satisfactory performance and the needs of the USAID Mission.
7. **PLACE OF PERFORMANCE:** Vientiane, Laos
8. **SECURITY ACCESS:** Secret Level
9. **WORK HOURS:** 30-40 hours/week
10. **JOB DESCRIPTION:**

A. POSITION TITLE:

Resident-Hire U.S Citizen Personal Services Contractor (USPSC) – Development Assistance Coordinator for Laos, USAID/RDMA

B. SUPERVISION:

The position is directly supervised by the USAID/RDMA Representative in Laos, USAID/RDMA

C. INTRODUCTION AND BACKGROUND:

INTRODUCTION AND BASIC FUNCTION OF THE POSITION

USAID is seeking an officer to serve alongside the USAID/RDMA Representative in Vientiane to coordinate programs that address development challenges facing Laos. The successful candidate will work under a United States Personal Services Contract (USPSC). The officer will report directly to the USAID/RDMA Representative in Laos, but will also work closely with the political/economic section of U.S. Embassy Vientiane.

The incumbent will be expected to acquire a full grasp of USAID programs in Laos, and be able to support the USAID Representative leadership role. Alongside, and during the absence of the Representative, the incumbent will be expected to represent USAID and U.S. policy with partners such as the World Bank, Asian Development Bank, UN, and other bilateral and multilateral donors. The incumbent will also represent RDMA at government-led sector working group meetings, and represent USAID within Embassy Vientiane.

The incumbent should possess superior organizational skills and high-quality situational assessment and interpretation skills.

BACKGROUND

USAID provides approximately \$9 million annually to Laos, both through bilateral and regional programs that address critical needs in global and trans-boundary health, environment and climate change, and economic growth and trade. The majority of this funding is provided through RDMA, which retains fiduciary and reporting responsibility for these programs. The following provides a brief summary of current USAID programming in Laos:

Global and Trans-boundary Health

Health programming is currently USAID's largest area of funding in Laos, and is delivered entirely through global or regional programming at present. USAID works in Laos to reduce the incidence of infectious diseases, such as HIV, malaria, tuberculosis (TB), dengue fever, and pandemic threats, such as avian influenza. With USAID support, the Lao government conducted a comprehensive TB prevalence survey in 2012 and is using the results to strengthen its national response. Due in part to USAID's HIV prevention, testing, treatment care and support activities, HIV prevalence in Asia has declined by 50 percent in the past five years.

Through RDMA's regional health program base, USAID is working with the Lao Ministry of Health and NGOs to contain and control HIV/AIDS, drug resistant malaria, Avian and Pandemic Influenza and other emerging infections. Due to the stage of the epidemic and dynamics of infection in these border provinces, the program focuses on changing behaviors that put populations at risk and assisting populations already infected with infectious diseases. The program works to ensure consistency with national priorities and provincial plans and to achieve maximum results associated with this assistance. USAID also works to enhance the demand and access to quality prevention, treatment and care services, increase the capacity of partners to respond to the epidemic, and improve the policy environment and develop the health sector for an effective response to infectious diseases.

Maternal and child health is a critical health issue in Laos and is a potential future area of engagement for USAID, subject to the availability of funding for this purpose.

Environment and Global Climate Change

The next largest area of development assistance in Laos, in dollar terms, is environment and global climate change. USAID/RDMA's work in Laos is helping to improve forest management practices and reduce carbon emissions from land use, increase the resilience of communities affected by the negative impacts of climate change by providing funding for adaptation projects, provide information to key stakeholders to better manage sediment flows through hydropower dams, and promote low-emission development with assistance in greenhouse gas accounting. USAID is also raising awareness of the illegal wildlife trade in Laos, which serves as a major transit hub between Southeast Asia and China—the leading global consumer of illegal wildlife and animal parts. It is similarly supporting ASEAN-Wildlife Enforcement Network efforts to reduce the illegal trade in endangered species. Finally, USAID/RDMA is providing assistance to support both governments and civil society to better understand, and to measure to prevent negative social and environmental impacts from major infrastructure and other development projects in the Mekong region.

Economic Growth and Trade

While the Lao economy has been growing rapidly in recent years, it remains relatively undiversified and heavily dependent on external demand for its natural resources, particularly mining, hydropower and forestry. Laos' growth has not been broadly shared among the population, and the economy remains susceptible to external shocks. Regulatory capacity and knowledge of market economics within the Lao government is limited and threatens future sustainable growth.

Through the only bilateral programming in Laos at present, USAID is working to improve the legal and regulatory environment for trade and investment in Laos and supports the country's efforts to transition to open and free markets. USAID is guiding the drafting of a broad range of key trade-related laws and regulations, while also providing assistance to support their implementation. In addition, USAID-funded workshops raise public awareness of commitments by the government to comply with international economic obligations. The workshops also encourage active participation in ASEAN, the WTO and other organizations by Lao government ministries, the National Assembly as well as the private sector through the Lao National Chamber of Commerce and Industry.

D. MAJOR ROLES AND RESPONSIBILITIES:

In the context of Laos, the incumbent will perform the following functions: a) program management; b) management and technical oversight of implementing organizations; c) support planning/reporting on other

Embassy assistance activities (and otherwise support related Embassy functions), and d) other duties. The specific duties of the USAID/RDMA Representative in Laos will include, but are not limited to, the following:

1. **Provide oversight for all USAID projects in Laos (40%).** There are over two dozen USAID projects currently being implemented in Laos, funded either through RDMA or USAID/W
 - Communicate/coordinate with RDMA or USAID/Washington Contract or Assistance Officer's Representatives (CORs/AORs) on all USAID projects
 - Attend monthly meetings with contractors to review work progress and discuss issues that must be resolved with the GOL
 - Liaise with the GOL on behalf of all USAID projects in consultation with other USAID technical and support office teams
 - Attend workshops, seminars, and meetings on USAID projects
2. **Serve as a point of contact for all USAID visitors to Laos (5%)**
 - Arrange schedules and meetings for USAID personnel to meet with GOL officials in consultation with Embassy Vientiane.
 - Hold entry/exit briefings with USAID contractors, as needed
 - Organize site visits and prepare orientation materials for delegations from USAID/Washington and/or RDMA
3. **Participate in Global Fund activities (20%)** – the Global Fund is the largest donor to the health sector in Laos and the USG is the largest contributor to the Global Fund. The US Embassy plays a leading role among donor countries in the activities of the Global Fund, and the incumbent along with the USAID representative plays a significant role in assisting the country to effectively implement Global Fund activities, including shaping the design of new activities, advising on program implementation, monitoring and evaluation, as well as liaising with Global Fund representatives, development partners, host government, and civil society members.
4. **Manage the Official Development Assistance Aid Management Platform (ODA/AMP) (15%)** on behalf of the U.S. Embassy. The ODA/AMP is a data base maintained by the Ministry of Planning and Investment (MPI) to which all development partners contribute updated data. All embassies and development agencies providing development assistance to Laos must report annual and quarterly planned and actual expenditures to the MPI. In this regard the USAID representative must:
 - Maintain a data base of all USG funded donor assistance projects in Laos from all USG agencies that provide development assistance, i.e. USAID, DATT (Defense), STATE, LENS (INL), CDC, USDA. These six agencies provide assistance through approximately 60 projects. There are approximately 20 data items that must be provided for each project.
 - Report to MPI on an annual basis all projects, total commitments and planned disbursements.
 - Report to MPI on a quarterly basis all actual disbursements from each project.
 - Populate the USG contribution to the Ministry of Health's data base that is aggregated into its national Health Accounts
5. **Coordinate Closely with Other Donors (10%)** – The Officer serves as RDMA's and Embassy Vientiane's standing representative to donor coordination meetings.
 - Represent RDMA and Embassy Vientiane at the International Development Partners Meeting (IDPM) when the USAID/RDMA Representative cannot attend
 - Attend working level development partner meetings held monthly
6. **Engage as a Member of Embassy/Vientiane Country Team (10%)**
 - Brief Ambassador/DCM weekly alongside USAID/RDMA Representative
 - Participate in Embassy briefings for high level visitors
 - Help develop Embassy strategy and Mission Resource Request
 - Prepare cables on issues important to the Embassy and relevant to its strategic objectives
 - As needed, organize site visits and prepare orientation materials for high level delegations from the State Department, Congress, White House, and other USG agencies

E. QUALIFICATIONS:

Development Assistance Coordinator for Laos shall have the following qualifications.

Education: A Bachelor's degree in a relevant international development assistance field such as international development, international public health, development economics, international relations, political science, business administration, law or other closely related field required. A Master's degree is preferred.

Experience: At least 5 years of practical professional experience in relevant areas related to international assistance, interagency cooperation and program planning, analysis or management, as well as the ability to function in complex, frequently changing political and economic conditions required; previous US Government experience is highly desired.

Ability and Skills: In-depth understanding of international relations and economic and political issues affecting less-developed countries as well as an ability to utilize this knowledge is required. Knowledge in this area (international relations, economic and political issues) related specifically to Laos desired. Sound judgment on technical and institutional issues, resulting in the ability to develop recommendations required.

High level of energy, sound judgment, and good initiative are required.

Strong communication and negotiation skills are essential, including excellent writing, reporting, drafting, and editing skills as well as well-developed presentation and briefing skills required.

Excellent inter-personal and teamwork skills, including an ability to work well with colleagues and counterparts at various levels representing a wide range of cultural backgrounds required.

Understanding international assistance and donor coordination in general is required with specific knowledge of public health, environment, trade policy and integration, democracy and governance, vulnerable groups, labor market and competitiveness desired.

Knowledge of Lao not required but desirable.

Language Proficiency: English fluency required. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The incumbent must be able to communicate effectively and accurately with 1) all categories of Mission employees; 2) local government officials at the Senior Minister level and lower; 3) numerous international and local organizations, donors and other embassies; 4) various Washington based U.S. Government agencies, and 5) the general public.

Physical Condition: The incumbent must be in a good physical condition, willing and able to travel within Laos and regionally by car, boat, and plane for extended periods of time, as requested or necessary.

F. EXERCISE OF JUDGMENT:

In instances not clearly covered by written guidelines, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with RDMA personnel, other U.S. government personnel as well as representatives from public and private corporations and other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

G. SUPERVISION RECEIVED:

The Development Assistance Coordinator reports directly to the USAID/RDMA Representative in Laos and, in his absence, to the U.S. Ambassador to Laos (through the DCM). The candidate must have the ability to work independently, relate to a wide range of contacts at the senior level (Ambassador, Deputy Assistant Administrator, senior Government of Laos Ministry officials; Chief Executive Officers of private sector organizations; and, high-ranking representatives of other donor organizations); lead effective meetings, take initiative; follow-through on ideas; identify roles and responsibilities of potential partners in alliances; write

succinctly and completely; speak to interested groups and represent the U.S. Government at meetings, conferences and other forums.

H. AVAILABLE GUIDELINES:

The incumbent is required to quickly understand Mission and Agency-specific policies and procedures which govern project design and activity management in addition to the USAID/RDMA's established administrative operating procedures, policies and formats. When provided, guidance from the supervisor is primarily with regard to policy, priorities, results to be achieved, basic approaches to be followed, and in the case of assembling report, the nature and basic content of reports are provided. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments.

I. NATURE, LEVEL AND PURPOSE OF CONTACTS:

The incumbent will be required to maintain solid working relationships with RDMA personnel to function effectively. The incumbent will be required to work closely with: Government of Laos, private sector representatives, other USAID Missions, DATT (Defense), STATE, LENS (INL), CDC, USDA, foundations, NGOs, other foreign donor institutions and other local and international groups.

J. AUTHORITY TO MAKE COMMITMENTS:

The incumbent will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government.

K. SUPERVISION/OVERSIGHT OVER OTHERS:

The USAID/RDMA Officer will not have any supervisory duties.

L. OTHER REQUIREMENTS:

The incumbent must be:

1. A US citizen;
2. In possession of, or able to obtain, a secret security clearance. The successful applicant must be able to receive a USAID security clearance that involves an applicant's comprehensive background investigation performed by a US Government Agency.
3. In possession of, or able to obtain, a medical clearance. The successful applicant must receive medical clearance for serving in Laos. Details of how to obtain US Department of State medical clearance will be provided.
4. Able to work 30-40 hours per week.
5. Must be able to obtain appropriate visa or permit to work in Laos on his/her own.

6. SELECTION CRITERIA:

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. In addition to the forms required, applicants should provide a cover letter and a current resume/curriculum vitae (CV) addressing how they meet the requirements of each criterion. Candidates will be evaluated and ranked based on the following selection criteria:

1. Education: 15 Points

A Bachelor's degree in a relevant international development assistance field such as international development, international public health, development economics, international relations, political science, business administration, law or other closely related field required. A Master's degree is preferred.

2. Prior Work Experience: 40 Points

At least 5 years of practical professional experience in relevant areas related to international assistance, interagency cooperation and program planning, analysis or management, as well as the ability to function in complex, frequently changing political and economic conditions required.

3. **Skills and Abilities:** 45 Points

In-depth understanding of international relations and economic and political issues affecting less-developed countries as well as an ability to utilize this knowledge is required. Knowledge in this area (international relations, economic and political issues) related specifically to Laos desired. Sound judgment on technical and institutional issues, resulting in the ability to develop recommendations required.

Maximum Points: 100 Points

7. **INSTRUCTIONS TO APPLICANTS:**

Interested individuals are requested to submit following:

1. Fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612)

Forms are available at the following website: <http://www.gpo.gov/pdfs/careers/apply/of612.pdf> or at Federal offices. Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

2. A current resume or curriculum vitae (CV);
3. Personal Information: full name, mailing address, email address, day and evening phone numbers, and country of citizenship;
4. A minimum of three and a maximum of five references, including two references which must be from direct supervisors who can provide information regarding the applicant's knowledge.
5. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances.
6. Copies of required work and/or residency permits.

NOTE: Submission of a resume alone **IS NOT** a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation. Late applications will not be considered. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Address:
Regional Office of Procurement
USAID/RDMA
25th Floor, Athenee Tower,
63 Wireless road, Lumpini,
Pathumwan, Bangkok 10330

8. **Selection Process:**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference

check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

9. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:

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

1. BENEFITS:

- Base Salary
- Employer's FICA and Medicare Contribution*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave

** Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

2. FEDERAL TAXES: USPSCs are not exempt from payment of Federal income taxes.

3. SECURITY AND MEDICAL CLEARANCE:

A Secret Clearance is required for both US Citizens and TCNs. Medical clearances are required for both US Citizens and TCNs.

4. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

http://transition.usaid.gov/business/business_opportunities/cib/

Additionally, AIDAR Appendix D can be found at: <http://transition.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

- End of solicitation -