



USAID | **ASIA**
FROM THE AMERICAN PEOPLE

RFP No. SOL-486-15-000013
ISSUANCE DATE: April 29, 2015
CLOSING DATE: May 22, 2015
4.00 pm Bangkok Time

SUBJECT: Solicitation for Resident-Hire U.S Citizen Personal Services Contractor (USPSC) –
Regional Agriculture Specialist, USAID/RDMA

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 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.

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,

/s/

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-486-15-000013
2. **ISSUANCE DATE:** April 29, 2015
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** May 22, 2015 at 4.00 pm Bangkok Time
4. **POSITION TITLE:** Resident-Hire U.S Citizens Personal Services Contractor (USPSC) – Regional Agriculture Specialist
5. **MARKET VALUE OF POSITION (Base Pay):** GS-13 equivalent (\$73,115-\$95,048)
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:** Secret Clearance
9. **WORK HOURS:** 24 hours/week
10. **JOB DESCRIPTION:**
 - A. **SUPERVISION:**
The position is directly supervised by the Agriculture Team Leader, General Development Office, USAID/RDMA.

B. INTRODUCTION AND BACKGROUND:

The Regional Development Mission for Asia The RDMA manages regional and country-specific programs in Asia including Burma, China, Laos, Papua New Guinea, and Thailand, with some activities extending into Micronesia and the Pacific region. The RDMA also acts as the regional hub for support services to some bilateral Missions, including contracting, administrative support, and disaster response.

RDMA's General Development Office The GDO manages regional programs with the Association of Southeast Asian Nations (ASEAN), the Asia Pacific Economic Cooperation (APEC), and country specific programs in Laos in the areas of economic development, trade, rule of law, and democracy & governance. The GDO provides management and fiduciary oversight for ongoing program activities and leads the development of new and innovative assistance activities with the ultimate aim to eradicate poverty in the Asia region. Agriculture and Food Security represent recently established core assistance areas for the office. The Agriculture Team is led by a Foreign Service Officer with a Foreign Service National (FSN) position and this USPSC Regional Agriculture Specialist position completing the team. The team plans and manages the President's global "Feed the Future" Initiative.

Food Security Program In July 2009, at a historic 'G8 Plus' summit in L'Aquila, leaders committed to prioritize food security, nutrition and sustainable agriculture on the global agenda. The summit not only catalyzed large financial commitments of over \$22 billion to enable decisive action to achieve sustainable food security, it also created momentum for a common approach to coordinated action among donors and stakeholders throughout the world to address global food security. President Obama's commitment at L'Aquila in July 2009 laid the groundwork for the development of the President's Feed the Future (FTF) Initiative.

Since 2010, the Food Security program at RDMA has been actively addressing regional agricultural challenges, such as technology transfer, sustainable aquaculture production, connecting farmers to

international markets, and regional policy efforts.

A strengthened U.S. engagement with and commitment to Asia has been conveyed as a top priority of U.S. foreign policy. An approach that emphasizes building the capacity of key regional and sub-regional institutions such as ASEAN, APEC and others is an operational cornerstone of this policy. A core issue for engagement as identified by the Administration is food security, because despite Asia's rapid economic growth in recent decades, hunger and vulnerability to hunger persist.

C. MAJOR ROLES AND RESPONSIBILITIES:

BASIC FUNCTIONS: To provide technical expertise and contribute to the successful design and implementation of the Asia Regional Agriculture portfolio, RDMA/GDO requires a senior-level food security and agricultural development Incumbent (hereinafter referred to as the "Incumbent"). The Incumbent is a lead technical advisor to the GDO as well as to the RDMA senior leadership. S/he will provide timely and accurate input, advice and technical direction, both written and oral, on issues included in the GDO Agriculture portfolio as requested. The current GDO portfolio is funded at 2.70 million USD per year and consists of four activities, including two awarded to local implementation partners. The portfolio also involves close coordination and technical and operational support to other FTF missions in the region, particularly Nepal, Bangladesh, Cambodia, Burma and East Timor. The Incumbent will help define constraints and identify programmatic opportunities for the RDMA related to Asia regional agriculture, at both the bilateral country level as well as across the region as a whole. The Incumbent will have excellent experience in current issues related to agriculture such as agricultural practices/productivity, regional commodity trade, nutrition, and the associated impacts of global climate change with a solid understanding of the particular complexities in the ASEAN and broader Asia-Pacific region.

DUTIES AND RESPONSIBILITIES:

- **President's Feed the Future Initiative.** In May 2010, the U.S. announced a new aggressive approach to ending world hunger and poverty, FTF. The funding for FTF, has averaged 1 billion USD per year. The Incumbent will support the Agriculture team to design and manage RDMA's FTF programming in the Asia region. In addition, the Incumbent will maintain effective dialogue with key stakeholders based in the region, especially the three Asian FTF focus countries: Nepal, Bangladesh and Cambodia, and other countries as necessary while coordinating with other USG agencies, other donors, the private sector, USAID grantees, recipients, contractors, customers, and other stakeholders. The Incumbent will also serve, as needed, as a member of technical panels reviewing bids or proposals for the provision of technical assistance, commodities, or the award of contracts/grants.
- **Manage the FTF projects as Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR).** The Agriculture portfolio includes ongoing programs and programs in design/procurement. The Incumbent will be responsible for managing one or more of the projects within the portfolio and fulfilling all of the responsibilities under such a role including, but not limited to: managing the awardee(s) for performance against their award's objectives and targets; maintaining excellent communication with the awardee; processing financial, contractual, and programmatic actions as required; tracing compliance with all relevant regulations; monitoring and evaluating the programmatic and financial progress of the project; providing information, materials and briefings on the projects as required by USAID staff and external partners; providing technical direction within the scope of the agreement.
- **Support on-the-job training and coaching of the new Foreign Service National position.** The Incumbent will be responsible to assist in the orientation and training of the Local Engaged (LE) staffs to build their knowledge, skills, and abilities in managing the projects/program. The Incumbent will work closely with the FSN to: draft and edit documents and written materials; perform monitoring and evaluation of projects; meet with USAID missions, donors, partners and other stakeholders; make presentations both internal and external to USAID; manage projects (including file maintenance); collate and disseminate information; organize conferences/seminars/meetings; other duties as may arise to support the performance of the portfolio.

- Approximately 5 trips per year throughout Asia when necessary to build/maintain relationships with bilateral missions, donors, development partners and stakeholders, gather information, and assess and facilitate progress towards planned results.
- Perform other tasks as requested by the Agriculture Team Leader, Office Director/Deputy of the GDO which are consistent with the advisory, managerial, and reporting requirements of the Incumbent's position.

D. EXERCISE OF JUDGMENT:

In instances not clearly covered by written guidelines, the Incumbent will use her/his own personal, well informed judgment and ingenuity to interpret the intent of guides 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 in dealing with USAID personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector and coordinating multi sectoral efforts in support of USAID/RDMA development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The Incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

E. SUPERVISION RECEIVED:

The Incumbent will work under the general supervision of the Agriculture Team Leader of the General Development Office, USAID/RDMA. The Agriculture Team Leader will assist the Incumbent to: 1) establish work objectives and performance measures; 2) review work outputs and accomplishments to track progress and implementation of best practices; and 3) assess the Incumbent's performance, seeking input from appropriate USAID/GDO team members. As the is expected to work with a high degree of independence, he/she must be able to establish priorities, adhere to and meet deadlines, and perform responsibilities and duties with minimal guidance and little or no follow up.

F. AVAILABLE GUIDELINES:

The Incumbent is required to understand Mission and Agency specific policies and procedures which govern program activity management in addition to the USAID/RDMA established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The Incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the activities of the General Development Office, including but not limited to the Automated Directives System (ADS), Mission Orders Mission Notices, General Agency Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the Mission Director, USAID/RDMA GDO team members, RDMA Support Teams (Financial Management, Executive Office, Procurement Office and Regional Legal Incumbent), and counterparts in USAID/Washington are available as resources to provide advice and guidance.

G. NATURE, LEVEL AND PURPOSE OF CONTACTS:

The Incumbent will be required to maintain solid working relationships with various USAID Washington Offices, USAID/RDMA and USAID Missions in the ASEAN, SAARC, and APEC regions to function effectively. The Incumbent will be required to work closely with: 1) USAID Missions and U.S. Embassies in the Asia region, State Department, FTC, DOJ, and other USG agencies, 2) national governmental officials, non-governmental officials (such as ministerial-level officials, Executive Directors of NGOs and community organizations), private sector executives, the news media, and other foreign donor institutions (i.e., DFAT, DFID, JICA, GIZ and the EU as well as multilateral organizations like the World Bank, WHO, ADB, FAO, UNESCAP, etc.) in the regions.

The purpose of contact will be to: 1) influence, motivate, control or direct people or groups; 2) maintain open lines of communication in support of Foreign Assistance issues; 3) maintain regular communications regarding the timely management of activity functions and procedures; and 4) collect, obtain, and verify factual information pertaining to program/project planning and implementation.

H. AUTHORITY TO MAKE COMMITMENTS:

The Incumbent will have no independent authority to commit USG funds on behalf of the U.S. Government or the USAID/RDMA.

I. SUPERVISION/OVERSIGHT OVER OTHERS:

This position is a non-supervisory position.

J. LANGUAGE PROFICIENCY:

Level V, strong written and oral proficiency in English is required; a working knowledge of one of the languages in the South East Asia/Asia region is desirable. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position.

K. PHYSICAL CONDITION:

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.

L. OTHER REQUIREMENTS:

The incumbent must be:

1. A US citizen;
2. In possession of, or able to obtain, a secret level 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. Must already have appropriate visa or permit to work in Thailand.

M. 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. Relevant Development Experience (35 points)

- a. Graduate degree (Master's or doctorate) in agriculture economics, international agriculture development or closely related field.
- b. Current professional knowledge of development assistance issues and development approaches. Knowledge of relevant evaluations, assessments and analyses. Demonstrated technical skills related to project management is essential.
- c. At least five years of development experience on food security related projects with increasing responsibility for project design, management, implementation, monitoring, evaluation and reporting.
- d. Demonstrated technical knowledge in one or more of the following: agriculture productivity, international trade and economics, agribusiness enabling environment and policy, natural resource management, nutrition, infrastructure, implications of global climate change and adaptation response; supply chain analysis, agriculture commodity market, technology transfer and extension, and disaster risk management.

e. A thorough understanding of the agriculture and food security realities in Asia, particularly in South and Southeast Asia.

f. Working knowledge of Federal Government project development, management policy, and documentation, business practices as well as procurement and property management principles is preferred.

2. **Management Experience** (35 points)

a. Demonstrated program management skills including previous experience in Federal Government contract and grants management.

b. Extensive field experience in developing/transition country environments.

c. Professional level management experience in office administration and management, budget management, and staff development.

3. **Communications** (30 points)

a. A demonstrated ability to work as a member of a team and to foster teamwork is required as is the ability to develop and maintain productive working relationships at all levels, including with staff and colleagues, the U.S. Ambassador and members of the U.S. country team, ministerial-level officials and the Governments of ASEAN member countries, the heads of other donor agencies, and leaders of the NGO and corporate community.

b. Ability to lead policy and program negotiations and dialogue with host country officials.

c. Excellent English language communications skills (native speaker level), both written and oral, including public speaking skills (as the Incumbent may be called upon to deliver presentations before large and varied audiences) are essential. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

N. 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.

O. 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.

P. 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. 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:

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 -