

RFP No. SOL-486-14-000013
ISSUANCE DATE: December 23, 2013
CLOSING DATE: January 22, 2014
at 4.00 pm Bangkok Time

SUBJECT: Solicitation for U.S Citizens Personal Services Contractor (USPSC) –
USAID/Regional Development Mission for Asia (RDMA) Representative in Laos

To All Interested Applicants:

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 attached information and delivered to the undersigned in Bangkok, Thailand at the place and by the time specified. Late applications will not be considered. Only shortlisted candidates will be contacted.

Email submissions shall be sent to Ms. Suthicha Chussananalin, Acquisition Specialist at the e-mail address schussananalin@usaid.gov with a copy to Ms. Rebecca R. White at rwhite@usaid.gov. The application shall include salary history for the prior three years and the names and contact points (telephone/fax numbers, email addresses) of at least three references with knowledge of the applicant's prior work skills. Applications may be faxed, mailed, emailed, or hand-carried to the undersigned. 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.

This solicitation does not represent a commitment on behalf of USAID 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,

Rebecca R. White
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: Solicitation No. SOL-486-14-000013

1. **SOLICITATION NUMBER:** RFP no. SOL-486-14-000013
2. **ISSUANCE DATE:** December 23, 2013
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** January 22, 2014, Wednesday, at 4.00 pm Bangkok Time
4. **POSITION TITLE:** USAID/Regional Development Mission for Asia (RDMA) Representative in Laos
5. **MARKET VALUE OF POSITION (Base Pay):** GS-15 equivalent (\$99,628-\$129,517)
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. If the selected candidate qualifies as an off-shore hire under USAID regulations, the employee will additionally receive post differential approved for Vientiane, Laos, housing, international travel, shipment benefits, and other applicable allowances.
6. **PERIOD OF PERFORMANCE:** To start o/a June 2014, 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:** Top Secret Level
9. **JOB DESCRIPTION:**

A. Position Title:

USAID/Regional Development Mission for Asia (RDMA) Representative in Laos, USAID/RDMA

B. Supervision:

The position is directly supervised by Deputy Mission Director, USAID/RDMA

C. Introduction and Background:

INTRODUCTION AND BASIC FUNCTION OF THE POSITION

USAID is seeking the services of a seasoned professional to coordinate programs that address development challenges facing Laos. The successful candidate will work under a United States Personal Services Contract (USPSC) as the USAID/Regional Development Mission for Asia (RDMA) Representative in Laos. The USAID/RDMA Representative in Laos will report directly to the Deputy Mission Director, USAID/Regional Development Mission for Asia (RDMA) located in Bangkok, or his/her designee, as well as to the U.S. Ambassador to Laos (through the DCM).

The incumbent will be expected to serve in a high profile leadership role (ensuring close coordination and responsiveness to direction from RDMA and/or the Ambassador/DCM for general direction); represent USAID and U.S. policy with partners such as the World Bank, Asian Development Bank, JICA and other bilateral donors, the Global Fund for AIDS and Tuberculosis ("Global Fund"), UNFPA, UNICEF, WHO, UNAIDS; represent RDMA at government-led sector working group meetings; represent USAID within Embassy Vientiane; and navigate and problem solve sensitive issues with diplomacy and tact.

The incumbent should possess high quality situational assessment and interpretation skills, timely decision making ability, extensive judgment in planning and carrying out tasks, and strong interpersonal and team-building skills. The incumbent is expected to be well-versed in USAID policy and requirements regarding all aspects of strategic planning, budget formulation, monitoring, evaluation, and policy dialogue. The position requires a good working knowledge of USAID project management procedures and systems, experience with national and provincial level development and donor coordination.

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) strategic planning and budgeting for RDMA program activities; c) management and technical oversight of implementing organizations; d) monitoring and evaluation of program activities, e) support planning/reporting on other Embassy assistance activities (and otherwise support related Embassy functions), and f) 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.** There are over two dozen USAID projects currently being implemented in Laos, funded either through RDMA or USAID/W
 - Attend and co-chair quarterly review meetings with the GOL, to include, at a minimum, quarterly review meetings for HIV/AIDS, emerging pandemic threats (EPT), Neglected Tropical Diseases, and trade support (LUNA II) programs.
 - 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
 - Prepare annual work plans and budgets and official submissions to the GOL
 - Attend workshops, seminars, and meetings on USAID projects
 - Provide remarks at major workshops and seminars on behalf of USAID
 - Communicate/coordinate with RDMA or USAID/Washington Contract or Assistance Officer's Representatives (CORs/AORs) on all USAID projects
2. **Participate in the design of new USAID projects**
 - Participate in all aspects of program design on behalf of the Embassy Vientiane for new USAID projects
 - Serve as the point of contact between USAID, Embassy/Vientiane, and the GOL on new project designs
 - Explore opportunities for accessing additional funding for Laos with USAID/Washington and USAID/RDMA
 - Seek opportunities for public/private partnerships in new (or existing) projects
3. **Serve as a point of contact for all USAID visitors to Laos**
 - Approve electronic country clearances (eCCs)
 - Arrange schedules and meetings for USAID personnel to meet with GOL officials
 - Accompany all USAID officials when they meet with the GOL
 - Hold entry/exit briefings with USAID contractors, as needed
 - Organize site visits and prepare orientation materials for delegations from USAID/Washington and/or RDMA
4. **Participate in Global Fund activities** – 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 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.
5. **Manage the Official Development Assistance Aid Management Platform (ODA/AMP)** on behalf of the U.S. Embassy, with support from the Development Assistance Coordinator. 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
6. **Coordinate the Development of Selected Embassy Vientiane Program Planning Documents**, with support from the Development Assistance Coordinator, to include: Congressional Budget Notification, Fiscal Year (FY) Operational Plan, and Congressional Budget Justification for all agencies receiving bilateral USG assistance (USAID, STATE, DATT, etc.).
 - Take the lead to collate data from other agencies providing assistance into the required format
 - Coordinate data input through RDMA
 7. **Coordinate Closely with Other Donors** – The USAID/RDMA Representative serves as RDMA's and Embassy Vientiane's standing representative to donor coordination meetings.
 - Attend bi-monthly Informal Development Partner Meetings (IDPM) with the Ambassador or DCM
 - Represent RDMA and Embassy Vientiane at the International Development Partners Meeting (IDPM) when the Ambassador or DCM cannot attend
 - Attend working level development partner meetings held monthly
 8. **Support the Annual Donor Round Table Meeting (RTM) Process** – the RDMA representative in Laos is Embassy Vientiane's standing representative to the annual Round Table process and accompanies the Ambassador or DCM to RTMs, and represents the Embassy at meetings that the Ambassador or DCM cannot attend or that do not require their attendance. The responsibilities are:
 - Attend all RTM preparation meetings
 - Liaise with MPI and UNDP on all RTM related activities
 - Attend Sector and Sub-sector working group meetings for Health, Environment, Trade, Investment, and Economics/Finance
 - Participate in annual reviews, mid-term reviews, and preparation meetings for the National Socio-Economic Development Plans
 - Participate in annual reviews of the Millennium Development Goals
 - Participate as a member of the Embassy team that prepares annual submissions to the Round Table Meetings
 - Attend Annual Round Table Meeting with the Ambassador or DCM
 9. **Engage as a Member of Embassy/Vientiane Country Team**
 - Brief Ambassador/DCM weekly
 - Attend weekly Country Team meetings
 - Attend bi-weekly Health Working Group meetings
 - Participate in Embassy briefings for high level visitors
 - Provide comments via State on projects going before the boards of multilateral development agencies (World Bank, ADB, UN, IFC etc.)
 - Help develop Embassy strategy and Mission Resource Request
 - Prepare cables on issues important to the Embassy and relevant to its strategic objectives
 - Be available to serve as a member of the Embassy's housing board, International Cooperative Administrative Support Services (ICASS) board, and awards committee
 - As needed, organize site visits and prepare orientation materials for high level delegations from the State Department, Congress, White House, and other USG agencies
 10. **Serve as Embassy/Vientiane Mission Disaster Relief Officer (MDRO)**, exercising the following responsibilities:
 - Liaise with the USAID Office of Foreign Disaster Assistance in Bangkok
 - Liaise with UNDP and the GOL agencies responsible for disaster management
 - Monitor status of disasters and report to the embassy
 - Participate in the development of country disaster management plans
 - Serve as the USG point person for requesting and monitoring the provision of U.S. disaster relief assistance

E. QUALIFICATIONS:

USAID/Regional Development Mission for Asia (RDMA) Representative in Laos shall have the following qualifications.

Education: A Master'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.

Experience: At least 15 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, as is substantial (though not necessarily exclusive) experience in health and/or infectious disease programming desirable.

Minimum five years of leadership experience in a team environment, including supervision, and ability to work in a collegial and highly developed persuasive fashion required.

Experience as a senior manager who can engage effectively at the Ambassadorial/ Ministerial/CEO level desired. Experience working in the Lower Mekong region or elsewhere in Southeast Asia desired.

Ability and Skills: Expert knowledge and in-depth understanding of international relations and economic and political issues affecting less-developed countries as well as an exceptional 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.

Ability to work independently, relate to a wide range of contacts, run meetings, speak to small or large groups and represent the USG at meetings, conferences and other forums is 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, but preferable (desired) is understanding these in focus areas such as public health, environment, trade policy and integration, democracy and governance, vulnerable groups, labor market and competitiveness.

Knowledge of ASEAN and its requirements for membership desired.

Strong entrepreneurial abilities to bring government, development organizations, and the private sector together to collaborate on positions and activities desirable.

Comprehensive, experience-based knowledge of the concepts, principles, and techniques of managing, operating and supporting public-private alliances and their institutional development from a multi-disciplinary perspective 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 USAID/RDMA Representative in Laos reports directly to the Deputy Mission Director, USAID/RDMA in Bangkok, or his/her designee, and also 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; negotiate 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 Representative in Laos manages a staff of one Eligible Family Member (EFM) Development Assistance Coordinator and one Foreign Service National (FSN) Program Management Assistant

L. OTHER REQUIREMENTS:

The incumbent must be:

1. US citizenship;
2. In possession of, or able to obtain, a top 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 once a job offer is made and accepted.

M. SELECTION CRITERIA:

Applicants meeting the basic requirements will be evaluated based on information presented in the application, an interview process and reference checks as necessary.

All applicants must address each qualification detailed above under “qualifications” (in SECTION E) with specific and comprehensive information supporting each item. These qualifications, which serve as the selection criteria, will be evaluated based on the points below.

- | | |
|----------------------------------------|------------|
| 1. <u>Education</u> | 15 Points |
| 2. <u>Prior Work Experience</u> | 40 Points |
| 3. <u>Skills and Abilities</u> | 45 Points |
| <u>Maximum Points</u> | 100 Points |

N. 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.

ATTACHMENT 2

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF OFFSHORE HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. Benefits

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance --72% of Health Insurance Annual Premium (not to exceed \$20,339 for a family and \$7,266 for employees without dependents) --50% of Life Insurance Annual Premium (not to exceed \$500)
- (3) Pay Comparability Adjustment--Annual across the board salary increase for U.S. Government employees and USPSCs
- (4) Eligibility for Worker's Compensation
- (5) Vacation & Sick Leave

Federal Taxes: USPSCs are not exempted from payment of Federal Income taxes.

2. Allowances* (if Applicable):

As a matter of policy, and as appropriate, an offshore USPSC is normally authorized the following allowances:

- (1) Post Differential (Section 500)
- (2) Living Quarters Allowance (Section 130)
- (3) Temporary Lodging Allowance (Section 120)
- (4) Post Allowance (COLA) (Section 220)
- (5) Supplemental Post Allowance (Section 230)
- (6) Payments during Evacuation/Authorized Departure (Section 600)
- (7) Education Allowance (Section 270)
- (8) Separate Maintenance Allowance (Section 260)
- (9) Danger Pay (Section 650)
- (10) Educational Travel (Section 280)

* Department of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas).

Other Benefits: Additional benefits are available for individuals hired from outside Thailand in accord with the AIDAR, e.g., international airfare from place of residence, Rest & Recuperate (R&R), international shipment of personal effects, furnished housing and educational allowances for dependent children.

3. List of REQUIRED Forms for USPSCs

a. Standard Form 171 or Optional Form 612. (U.S. Government Standard Form 171 or Optional Form 612 is available at the USAID web site, <http://www.usaid.gov/sites/default/files/OF612.pdf> or internet <http://fillform.gsa.gov>, or at U.S. Government offices.

Forms (b) through (e) shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

- b. Medical History and Examination (DS-1843).
- c. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- d. Questionnaire for Non-Sensitive Positions (SF-85).
- e. Finger Print Card (FD-258). (NOTE: Form is available from the requirements office.)

4. Contract Information Bulletins (CIBs.) and Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/psc_solicitations.html to determine which CIBs and AAPDs apply to this contract.

FEDERAL TAXES: USPSCs are not exempted from payment of Federal Income Taxes