



USAID | **ASIA**
FROM THE AMERICAN PEOPLE

RFP No. SOL-486-16-000015
ISSUANCE DATE: June 30, 2016
CLOSING DATE: July 21, 2016
4.00 pm Bangkok Time

SUBJECT: Solicitation for Resident-Hire U.S Citizen Personal Services Contractor (USPSC) –
Regional Environment Office Partnerships Coordinator, USAID/RDMA

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking an application (AID 302-3 and resume) from U.S. citizens interested in providing the PSC services described in the attachment.

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.

Submission of the application shall be sent to Ms. Kornpreeya Paoluglam, Acquisition Specialist, at the email address kpaoluglam@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.

Permanent residence status and/or requisite visas and work permits for Thailand are required. USAID/RDMA will not provide any kind of assistance in obtaining the visa.

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,

Taniece Baldwin
Regional Contracting Officer
USAID/RDMA
Regional Office of Procurement (ROP)
Athenee Tower, 63 Wireless Road
25th Floor

Bangkok 10330, Thailand

ATTACHMENT 1:

- 1. SOLICITATION NUMBER:** SOL-486-16-000015
- 2. ISSUANCE DATE:** June 30, 2016
- 3. CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** July 21, 2016 at 4.00 pm Bangkok Time
- 4. POSITION TITLE:** Resident-Hire USPSC Regional Environment Office Partnerships Coordinator
- 5. MARKET VALUE OF POSITION (Base Pay):** GS-13 equivalent (\$73,846 - \$96,004)
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 one year from the date of award 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:** Bangkok, Thailand
- 8. SECURITY ACCESS:** Facility Access
- 9. WORK HOURS:** 40 hours/week
- 10. JOB DESCRIPTION:**

A. SUPERVISION:

The position is directly supervised by the Deputy Office Director, Regional Environment Office.

B. INTRODUCTION AND BACKGROUND:

USAID's Regional Development Mission for Asia (RDMA) is a large, fast-paced Mission located in Bangkok, Thailand with total regional and bilateral funding of over \$100 million annually. RDMA manages regional programs throughout Asia as well as substantial bilateral programs in countries without bilateral USAID missions, including China and Laos. Activities are aimed at improving environmental conditions and climate change adaptation; promoting democratic governance and economic reform; supporting the creation of an integrated Association of Southeast Asian Nations (ASEAN) community; increasing effective responses to infectious diseases including malaria, TB, HIV/AIDS and Avian Influenza; and humanitarian and other assistance for vulnerable populations, particularly those of Tibet and Burma. USAID Asia Bureau's vision for RDMA is that the Mission serves as the forward operating base to support implementation of USAID Forward reforms in the region. RDMA has realigned its resources to meet this objective, including recruiting a Development Outreach Coordinator (DOC), a Local Capacity Development Officer, a Disaster Risk

Reduction Officer, a Gender Advisor, and a Regional Economist, among others.

The Regional Environment Office (REO) manages a complex portfolio of spanning 24 countries in the Asia-Pacific region in the areas of biodiversity conservation, counter-wildlife trafficking, sustainable fisheries, climate change adaptation, low emissions development, clean energy, forestry, and environmental governance. The REO has a staff of 27 people and manages a portfolio with funding at approximately \$33 million dollars annually. A crucial objective for REO is to improve outreach and communications with the bilateral Missions in the region as well as with key USAID/RDMA stakeholders.

REO aims to work more effectively with our existing USAID bilateral Mission counterparts in the Asia region to coordinate programs for improved development impact. Similarly, REO aims to further develop and maintain relationships with key external stakeholders in the region from other USG agencies, government, civil society and the private sector to enhance our development effectiveness.

C. MAJOR ROLES AND RESPONSIBILITIES:

BASIC FUNCTIONS: The REO Outreach and Partnerships Coordinator serves as the principal focal point for REO on internal and external communication processes and learning and outreach products. The incumbent will be tasked with managing and maintaining REO's communications internal to USAID and the U.S. government (e.g. with USAID's bilateral mission and Embassies, National Oceanic Atmospheric Administration (NOAA), Department of Interior (DOI), United States Pacific Command (PACOM) as well as preparing communications and other materials in partnership with staff from REO and the RDMA DOC Team for external audiences. This position requires excellent communication and organizational skills, the ability to manage communications with a wide variety of organizations and individuals, and the ability to react quickly to tasks and work under exceptionally tight timelines.

DUTIES AND RESPONSIBILITIES:

Internal USAID Communication and Coordination: (40%)

- Serves as the regional communications liaison between REO and USAID bilateral Missions and US Embassies and other US agencies in the Asia region;
- Designs, develops and manages a virtual portal of information to assist with bilateral communication and technical support and maintains the REO online calendar of events;
- Maintains regular contact with bilateral Missions and US Embassies in the Asia region to ensure they are properly appraised of relevant REO activities as well as services offered by REO;
- Understands and keeps abreast of the changing country-level requirements and processes for approvals for each bilateral country in the Asia region;
- Copy, edit and re-write portions of administrative and technical documents, such as memorandums, talking points, briefers and concept papers for REO's activities;
- Regularly produces and disseminates information about REO's regional activities to interested parties in bilateral missions in Asia in close collaboration with the Mission's DOC team;

- Organizes and leads monthly virtual coordination meetings with USAID bilateral Missions;
- Establishes points of contact at each bilateral Mission and ensure continuous flow of information;
- Maintains collaborative relationships with USAID bilateral Missions;
- Increases the sharing of lessons learned and best practices among REO, bilateral Missions.

External USAID Communication and Coordination: (40%)

- Develops and maintains relationships with key USAID/RDMA stakeholders in the region from government, civil society and the private sector to advance the effectiveness of development programming;
- Develops written materials, visual media, and social media for the DOC team for dissemination to external audiences
- Designs and implements relevant media and communications training to REO partners in collaboration with the DOC team;
- Compiles, edits and publishes REO's weekly updates for an internal audience and works with the DOC to make information available for an external audience;
- Ensures procedures regarding outreach communications are strictly adhered to and that USG interests are protected.

Event Planning (20%)

- Plans and implements two one-day meetings a year to share information and perform team building exercises for REO and its implementing partners;
- Designs, organizes and facilitates REO retreats and REO's bi-annual regional coordination meetings for environment officers in Asia;
- Assists in the design and planning of other trainings (e.g. M&E training, technical trainings conducted by other government agencies, interagency meetings on Illegal, Unreported, and Unregulated (IUU), Counter Wildlife Trafficking (CWT), Department of Defense (DOD) collaboration, resilience learning events, Asia Clean Energy Forum and others).

D. DEGREE OF RESPONSIBILITY FOR DECISION-MAKING ASSIGNED TO THE POSITION:

The incumbent will be given guidance and direction by the REO Deputy Director. The incumbent is tasked with creating new coordination guidelines between REO and all of our bilateral Missions in the region to improve the effectiveness of our development programming. The incumbent is expected to resolve most communication and coordination issues independently. The incumbent must demonstrate ingenuity, diplomacy, and creativity to resolve communication challenges and achieve objectives.

E. LEVEL OF COMPLEXITY OF WORK ASSIGNMENTS:

This position requires a high level of knowledge about environment and communication issues, as applied, specifically, to the USAID context. The incumbent is expected to generate novel solutions to continually evolving and changing communication challenges. The incumbent is expected to lead REO in designing a system to more effectively and efficiently share information in the Asia region to ensure the most efficient adoption of best practices to improve development outcomes.

F. PHYSICAL CONDITIONS:

The successful candidate will be required to pass a physical certification exam, paid for by the U.S. Government. USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

G. EXERCISE OF JUDGMENT:

The incumbent is required to exercise independent judgment and ingenuity to develop strategies and establish systems to resolve internal and external communication problems and reposition REO as a regional service provider. The incumbent is expected to coordinate closely with the REO Deputy Office Director while exercising independent judgment in designing and maintaining new coordination strategies with the bilateral Mission and key stakeholders in the region to advance the development impact of USAID/RDMA programming. The use of initiative, discretion, diplomacy, and patience is expected from the incumbent in serving as a liaison between USAID Regional Development Mission for Asia's Regional Environment and USAID Bilateral Missions. In addition, considerable judgment is required when managing REO's external communications to ensure that USG interests are protected. The incumbent will be required to follow and adhere to USAID's Code of Ethics and Conduct.

H. SUPERVISION RECEIVED:

The position is directly supervised by the Deputy Office Director, Regional Environment Office, who will provide guidance on USAID/RDMA strategic objectives and goals. The incumbent's work objectives and evaluation will be drafted by the Contracting Officer. The incumbent is expected to establish priorities with minimal guidance and must be proactive as well as self-motivated and self-directed.

I. SUPERVISION/OVERSIGHT OVER OTHERS:

The incumbent will not have supervisory responsibilities.

J. AVAILABLE GUIDELINES:

The incumbent is required to quickly understand mission and Agency specific policies and procedures which govern communications, project design and activity management in addition to the USAID/RDMA's established administrative operating procedures, policies and formats. The incumbent is expected to identify new strategic partnerships and opportunities for REO with few available guidelines. Oral and written guidance from the REO Deputy Director and the REO Director is primarily with regard to policy, USG priorities and goals.

K. NATURE, LEVEL AND PURPOSE OF CONTACTS:

To effectively function in this position, the incumbent will be required to establish and maintain solid working relationships with all categories of USG staff and REO stakeholders in the Asia region. USG contacts are with USAID Regional Development Mission for Asia's Regional Environment Office, Office Directors at all of our bilateral Missions in Asia that manage environment programs; Mission Directors at all USAID bilateral missions in the region; U.S. Embassy staff including ESTH officers; USAID Washington, in particular the Asia Bureau; and other U.S. government agencies. External contacts are with senior managers and executives of host government counterparts, regional institutions (ASEAN, APEC, Lower Mekong Initiative, etc.), other international organizations and donors (Asian Development Bank, World Bank), and NGOs. External contacts also include regional environment organizations, think tanks, both in Asia and worldwide, as well as other regional environment related organizations, such as universities.

L. AUTHORITY TO MAKE COMMITMENTS:

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

M. OTHER REQUIREMENTS:

The incumbent must be:

1. A US citizen;
2. In possession of, or able to obtain, a facility access 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 Thailand. Details of how to obtain US Department of State medical clearance will be provided.
4. Available and willing to work outside the regular 40-hour workweek when required/necessary.
5. Willing to travel to work sites and other offices as/when requested.
6. Must already have appropriate visa or permit to work in Thailand.

N. 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 and information obtained through reference checks. 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 and Prior Work Experience (20 points)

A university degree is required, preferably in the field of public relations, environment or a related international development area.

- A minimum of five (5) years of progressively responsible professional experience in communication and outreach and/or natural resources management or related field. At least two (2) years of international experience or work on international issues.
- Previous work experience or familiarity with environment programming, interagency collaboration and partnership development is desirable.
- Familiarity with USAID policies and business processes and previous experience working for USG or other development organizations or donors preferred.

2. Technical Knowledge (40 points)

Incumbent must successfully demonstrate, and reference in his/her resume, the following competencies:

- Demonstrated knowledge of the communications and outreach field and ability to craft effective communications;
- Demonstrated knowledge of environmental issues (natural resources management, counter wildlife trafficking, fisheries, climate change, clean energy, environmental safeguards, environmental law, environmental policy or related field);
- Demonstrated knowledge of the development field;

3. Communication Skills and Abilities (40 points)

Incumbent must have the following:

- Outstanding interpersonal skills and the proven ability to develop and maintain strong working relationships with USAID staff and managers and USAID/RDMA stakeholders including government officials, civil society and the private sector;
- Excellent verbal communication skills and proven record of excellent writing and editing skills, especially the ability to convey technical information to general audiences.
- Excellent presentation skills;
- Strong organizational skills and attention to detail;
- Ability to collaborate with USAID bilateral Missions and US Embassies as well as other donors, partners and representatives of civil society.
- Ability to design, implement and manage communications processes and systems in a complex implementation environment;
- Proven record of establishing effective, team-based working relationships with a wide range of individuals;
- Demonstrated ability to design and facilitate trainings and meetings;
- Ability to build and maintain partnerships with a wide variety of stakeholders;
- Ability to exercise independent judgment in resolving complex communications issues on a regional scale.

O. 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
(AID-302-3). Applicants should note that the salary history for the purposes of the AID-302-3 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. Any supplemental documentation specifically addressing how your knowledge, experience and qualifications met the Selection Criteria factors outlined in the solicitation.
4. Personal Information: full name, mailing address, email address, day and evening phone numbers, and country of citizenship;
5. 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.
6. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances.
7. **Proof of required residency permit/visa.**

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.

P. 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.

Q. 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

* 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 Facility Access Clearance is required. Medical clearance is required.

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: <https://www.usaid.gov/work-usaid/aapds-cibs>
- AIDAR Appendix D can be found at: https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
- ADS Chapter 309, Personal Services Contracts with Individuals can be found at: <https://www.usaid.gov/ads/policy/300/309>

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 -