



# USAID | INDIA

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**SOLICITATION NUMBER:** USAID/17-06

**ISSUANCE DATE:** September 13, 2017

**CLOSING DATE/TIME:** October 4, 2017 Indian Standard Time (IST)

**SUBJECT:** Solicitation for Foreign Service National/Cooperating Country Personal Services Contractor (FSN/CCN PSC)

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 No. USAID/17-06. 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 offers.

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

Sincerely,

Edward Michalski  
Contracting Officer

USAID/India is accepting applications for the following Foreign Service National /Cooperating Country National Personal Services Contract (FSN/CCN PSC) position, to be filled subject to funds availability.

**Solicitation No.** : USAID/17-06

**Position Title** : Project Management Specialist  
(Reproductive Health (RH) and Family Planning (FP) Advisor)

**Opening Date** : September 13, 2017

**Closing Date** : October 4, 2017, Indian Standard Time (IST)

**Number of Positions** : One (1)

**Office** : Health Office (HO)

**Grade** : FSN- 11

**Place of Performance:** The position is based at New Delhi.

**Working Hours** : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

**STATEMENT OF DUTIES:**

The Project Management Specialist (Reproductive Health and Family Planning Advisor) position is located in the Health Office (HO) of USAID/India and the incumbent works under the supervision of the Team Leader, Family Health Division. The incumbent serves as a Project Management Specialist and the principal Reproductive Health and Family Planning Advisor for the HO's overall goal of improving the health of vulnerable populations in India.

The incumbent functions with a high degree of independence and latitude with respect to policies, programs and issues related to his/her area of expertise in RH and FP. The incumbent is a recognized expert in the field, performing a full range of consultative, analytical, advisory, program management, monitoring and evaluative functions.

Broadly, the incumbent's responsibilities include:

**1. Technical Assistance (TA) to USAID-Supported Activities:**

The incumbent will work in collaboration with other staff members of the Health Office and the senior leadership team to provide TA for USAID/India RH and FP activities through the public and private sector. In this role, the incumbent will be required to provide the following assistance:

- Design innovative activities and promote state-of-the-art technical approaches to address issues related to RH and FP in the public and private sector;

- Assist USAID and its partners in developing and implementing sound policies and programs in line with the Government of India (GOI) and USAID priorities and policies;
- Analyze and compare options on the basis of global best practices in RH and FP, United States Government (USG) objectives, resource availability, and cost effectiveness;
- Provide technical leadership and assistance to the projects in developing mechanisms to link with GOI health institutions responsible for RH and FP services, as well as with facilities established by the private sector and civil society;
- Provide expert advice to the GOI and relevant state governments for improving access and quality of RH and FP services through participation in meetings, review of documents, participation in program reviews and other forms of technical assistance;
- Provide recommendations on the design of new research and innovations in the context of RH and FP;
- Conduct and lead advocacy with key stakeholders for expanding contraceptive choices in the country;
- Review and support capacity-building activities of USAID's partners;
- Assist in improving the quality of FP and RH curricula and training materials, in accord with national guidelines and international standards;
- Assist in development and implementation of quality assurance mechanisms for improving the quality of RH and FP services.

S/he will provide technical expertise for the development, implementation and evaluation of program-related materials such as training manuals, curricula, and clinical service guidelines/standards.

The incumbent will provide assistance and oversight to ensure that all family planning programs implemented or funded by USAID adhere to applicable U.S. legislation, policies and regulations, including but not limited to the Mexico City Policy, the Tiahrt Amendment and USAID guidance on use of health funding. The incumbent will maintain systems for gathering and storing relevant information related to these topics and will analyze, interpret and report on their significance and relevance to the USAID portfolio.

## **2. Coordination and Representation:**

Represent USAID in technical meetings on RH and FP issues and liaise with other USG agencies, development partners, academicians, Indian and international technical experts and officials on relevant technical matters; facilitate collaborative decision-making and program implementation with senior GOI officials at the national and state levels; participate in coordination of field visits to activity sites for monitoring activities and, in collaboration with Mission Communication staff, assisting high-level visitors.

## **3. Evidence-Based Planning:**

Analyze and interpret epidemiological and other quantitative and qualitative data to provide guidance on the replication of best practices in RH and FP; keep abreast of the latest developments, publications, research studies and other information generation activities on



RH and FP being undertaken both in India and globally to assist in sound planning; write, review and/or edit the relevant technical components of program narratives (work plans, quarterly reports, and USAID-specific reporting documents) to ensure progress toward targets, cost effectiveness, compliance with USAID and USG guidelines and regulations, and technical soundness.

**AREA OF CONSIDERATION:**

The position is open to Foreign Service Nationals (also called Cooperating Country Nationals), which means an individual who is a cooperating country (India) citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

**POINT OF CONTACT:**

Ms. Vandana Sharma, Human Resources Specialist.

**MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

**a. Education:** A Master's Degree or Diploma in Obstetrics and Gynecology or Public Health or a related technical specialization is required.

**b. Experience:** A minimum six years of progressively responsible, professional level experience in Reproductive Health and Family Planning (RH and FP) at the policy and field implementation level is required. The experience should involve planning, managing, monitoring, or advising RH and FP programs or general health programs with RH and FP being a significant component.

**c. Language Proficiency:** Level IV fluency in English and Hindi (speaking, reading and writing) is required.

**d. Knowledge:** The incumbent must have thorough understanding of global and national best practices in RH and FP, as well as of the GOI's national priorities, and in-depth knowledge and understanding of related issues in India.

**e. Skills and Abilities:** The incumbent must possess the ability to 1) plan strategies with partners and provide high-quality technical assistance in RH and FP; 2) organize, analyze, interpret and utilize epidemiological studies, program performance reports, and other available quantitative and qualitative data; 3) work in a participatory and consensus-oriented matrix management organogram, utilizing a team approach which requires strong interpersonal skills; 4) handle sensitive issues diplomatically; 5) inspire confidence in GOI and other counterparts; 6) write reports and other documents of substantial length and complexity with minimal errors; 7) utilize basic computer programs effectively, including Word, Excel, Power Point and Outlook.

**EVALUATION AND SELECTION FACTORS:**

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

- Job knowledge and skills (20 points)
- Ability to work as a part of team (20 points)
- Work Experience (20 points)
- Communication (20 points)
- Writing Skills (20 points)

**HOW TO APPLY:**

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). **Please note: Must answer all the questions in DS-174 application form.**

You may also click the link below to access the above form:

[http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174\\_0.doc](http://www.usaid.gov/sites/default/files/documents/1861/Application%20for%20Employment%20-%20Form%20DS-174_0.doc)

**Applications not submitted in the specified form by the closing date will not be accepted.**

2. Submit **electronic copies** of applications to: [indiaper@usaid.gov](mailto:indiaper@usaid.gov)

**Or**

**Print copies** of applications to:

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

3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form. Applications without reference to a specific advertisement number will not be accepted.
4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:

- USAID/India website
- Internal Circulation
- Other (Please specify)

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

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the required forms related to mandatory medical and security clearances.

**BENEFITS AND ALLOWANCES:**

The successful candidate will be explained in detail about the benefits and allowances for FSN/CCN employees as per the Mission Policy.

**TAXES:**



All Locally Employed Staff (including FSN/CCN) are required to pay income tax to the Government of India.

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

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

1. USAID Acquisition Regulation (AIDAR), Appendix J, “Direct USAID Contracts with a Cooperating Country National 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 & 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/OGE%20Regulations>

**NOTES:**

**Probationary Period:** FSN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position (any time after completing their initial probationary period) are required to be in their present position for not less than 120 days before applying for another USG position.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Foreign Service National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate’s responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Foreign Service National employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.