



# USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: USAID-09-2017**

**ISSUANCE DATE:** 07/21/2017  
**CLOSING DATE/TIME:** 08/04/2017

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (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 Attachment 1, Sections I through V of this solicitation. 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 information.

Sincerely,

Ginger Longworth  
Acting Contracting Officer



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## I. GENERAL INFORMATION

1. **SOLICITATION NO.:** USAID-09-2017
2. **ISSUANCE DATE:** 07/21/2017
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/04/2017 at 6:00 p.m. Chisinau Time
4. **POSITION TITLE:** USAID Project Management Specialist (Environmental Engineer)
5. **MARKET VALUE:** Equivalent to FSN-10 (full performance level of the position) in accordance with AIDAR Appendix J and the Local Compensation Plan of the US Embassy in Chisinau. Final compensation will be negotiated within the market value. The incumbent will be hired at the Development (Entry) Level equivalent to FSN-9 until he/she will successfully complete all mandatory USAID trainings and reach the full performance level of the position.
6. **PERIOD OF PERFORMANCE:** Two years with a possible extension
7. **PLACE OF PERFORMANCE:** Chisinau, Moldova
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **STATEMENT OF DUTIES:**

The project Management Specialist - Environmental Engineering works in the USAID/Moldova, Economic Growth Office, and also serves as the principal environmental engineering resource to the entire Mission on matters pertaining to environmental, infrastructure, engineering, and construction projects in Moldova, and may take on other responsibilities as directed by the Office Team Leader. As required, the Specialist coordinates and monitors environmental, infrastructure, engineering, and other assistance programs in Moldova. The Specialist liaises with GoM officials, implementing partners (IPs), other USAID Specialists, and other donors and organizations, ensuring that USAID is collecting and tracking relevant indicators, planning and designing new programs as new needs arise, and reporting on environmental and engineering efforts to the Mission and to Washington.



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## MAJOR DUTIES AND RESPONSIBILITIES:

The Specialist (Environmental Engineering) works with considerable independence in the Economic Growth Office, in the performance of the following duties and responsibilities.

### a. Strategic Planning and Program Design-35%

Thorough personal knowledge of laws, regulations, national customs, norms, capacities, etc., and contacts with appropriate GoM officials, the Specialist provides input for new program/project/activity design, including technical descriptions and analyses, environmental assessment, cost estimate, technical design criteria, implementation schemes and schedules, personnel and equipment requirements, training program requirements, needed institutional improvement plans, Initial Environmental Examination (IEE), and pesticide evaluation report and safer use action plan (PERSUAP). The Specialist reviews a variety of program/project/activity proposals and actions for activities outside the environmental and engineering sectors, in order to assure the validity of included environmental and engineering designs, technical specifications, cost estimates, bid evaluations, contracts, performance bonds, and disbursement documents; in order to assure conformity of environmental and engineering of such program/project/activity agreements with USAID regulations, good environmental and engineering practices, etc. The specialist recommends USAID approval/disapproval and/or changes as required. The specialist participates in the review and evaluation of solicitation and proposal documents for environmental and engineering components of Invitations for Bid (IFB), Annual Program Statement (APS), and Requests for Proposals (RFP); participates with Moldovan officials and consultants in pre-bid conferences, evaluation of bids, approval of awards, and contract negotiations. The Specialist represents the Office and the Mission at bid openings, evaluation and award meetings, and in GoM and Mission contractor portfolio review meetings; and, monitors GoM and contractor compliance with program agreements, implementation schedules, and direct USAID and USAID-funded host-country contracts, detecting problems where they occur and initiating or recommending GoM, contractor, and/or USAID actions to resolve these problems. The Specialist provides or supervises the provision of environmental and engineering inputs required in the preparation of project agreements and project implementation letters, and drafts and signs correspondence to other Mission Offices, contractors, and GoM officials.

### b. Implementation and Management of Environmental Engineering Activities in Moldova-45%

The Specialist (Environmental Engineering) advises the Moldova Mission and GoM Officials on USAID policies, regulations, guidelines, and procedures regarding environmental assessments, project implementation matters, procurement, sub-project selection criteria, construction standards, construction supervision, reports, and disbursement. The Specialist prepares or



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supervises the preparation of Environmental Examination and Assessments, in consultations with the Bureau Environmental Officer in Washington, and monitors compliance with EPA rules and regulation. The Specialist schedules and makes field trips as required, in order to monitor and oversee the performance of contractors and IPs, observe the program/project/activity implementation and other reports for the Mission and USAID/Washington.

## c. Resources concerning Environmental Engineering in Moldova-20%

As the USAID Specialist (Environmental Engineering) for Moldova, keeps abreast of trends and Issues in the environmental, infrastructure, and engineering sectors. Reviews and analyzes developments

having implications for USAID infrastructure and engineering programs in Moldova. Provides background to the office team leader and Mission Director, and, when appropriate, to the Embassy.

The Specialist provides continuing guidance on issues related to environmental, infrastructure, and engineering in Moldova.

Assists superiors, Mission management, other Mission and USG staff, and visiting officials in preparing for and participating in field trips, public meetings, conferences, and negotiations with the GoM; including event planning, managing field activities and logistics, serving as control office for field site visits, interpreting between English and Romanian, etc.

**SUPERVISORY RELATIONSHIP:** The Specialist works under the general administrative supervision of the Office Team Leader and/or his/her designee, and on occasion directly for the Moldova Mission Director; it is not expected that the supervisor will be qualified to technically supervise the environmental engineering aspects of the assignment.

## **SUPERVISORY CONTROLS:**

Assignment reports are made orally and in writing. Most assignments are self-generated, and occur in the normal course of the work. The Specialist exercises independence in most phases of the assignment, but determines those situations that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results to be expected. The Specialist seeks advice and assistance as required. Completed work is expected to be professionally correct, and the overall assignment is reviewed in terms of results achieved.



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## 10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

- (6) “Cooperating country” means the country in which the employing USAID Mission is located.  
(7) “Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.**

## 11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: USAID/HR, email at [kyivvacancies@usaid.gov](mailto:kyivvacancies@usaid.gov) .

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Master’s Degree in Environmental Engineering, Civil Engineering, Environmental Science or a closely related course of study from a recognized and/or accredited University is required. We recognize that candidates may not be experts in both the Environmental and Engineering fields and will require additional training.
- b. **Prior Work Experience:** A five to seven years of progressively responsible, job-related, professional-level experience in infrastructure planning , design of programs/projects/activities, project implementation, and monitoring and evaluation is required. The experience should have included providing analysis and interpretation of environmental data and engineering data, and presentation of these findings, in written form.
- c. **Language Proficiency:** Level IV (fluent) English and Romanian, and Level III Russian language proficiency, speaking and writing, is required.
- d. **Knowledge:** The work requires in-depth professional knowledge of general environmental and engineering and construction principles, theories, concepts, and practices, as well as the ability to apply standard environmental engineering practices, methods, and technique in



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difficult environments in order to foster general environmental engineering programs/projects/activities of broad scope, with substantial latitude for independent action.

- e. **Skills and Abilities:** Work requires a high order of skill in communicating with others, clarity and conciseness of verbal expression, and persuasiveness in obtaining the cooperation of those whose efforts must be integrated and coordinated into successful completion of program/project/activity implementation. The Specialist must have the ability to organize, analyze, interpret, and evaluate general engineering activities, and to identify problem in construction; the ability to adopt and apply professional engineering principles, methods, and techniques to resolve problems encountered; the ability to keep abreast of changes in engineering and scientific knowledge, and general engineering and construction technology; and, to utilize information gained thereby in the solution of theoretical and practical engineering and construction problems.

### III. EVALUATION AND SELECTION FACTORS

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

#### **Quality Ranking Factors (QRFs):**

1. Education: 5 points
2. Experience: 30 points
3. Knowledge, Skills and Ability: 20 points
4. Interview Performance (including Language Proficiency): 25 points
5. References: 20 points

**TOTAL POSSIBLE POINTS: 100 points**

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

The candidate with the highest overall score will be selected based on the criteria below.

The final phase of the selection process is the probationary period. The probationary period is three months.



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**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**

## **IV. PRESENTING AN OFFER**

1. Eligible Offerors are required to complete and submit the signed offer form **DS-174 form(s) in English (standard resumes are no longer accepted) and a cover letter(s).**

DS-174 in English is available on USAID/Moldova website:

<https://www.usaid.gov/forms/ds-174/pdf>

- Applicants are required to submit the proof of the required education level.
  - Copies of all documentation that confirms your legal eligibility to work in this country
  - Any other documentation (e.g., essays, certificates, awards, driver license) that addresses the qualification requirements of the position as listed above
  - Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
  3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

## 4. **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, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Chisinau form)
3. Authorization for Release of Information (US Embassy Chisinau's form)
4. Certificate of Criminal Records (obtained from the pertinent court)

## 5. **BENEFITS/ALLOWANCES**



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As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**

Health Insurance coverage  
Defined Contribution Fund 12%

2. **ALLOWANCES (as applicable):**

The Mission provides miscellaneous allowance in accordance with the Moldova Local Compensation Plan, in amount of \$800.

6. **TAXES**

Local Employee Staff is responsible for paying local income taxes. The U.S. Mission does withhold yearend local income tax payments.

7. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third 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>.
  - o AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
  - o AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
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,





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in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission 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.