



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72016923R10004

ISSUANCE DATE: 04/10/2023

CLOSING DATE/TIME: 04/24/2023

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
CCNPSC - *Local Compensation Plan***

Dear Prospective Offerors:

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

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

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 1.

Sincerely,

Michelle Fekade, S/EXO
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72016923R10004**
- 2. ISSUANCE DATE: 04/10/2023**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 5:00 PM, 04/24/2023**
- 4. POINT OF CONTACT:** USAID/Serbia HR Office e-mail at belgrade_jobs@usaid.gov.
- 5. POSITION TITLE: USAID Project Management Specialist (Democracy and Governance),**
- 6. MARKET VALUE:** 40,349 Euro – 56,485 Euro equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Serbia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Anticipated period of performance is July/August 2023 through July/August 2025, or until the return of the employee from the maternity leave. Actual start date is pending security and medical clearance approval.
- 8. PLACE OF PERFORMANCE: Belgrade, Serbia, US Embassy,** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Solicitation is available for Cooperating Country National (CCN). In regard to this solicitation, a CCN is considered any individual who is a Serbian country citizen, or a non-Serbian country citizen lawfully admitted for permanent residence in the cooperating country.

Under current law, non-Serbian and American citizens must possess a valid Serbian residence and work permit in compliance with host government laws and regulations prior to application. The Embassy cannot sponsor applicants for either permit. Laws regarding residency are subject to change.
- 10. SECURITY LEVEL REQUIRED:** Facility access approved by the U.S. Embassy RSO at post.

11. STATEMENT OF DUTIES

The Project Management Specialist for Democratic Growth is an empowered professional in USAID Serbia's Office of Democratic and Economic Growth, and supports the design, implementation, monitoring, and evaluation of programs and activities. S/he will hold primary responsibility for supporting the design, implementation, monitoring, and evaluation of the USAID Serbia's activities with civil society. S/he manages programs carried out under multi-year grants, cooperative agreements, and contracts. The incumbent provides program, project, and budget analysis across activities, performance monitoring and administrative support, and

coordination for Mission and external office reporting, and operates independently of any other such position in the office.

As Agreement/Contracting Officer's Representative (AOR/COR), the incumbent will directly manage democratic growth activities and play a critical role in coordinating the design, implementation, and management of programs focused on the development of key democratic institutions, such as an active and independent civil society. Additionally, the incumbent will help formulate USAID's strategy and objectives, design/initiate new projects and activities, and analyze social and political events and trends that affect the country's development. The incumbent will maintain a wide range of contacts with civil society, political parties, government, the private sector, and academia to understand their priorities and interests, accurately represent USAID and USG policies and positions, and introduce USAID American staff to important actors and institutions related to the USAID program.

Project Management and Oversight

- Develop and maintain expertise in areas related to civil society in Serbia.
- Serve as an AOR/COR and provide technical and management oversight to various activities as assigned;
- Work closely and collaboratively with the USAID implementing partner(s) and report to the designated supervisor and contracting officer on activity implementation, successes, shortcomings, and recommendations to improve performance.
- Provide guidance, training, and advice to implementing partners on activity implementation and ensure compliance with USAID requirements.
- Oversee the work of implementing partners and draft any required relevant documents for activity implementation as needed.
- Prepare the technical specifications for procurements or Statements of Work.
- Communicate with national counterparts, donors, and other organizations working in similar sectors (civil society activities).
- Integrate Mission priorities into activities.
- Participate in the development of monitoring/evaluation/learning plans and ensure that periodic, reliable measures/indicators of portfolio impact are established and integrated into project and activity planning and implementation and monitor the implementation of these plans and indicators.
- Participate in project and activity assessments and evaluations, including reviewing draft reports and ensuring that recommendations be actionable and appropriate in the Serbian context and that findings and recommendations are shared within ODEG and across the wider mission.
- Design, organize and manage ODEG records and files for the activities for which s/he is the AOR/COR, in a manner conforming to mandatory USAID guidelines and practices set forth by the USAID Serbia Financial and Management Office (FAMO).
- Collect and maintain technical and budget data relating to activities and monitor project budget ceilings, obligated amounts, mortgages, accrued expenditures, and pipelines.
- As an alternate AOR/COR, manage other key ODEG programs in the absence of the primary AOR/COR.
- Liaise with the E&E Bureau Environmental Officers to resolve outstanding issues and obtain the required clearances.

Project Reporting

- Prepare and deliver verbal and written program and subject-matter briefings for the ODEG Director, USAID Mission Director, Ambassador, and others on request.
- Periodically review development context, results indicators, and activity implementation progress, identifying problem areas and suggested solutions.
- Summarize information and conclusions from relevant and significant meetings and conferences and share information (verbally or in written form) proactively and appropriately with other Mission and Embassy staff to ensure that personnel are sufficiently informed.
- Assist the Office Director and colleagues to prepare routine and extraordinary reports, such as relevant contributions to the operational plan, performance report, portfolio reviews, budget and program analyses, quarterly accruals reports, briefings, and presentations.
- Monitor developments related to civil society that may impact the success of USAID programming, including key policies and legislative issues, and current problems, issues, and achievements.
- Conduct research and gather information from outside sources that may be used in project development, reports and related materials.
- Work with the Development Outreach Communication Office to improve Mission outreach activities.

Represent USAID and USG

- Maintain a wide range of high-level contacts with civil society, government, donor, and academic organizations to be aware of their priorities and interests.
- Represent USAID and USG policies and positions in meetings, conferences, and workshops as required.
- Provide guidance, training, and advice to implementing partners on activity implementation and ensure compliance with USAID requirements.
- Liaise with the E&E Bureau Environmental Officers to resolve outstanding issues and obtain the required clearances.
- Provide technical expertise and advice to Mission and Embassy staff, local counterparts, delegations, and 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.

Supervisory Relationship:

The incumbent is directly supervised by the ODEG Office Director or his/her designee. With guidance and direction from the supervisor, the incumbent should work independently to identify additional tasks her/himself and manage them accordingly as a key member of a small, integrated ODEG team. Assigned duties demand innovative thinking, sound judgment, personal initiative, and the ability to shoulder increasing responsibility and authority. The incumbent must take initiative to bring important implementation issues and analyses to the attention of supervisor/s, other appropriate USG officials, or partner organizations.

Supervisory Controls:

This is not a supervisory position. However, the incumbent provides work-related guidance to relevant local counterparts and implementing partners and enables and evaluates their activities as assigned.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. Education:** Completion of a Bachelor's Degree, or the local equivalent, in social science, law, business administration or similar field is required.
- 2. Prior Work Experience:** A minimum of six years of progressively responsible, professional-level work experience is required. This experience should be job-related and include program management experience in civil society, democracy, or governance for USG, other donor agencies, host-government organizations, or private sector institutions. Experience should also include the analysis and interpretation of data, the presentation of findings in written and/or oral form and provided the applicant an understanding of the public policy process.
- 3. Language Proficiency:** Level IV (fluent) English and Serbian speaking and writing ability is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

1. Education: Maximum number of points **15**.

All candidates meeting only the minimum requirement will receive a maximum of **10** points. Additional points, up to maximum **15** points, will be assigned if the candidate holds an advanced studies/training in project management.

2. Prior Work Experience: Maximum number of points **25**.

All candidates meeting only the minimum requirement will receive the maximum of **15** points. Additional points, up to a maximum of **10** points will be assigned if a candidate has more than 6 years of relevant experience.

3. Language Proficiency: Maximum number of points is **10**.

Level IV (fluent) English and Serbian speaking and writing ability is required.

Short listed applicants will be evaluated through a written test in addition to the in-person interview.

4. Job Knowledge: Maximum number of points is **20**.

A highly detailed knowledge of development principles, concepts, and practices, especially as they relate to the democracy/civil society area. A thorough knowledge of host-country economic, political, social, and cultural characteristics. A good knowledge of host-country development perspectives, objectives, priorities, and resources in the area of democracy/civil society. Knowledge of partnership building and fundraising is desired.

Short listed applicants will be evaluated through a written test in addition to the in-person interview.

5. Skills and Abilities: Maximum number of points is **30**

Incumbent must possess the ability to cultivate and effectively maintain productive contacts with senior level officials in the civil society and the host government is critical. The ability to liaise with other donors, civil society counterparts, United States Government officials and other stakeholders is essential. The ability to effectively obtain and analyze data related to developments, trends and issues in the civil society sector is also required. The candidate must be able to professionally manage multiple complex civil society programs simultaneously and ensure that portfolio's effective integration and contribution to overall Office and Mission objectives. The ability to work independently, under the strategic direction of the supervisor, is essential, as is the ability to serve in various roles as a productive member of a diverse, high-performing team. The candidate must be proficient in typing and in operating computers with standard software including Google suite and Microsoft Office suite, particularly word processing, email, spreadsheet, and database software applications. The candidate must be able to travel in-country to conduct project monitoring.

Short listed applicants will be evaluated through a written test in addition to the in-person interview.

6. Reference check may be requested from the top ranked applicants.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form [AID 309-2](#), Cover Letter and detailed current resume or curriculum vitae providing email address and a daytime telephone number; plus
2. Offers must submit a list of three references who are not friends or family members, along with their contract information.
3. Offerors must complete Google Form - [LINK](#)
4. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 1. Background investigation forms
 2. Medical clearance forms
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Local Social Security System (LSSS) – All compensation payments made by the USG to enrolled employees are subject to LSSS employer contributions and employee deductions.
 - b. Annual Leave – PSC is entitled to 20 workdays (160 hours) for the first three years of employment and 26 work days (208 hours) for more than three years of employment.
 - c. Sick Leave – Sick Leave is granted as needed.
 - d. All Locally Employed Staff who are working full time under personal services contracts are eligible for Supplemental Health Insurance.
 - e. All Locally Employed Staff who are working full time under personal services contracts are eligible for Life Insurance.
2. ALLOWANCES (as applicable):

No allowances are applicable.

VII. TAXES

The PSC is personally liable to pay any yearly income tax (tax for the employees whose total annual income exceeds 3 times the average annual salaries in Serbia).

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

USAID regulations and policies governing **CCNPSC and TCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
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 [Standards of Ethical Conduct for Employees of the Executive Branch](#).
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.