



# USAID | INDIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 17-222**

**ISSUANCE DATE:** September 14, 2017

**CLOSING DATE/TIME:** October 5, 2017 Indian Standard Time (IST)

**SUBJECT:** Solicitation for U.S. Personal Service Contractor (USPSC)

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 the attached solicitation (Management Notice). Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Edward Michalski  
Contracting Officer

# Management Notice



American Embassy, New Delhi

**NO.:** 17-222

**DATE:** September 14, 2017

**FROM:** Michael B. Phillips – Minister Counselor for Management Affairs

**TO:** All New Delhi Americans

**SUBJECT:** Vacancy Announcement - Communications and Program Management Adviser, USAID/India

**OPEN TO:** All Agency U.S. Eligible Family Members (USEFMs), Members of Household (MOH) and U.S. Citizens

**POSITION:** Communications and Program Management Adviser, USAID/India (Resident-Hire\* U.S. Personal Services Contract), GS - 13

**OPENING DATE:** September 14, 2017

**CLOSING DATE:** October 5, 2017 Indian Standard Time (IST)

**WORK HOURS:** Full-time; 40 hours/week (Monday to Friday, 8:30 a.m. to 5:00 p.m.)

**SALARY:** GS-13 equivalent (Market value \$74,584 to \$96,958)  
Salary to be paid within this grade depending on the experience, qualifications, and salary history.

**PERIOD OF PERFORMANCE:** One year with the possibility of extension, subject to Mission's needs and funds availability.

**PLACE OF PERFORMANCE:** New Delhi (with possible travel applicable as per the Statement of Duties).

**SECURITY LEVEL REQUIRED:** Facility Access

**ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS AT THE TIME OF APPLICATION SUBMISSION TO BE ELIGIBLE FOR CONSIDERATION.**

\* Resident-Hire means a U.S. citizen who, at the time of hire as a Personal Services Contractor, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for

employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

The U.S. Embassy in New Delhi is seeking an individual for the position of Communications and Program Management Adviser (Resident-Hire U.S. Personal Services Contract) for USAID/India.

## **STATEMENT OF DUTIES**

### **Basic Function of Position**

Based in USAID's Health Office, the Communications and Program Management Adviser is a critical member of the team providing program management, communications and monitoring and evaluation support. The Adviser is responsible for a broad range of consultative, advisory, activity management, monitoring, and information gathering functions. The Adviser is responsible for completing analyses, maintaining relationships, communicating with other development partners, GOI entities, other USG agencies, and USAID senior management, overseeing diverse USAID/W activities, and representing the Health Office on programmatic, communications, budget and monitoring and evaluation issues. S/he will develop communication-related products that meet the internal and external information needs of Mission management and supports strategic outreach approaches and plans. The Adviser will advance learning and adaption to enable the Health Office to effectively manage for results, and provide project and activity design expertise to USAID/India staff.

The incumbent reports to the Health Office Deputy Director or his/her designee.

### **Major Duties to be performed**

#### **1. Strategic Planning and Management**

- Serve as program manager for select health activities. Meet regularly with implementing partners to strengthen program outcomes.
- Support the design and development of proposals for new programs.
- Provide support to a wide range of financial management assistance functions from budgeting to the preparation of procurement plans.
- Assist in planning and preparing for program portfolio reviews including analyzing submissions by program managers for accuracy and consistency with planned results, benchmarks, funding levels, meeting planned earmarks, and addressing cross-cutting themes.
- Serve as the Health Office technical expert on the development implications of gender, caste, ethnicity, sexual orientation, and disabilities as it relates to health office programming.
- Identify and promote high impact interventions that advance the participation of women and marginalized groups at the local, national and regional levels.

#### **2. Outreach and Communications**

- Support Health Office staff in development, maintenance and refinement of key communications products.

- Serve as primary liaison with Program Support (PS) Office communications staff and Embassy public affairs staff to ensure accuracy and consistency of Health Office information and messaging and to respond to information requests.
- Assist in the preparation of key strategic briefing materials on the USAID program.
- Coordinate the preparation of key strategic documents and external requests for information.

### 3. **Monitoring, Evaluation and Learning**

- Provide strategic guidance and support to foster learning and adaptation of development lessons, best practices and innovations to strengthen health programming.
- Advance USAID knowledge management and learning opportunities to ensure the effective sharing and application of learning in areas of keen interest across the portfolio.
- Support the Health Office in tracking and reporting Monitoring and Evaluation of development indicators.

A copy of the complete position description listing all duties and responsibilities is available on USAID/India website <http://www.usaid.gov/india/careers>. It can also be obtained from the USAID India Human Resources Division (Contact: Vandana Sharma, Human Resources Specialist at Ext. 8117 or e-mail: [vsharma@usaid.gov](mailto:vsharma@usaid.gov))

### **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of a University degree in a field relevant to development assistance, such as health, public or business administration, law, strategic information, political science, demography, sociology, economics, organizational development, or a relevant field is required.
2. **Prior Work Experience:** Minimum three years of progressively responsible experience in a related field is required.
3. **Language Proficiency:** Fluency (Level IV) in written and oral English is required.
4. **Knowledge:** The incumbent must: have excellent knowledge of English; have an understanding of how various social media platforms, including Facebook, and websites function; possess an understanding of and experience with international development issues; have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, MS Excel, and a photo editor and graphic illustrator along with some understanding of a web content management application.
5. **Skills and Abilities:** The incumbent must: be conversant with the important terminology, concepts and organizations associated with international development work; be a solid writer, editor, and possess research skills; possess strong ability to function in a sensitive environment, requiring tact and sound judgment, with a minimum of supervision and a solid ability to handle interactions with colleagues, high-level visitors, and senior officials with maturity and confidence; be able to manage multiple tasks; be highly organized, meet deadlines; have strong

interpersonal skills, capable of working with multidisciplinary teams in a fast-paced environment; be a self-starter, detail-oriented, and a creative problem solver.

### **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

### **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance 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 job application, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The selected candidates for this position must obtain a "Facility Access" level clearance within a reasonable period of time (USAID will provide details regarding this clearance to the selected candidate) from USAID/Washington's Office of Security. A substantial delay in obtaining the required clearance will make the applicant ineligible for selection.

USAID/India expects to award a personal services contract for a one-year period commencing as early as practically possible subject to security and medical clearances and funds availability.

To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the selection criteria listed below.

### **EVALUATION AND SELECTION FACTORS**

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

- a. Demonstrated high level writing and verbal communication skills, as well as computer skills. (25 points)
- b. Demonstrated high level analytical, organizational, and creative thinking skills. (25 points)
- c. Depth and relevance of prior project related experience such as designing, planning, reporting on and executing projects. (25 points)
- d. Interpersonal skills and ability to work with staff and manage work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency. (25 points)

Total = 100 points

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a "Facility Access" level security clearance.
3. The first 90 calendar days of the employment will be treated as probationary period. While on probationary period, the employee will not be eligible to apply for another position.

#### **HOW TO APPLY**

1. Eligible offerors are required to complete and submit the USPSC Application Form (including AID 302-3, Offeror Information for Personal Services Contracts), which can be accessed through the link below:  
<https://www.usaid.gov/sites/default/files/documents/1861/USPSC%20Application%20Form%20-%20Cover%20Form%20and%20Form%20AID%20302-3.docx>
2. Eligible offerors must attach a most up-to-date resume.
3. Offers must be received by the closing date and time specified on Page 1 of this Management Notice.
4. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

#### **SUBMIT APPLICATION TO:**

Submit print copies of applications to:

Human Resources  
United States Agency for International Development  
U.S. Embassy  
Shantipath, Chanakyapuri  
New Delhi – 110 021

Or

Electronic Submission to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

#### **POINT OF CONTACT:**

**Ms. Vandana Sharma, Human Resources Specialist**  
Telephone: 91-11-2419-8117; Email: [ysharma@usaid.gov](mailto:ysharma@usaid.gov)

#### **LIST OF REQUIRED FORMS FOR PSC HIRES:**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms (as applicable).

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

## **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a resident-hire USPSC is normally authorized the following benefits:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance (if not already covered)
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

Resident-Hire USPSCs are not eligible for any fringe benefits, differentials or allowances.

## **TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition and 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 <https://www.oge.gov/web/oge.nsf/OGES%20Regulations>.

The U.S. Mission in New Delhi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability,

political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.





## POSITION DESCRIPTION

**POSITION TITLE:** Communications and Program Management Adviser

**PROPOSED GRADE:** GS-13

**ORGANIZATION UNIT WITHIN THE AGENCY:** Health Office, USAID/India

**PLACE OF PERFORMANCE:** USAID/India, U.S. Embassy, New Delhi, India

**POSITION TITLE AND POSITION GRADE OF THE DIRECT SUPERVISOR:** Health Office Deputy Director, FS 01

### **I. INTRODUCTION**

Based in USAID's Health Office, the Communications and Program Management Adviser is a critical member of the team providing program management, communications and monitoring and evaluation support. The Adviser is responsible for a broad range of consultative, advisory, activity management, monitoring, and information gathering functions. The Adviser is responsible for completing analyses, maintaining relationships, communicating with other development partners, GOI entities, other USG agencies, and USAID senior management, overseeing diverse USAID/W activities, and representing the Health Office on programmatic, communications, budget and monitoring and evaluation issues. S/he will develop communication-related products that meet the internal and external information needs of Mission management and supports strategic outreach approaches and plans. The Adviser will advance learning and adaption to enable the Health Office to effectively manage for results, and provide project and activity design expertise to USAID/India staff.

### **II. DUTIES AND RESPONSIBILITIES**

Key duties and responsibilities of this position are as follows:

#### **1. Strategic Planning and Management: 40%**

- Serve as program manager for select health activities. Meet regularly with implementing partners to strengthen program outcomes.
- Support the design and development of proposals for new programs.
- Provide support to a wide range of financial management assistance functions from budgeting to the preparation of procurement plans.
- Assist in planning and preparing for program portfolio reviews including analyzing submissions by program managers for accuracy and consistency with planned results, benchmarks, funding levels, meeting planned earmarks, and addressing cross-cutting themes.

- Serve as the Health Office technical expert on the development implications of gender, caste, ethnicity, sexual orientation, and disabilities as it relates to health office programming.
- Identify and promote high impact interventions that advance the participation of women and marginalized groups at the local, national and regional levels.

**2. Outreach and Communications: 40%**

- Support Health Office staff in development, maintenance and refinement of key communications products.
- Serve as primary liaison with Program Support (PS) Office communications staff and Embassy public affairs staff to ensure accuracy and consistency of Health Office information and messaging and to respond to information requests.
- Assist in the preparation of key strategic briefing materials on the USAID program.
- Coordinate the preparation of key strategic documents and external requests for information.

**3. Monitoring, Evaluation and Learning: 20%**

- Provide strategic guidance and support to foster learning and adaptation of development lessons, best practices and innovations to strengthen health programming.
- Advance USAID knowledge management and learning opportunities to ensure the effective sharing and application of learning in areas of keen interest across the portfolio.
- Support the Health Office in tracking and reporting Monitoring and Evaluation of development indicators.

### **III. MINIMUM QUALIFICATIONS AND BASIC ELIGIBILITY CRITERIA**

**Education:** Completion of a university degree in a field relevant to development assistance, such as health, public or business administration, law, strategic information, political science, demography, sociology, economics, organizational development, or a relevant field is required.

**Work Experience:** Three to five years of progressively responsible experience in a related field is required.

**Job Knowledge required:** The incumbent must have excellent knowledge of English. The incumbent must have an understanding of how various social media platforms, including Facebook, and websites function. The incumbent must possess an understanding of and experience with international development issues. S/he must have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, MS Excel, and a photo editor and graphic illustrator along with some understanding of a web content management application.

**Skills and abilities required:** The incumbent must be conversant with the important terminology, concepts and organizations associated with international development work. S/he must be a solid writer, editor, and possess research skills. S/he must possess strong ability to function in a sensitive environment, requiring tact and sound judgment, with a minimum of supervision and a solid ability to handle interactions with colleagues, high-level visitors, and senior officials with maturity and confidence. The incumbent must be able to manage multiple tasks, be highly organized, meet deadlines, have strong interpersonal skills, capable of working with multidisciplinary teams in a fast-paced environment, be a self-starter, detail-oriented, and a creative problem solver.

**Language proficiency:** Fluency (Level IV) in written and oral English are required.

#### **IV. KEY POSITON ELEMENTS**

**Supervision Received:** The incumbent reports to the Health Office Deputy Director or his/her designee.

**Exercise of judgment:** Exercises sound judgment in sensitive situations and in dealing with USAID colleagues, Embassy counterparts, the news media (in coordination with Public Affairs Section), partners, and vendors.

**Nature, level and purpose of contacts:** The incumbent has frequent interaction with USAID/India office directors, the USAID/India Mission Director and Deputy Mission Director, senior officials in other Embassy sections, technical staff, partners, government officials, and donor agencies. S/he develops and maintains close working relationships with USAID/Washington. The purpose of these contacts is to achieve Health Office goals and objectives, obtain the information necessary to fulfill USG reporting requirements, and foster learning and adaptation in the health sector.

**Level of complexity:** Duties are varied and require application of methods to a broad range of problems or situations with substantial depth of analysis. The incumbent will need to respond to the needs of multiple constituencies at USAID, as well as frequent revisions to USG and USAID regulations and guidelines. S/he will need to have thorough training and progressively responsible experience in the assigned field(s) of activity, and the ability to analyze and to adapt prior knowledge and experience to meet requirements imposed by country and Mission conditions. The incumbent must demonstrate initiative, resourcefulness, and the ability to independently perform work of considerable difficulty, complexity and responsibility.

**Available guidelines:** The incumbent will utilize guidance found in ADS Series 200 and 300, relevant Mission Orders, and USAID contracting guidance. S/he must be able to interpret existing guidelines and apply these to specific program or project situations.

**Scope and Effect of the work performed:** The incumbent's primary interaction will be with Health Specialists to provide technical advisory services for design and oversight of existing and new initiatives. S/he will also engage in outreach and discussions with ongoing and potential implementing partners to support the aforementioned activities. Finally s/he will cooperate with USAID's partners on the USG interagency to strengthen USAID's contributions to these collective exercises.

**Post-entry training:** The incumbent will receive on-the-job training on established USAID procedures, regulations, and policies governing Mission interaction with the media, implementing partners, other USG agencies, etc.

**Authority to make commitments:** None.

**Supervision exercised:** None.

**Time required to perform full range of duties after entry into the position:** Six months.

V. **PERIOD OF PERFORMANCE:** The period of performance for this contract will be two years (time-limited contract).

VI. **SECURITY CLEARANCE LEVEL REQUIRED:** The incumbent must possess "Facility Access" security clearance.

VII. **SUPPORT ITEMS:** The HO agrees that the PSC will be provided with the support services, equipment, and supplies necessary to perform the work.

VIII. **EVALUATION FACTORS:** To be considered for this position, applicants must meet the minimum qualifications noted above. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria listed below. Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

- a) Demonstrated high level writing and verbal communication skills, as well as computer skills. (25 points)
- b) Demonstrated high level analytical, organizational, and creative thinking skills. (25 points)
- c) Depth and relevance of prior project related experience such as designing, planning, reporting on and executing projects. (25 points)
- d) Interpersonal skills and ability to work with staff and manage work flows, work as a team member with diverse colleagues, and provide leadership in areas of competency. (25 points)

Total = 100 points