



Vacancy Announcement
(Announcement Number: 17-05)

USAID/Nepal invites applications for employment from all interested and qualified U.S Citizens for the position of Education Specialist in the USAID/Nepal Education Development Office (EDO) under a U.S. Personal Services Contract (USPSC), subject to availability of funds.

- OPEN TO:** All interested and qualified U.S. Citizens currently residing in Nepal.
- POSITION:** Education Specialist, USPSC Resident Hire-GS-13 (\$74,584-\$96,958 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
- NUMBER OF POSITION:** 1
- OPENING DATE:** June 28, 2017
- CLOSING DATE:** July 12, 2017, 5:00 P.M Kathmandu Time
- PERFORMANCE PERIOD:** Fifteen (15) months, with possibility of extension for another year, subject to continuing needs of the position and availability of funds.
- WORK HOURS:** Full-time; 40 hours per week

NOTES:

- U.S. Citizen who at the time of hire as a PSC resides in the cooperating country.
- U.S Citizen RESIDENT hire PSC is eligible for FICA, health insurance and life insurance in accordance with USAID policy. RESIDENT hire Contractors are not eligible for any other fringe benefits.
- As a RESIDENT hire, no moving, lodging or RELOCATION travel expenses will be extended to successful applicants.

BASIC FUNCTION OF THE POSITION:

The Education Specialist assists in managing the Mission's education portfolio, which seeks to improve the quality of education, especially in early grade reading, and support the development of a better-skilled, literate population. The incumbent collaborates closely with other USG agencies, Government of Nepal counterparts, development partners and private sector actors. In the absence of the Director, the Education Specialist may directly supervise FSN employees and oversee the management of the projects those FSNs manage. S/he will work collaboratively with the Director and other colleagues in the Education Development Office to ensure that each activity successfully progresses in achieving its respective goals.

The incumbent will be expected to establish effective working relationships within USAID and with Embassy Kathmandu interagency partners, Government of Nepal officials and the international community, when necessary and appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies, process and procedures, and budget, particularly in the field of education, in order to effectively represent the Agency among various entities.

QUALIFICATIONS AND SELECTION CRITERIA:

The candidates must meet or exceed each criterion below.

1. **Education and technical knowledge (20 points):** Master's level or higher degree in education, international development, international relations, or similar social science field. Experience in at least one of the following areas: basic education, girls' education, youth development, and/or vocational education/workforce development. Demonstrated knowledge of development program administration and management.
2. **Work Experience (30 points):**
 - A. Minimum of seven (7) years' experience in international development, particularly with education programming.
 - B. Experience and familiarity with USAID rules, regulations, and business processes.
 - C. Experience managing multiple projects simultaneously, and problem solving complex issues in large development projects.
 - D. Experience working in a multicultural environment and with individuals from another culture than their own.
 - E. Experience designing and managing activities with comparable complexity and diversity; and demonstrated effectiveness in engaging all relevant stakeholders including other donors, NGOs, government counterparts, the private sector, etc.
 - F. Experience in Nepal is desirable, but not required.
3. **Interpersonal and management skills (20 points):** Demonstrated strong management and organizational skills; demonstrated ability to interact with a broad range of internal and external partners; and demonstrated ability to work effectively in a multidisciplinary and multicultural team environment.
4. **Written and oral communication (30 points):** Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing. Demonstrated ability to prepare briefing documents, presentations, program reports and correspondence in a professional and competent manner requiring little to no editorial changes in English. Demonstrated superior analytical, writing and oral presentation skills, preparation of contractual scopes of work/program descriptions, project appraisal documents, technical reports, and policy briefs.

The applications will be evaluated based on the criteria above. The following scoring will be used to evaluate the applications:

1. Education and Technical Knowledge:	20 points
2. Experience:	30 points
3. Interpersonal and management skills:	20 points
4. Written and oral communication:	30 points

Maximum points available: 100 points

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers> or by contacting USAID/Nepal Human Resources Office, USAIDNepalHR@usaid.gov

Please send your application to the attention of USAID/Nepal Human Resources Office, US Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov

The application must include the following:

1. A brief narrative demonstrating how education, experience, and skills address the requirements listed under required qualifications.
2. Resume not exceeding 3 pages in length.
3. Application for employment form AID-302-3
4. Names and contact details for three references.

SCOPE OF WORK

SOLICITATION FOR A LOCAL HIRE U.S. PERSONAL SERVICES CONTRACTOR (U.S. PSC) EDUCATION SPECIALIST, OFFICE OF EDUCATION

SOLICITATION NO.: 17-05

ISSUANCE DATE: *(month/day/year)*

CLOSING DATE/TIME: *(month/day/year)* at 4:00 p.m. (Kathmandu, Nepal time.)

POSITION TITLE: Education Specialist, Education Development Office

MARKET VALUE: GS-13
(Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.)

PERIOD OF PERFORMANCE: The contract will be for 15 months, with an option to extend one year subject to continuing needs and availability of funds.

PLACE OF PERFORMANCE: USAID, Kathmandu, Nepal

SUPERVISORY CONTROL: In the absence of the Director, the Education Specialist may supervise Foreign Service National (FSN) staff, while demonstrating a high level of independence, professionalism, judgment and responsibility

POSITION TITLE OF DIRECT SUPERVISOR: Director, EDO, USAID/Nepal

PHYSICAL & SECURITY CLEARANCE: The selected candidate must be able to obtain required medical and FACILITY level security clearances prior to the execution of the contract.

A. OVERVIEW

1. Mission Program

Landlocked in the Himalaya mountain range between India and China, Nepal remains one of the world's poorest nations. Following a decade-long insurgency that ended in 2006 and earthquakes that killed more than 9,000 people and destroyed more than 755,000 homes in 2015, Nepal

continues to face development challenges. The United States supports progress toward a democratic, resilient and prosperous Nepal. USAID promotes inclusive and effective governance, sustainable economic growth, health and nutrition, primary education, post-earthquake reconstruction and helps build resilience to climate change and natural disasters. Poor governance, stagnant economic growth, high malnutrition, vulnerability to disasters and climate change, and regressive caste and gender norms hinder development in Nepal. To address these challenges, USAID partners with Nepal on three U.S. presidential development initiatives: Feed the Future, Global Climate Change and Global Health. Across all sectors, USAID focuses on strengthening gender and social equality, reducing disaster risk, and working with the Government of Nepal to improve its institutional capacity, inclusiveness and accountability.

2. Education Development Office Portfolio

Despite a decade-long conflict and other political challenges, Nepal has made remarkable progress in expanding learning opportunities for children and adults. Since 1990, net primary school enrollment rates have increased from 64 to 96 percent, with near gender parity. However, the quality of education remains low, as are secondary school completion rates. Inadequately prepared teachers, the lack of sufficient and appropriate teaching and learning materials, and limited support at home prevent children from developing the foundational reading skills in the early grades that will allow them to effectively learn throughout their academic career. The overall literacy rate hovers around 65 percent, with much lower literacy rates among women and traditionally marginalized castes and ethnic groups. This can make it difficult for parents and communities to effectively support their children to learn to read.

Based on recent education sector assessments that found abysmal reading scores despite high primary school enrollment, USAID has taken a leading role in promoting early grade reading on the national education reform agenda. As a result of this leadership, the GON is rolling out a National Early Grade Reading Program with USAID's technical assistance. USAID programs support the GON to improve the quality of education, restore access to education for children affected by the April 25, 2015 earthquake, and provide safe learning environments for adolescents to complete their education. The annual operating year budget is approximately \$10 million.

- **Quality of Education:** USAID emphasizes improving early grade reading as the foundation for future learning. USAID's 2014 Early Grade Reading Assessment for Nepal showed that 19% of 3rd graders could not read a single word of Nepali while only 12.8% of them were able to read with fluency and comprehension. The 2014 EGRA also revealed that 55% of 2nd grade children whose mother tongue was not Nepali scored zero on reading assessments. Working together with the Ministry of Education (MOE), USAID will aim to help one million young children acquire strong reading skills in grades one to three across 16 districts of Nepal. Particular attention will be paid to supporting literacy acquisition for Nepali second language learners. EDO's two main mechanisms to support EGR are a \$53.8 million technical assistance program implemented by RTI International, Inc., and an \$8 million on-budget assistance agreement with the MOE.
- **Access to Education:** In response to the April 25, 2015 earthquake, USAID supported the Government of Nepal to resume education services by establishing 1,045 temporary learning centers for over 93,000 students and providing learning and recreational materials, temporary latrine and handwashing facilities, and training for teachers to provide psychosocial support for children. To support recovery efforts, USAID plans to construct 250 transitional learning structures and strengthen local capacity to use data to

make informed decisions on reconstruction plans. EDO's implements these recovery efforts through a \$10.6 million grant to UNICEF.

- **Safe Learning Environments:** USAID and the Department of State, in partnership with UNICEF is implementing the \$5 million "Zero Tolerance (ZT), GBV-free schools" project, which aims to reduce the prevalence of school-related gender-based violence in Nepal and promote equitable learning outcomes for adolescent girls and boys. The ZT project operates in 200 schools in four districts in the central terai where child marriage is prevalent. A recent project baseline showed that while 72 percent of students have seen their peers involved in GBV-related situations, only 55 percent of them have taken action against it. By raising awareness on GBV at the school and community level, facilitating the reporting of GBV incidents, and strengthening school linkages with justice sectors actors, the ZT project will promote safe learning environments, so that students' education outcomes can improve.

B. BASIC FUNCTIONS OF THE POSITION

The Education Specialist assists in managing the Mission's education portfolio, which seeks to improve the quality of education, especially in early grade reading, and support the development of a better-skilled, literate population. The incumbent collaborates closely with other USG agencies, Government of Nepal counterparts, development partners and private sector actors. In the absence of the Director, the Education Specialist may directly supervise FSN employees and oversee the management of the projects those FSNs manage. S/he will work collaboratively with the Director and other colleagues in the Education Development Office to ensure that each activity successfully progresses in achieving its respective goals.

The incumbent will be expected to establish effective working relationships within USAID and with Embassy Kathmandu interagency partners, Government of Nepal officials and the international community, when necessary and appropriate. The nature of the position requires that the individual be highly knowledgeable of USAID's development assistance programs, policies and budget, particularly in the field of education, in order to effectively represent the Agency among various entities.

C. DUTIES AND RESPONSIBILITIES

The Education Specialist will carry out the following specific duties as listed:

- Assist the Office Director in overall management of the Education Development Office;
- Mentor and support FSN staff members in their project management duties, interactions with Mission personnel and GON counterparts, and navigation of USAID business processes;
- Draft, review, and edit documents (memos, cables, taskers, white papers, etc.) for internal and external review, including, but not limited to the USAID and Embassy Front Offices, USAID/Washington, and the Government of Nepal;
- Support the design and procurement of new activities and partnerships opportunities related to inclusive education, girls' education and empowerment, and youth workforce development;
- Ensure Education Office activities successfully integrate with other technical office activities to successfully meet development objective goals;

- Coordinate budget with appropriate personnel on various technical and support teams to determine how Mission funds will be utilized for Education Office activities;
- Develop and maintain working relationships with other USAID/Nepal offices, other USG Agencies, and the GON;
- Represent USAID/Nepal in meetings, seminars and conferences on education-related topics, locally, and potentially regionally and internationally;
- Report regularly to Office Director and, when necessary, the USAID/Nepal Front Office on Education Office topics, including, but not limited to, personnel, activity progress, and project expenditures;
- Accompany Education Office and Mission personnel on trips for project monitoring and review, and data quality assurance;
- Oversee the process for project close-out and start-up, when and where appropriate;
- Undertake other required tasks, which are consistent with the supervisory, advisory, managerial and reporting requirements of this position.

D. POSITION ELEMENTS

1. Supervision Exercised: When the Director is absent, the Specialist may supervise FSN staff members in EDO.
2. Supervision Received: Incumbent will report directly to the EDO Director.
3. Available Guidelines: Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAH), Federal Acquisition Regulation (FAR), AID Acquisition Regulations (AIDAR), USAID Automated Directives System (ADS), Mission Orders (MO), and Mission Notices.
4. Authority to Make Commitments: No.
5. Nature, Level and Purpose of Contacts: Personal contacts are with USAID and U.S. Embassy Nepal personnel, USAID/Washington, GON officials, U.S. and local implementing partners, civil society, development partners, and private sector actors.

E. MEDICAL AND SECURITY CLEARANCE

The final selected candidate must obtain a US Government FACILITY level security clearance and medical clearance. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. The candidate must be available to start work as soon as valid medical and security clearance are obtained. This availability must be indicated in the candidate's cover letter.

F. SELECTION CRITERIA

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. The following are the evaluation criteria for this position:

- 1. Education and technical knowledge (20 points)**: Masters level or higher degree in education, international development, international relations, or similar social science field. Experience in at least one of the following areas: basic education, girls' education, youth development, and/or vocational education/workforce development. Demonstrated knowledge of development program administration and management.
- 2. Work Experience (30 points)**: Demonstrated experience in program and personnel management, including:

- Minimum of seven (7) years' experience in international development, particularly with education programming.
- Experience and familiarity with USAID rules, regulations, and business processes.
- Experience managing multiple projects simultaneously, and problem solving complex issues in large development projects.
- Experience working in a multicultural environment and with individuals from another culture than their own.
- Experience designing and managing activities with comparable complexity and diversity; and demonstrated effectiveness in engaging all relevant stakeholders including other donors, NGOs, government counterparts, the private sector, etc.
- Experience in Nepal is desirable, but not required.

3. Interpersonal and management skills (20 points): Demonstrated strong management and organizational skills; demonstrated ability to interact with a broad range of internal and external partners; and demonstrated ability to work effectively in a multidisciplinary and multicultural team environment.

4. Written and oral communication (30 points): Must be fluent in English and have proven ability to communicate quickly, clearly and concisely, both orally and in writing. Demonstrated ability to prepare briefing documents, presentations, program reports and correspondence in a professional and competent manner requiring little to no editorial changes in English. Demonstrated superior analytical, writing and oral presentation skills, preparation of contractual scopes of work/program descriptions, project appraisal documents, technical reports, and policy briefs.

Maximum Points Available: 100

G. ALLOWANCES

Local hire PSCs receive salary at the classified GS grade, contribution for medical insurance and FICA and Medicare. There are no other fringe benefits for local hire PSCs.