



SOLICITATION NUMBER: Yangon-USAID-2020-01 (72048220R10002)
ISSUANCE DATE: August 25, 2020
CLOSING DATE/TIME: September 07, 2020
12:00 PM Myanmar Time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)- USAID Development Assistance Specialist (IP Registration), FSN-10**
(Local Compensation Plan)

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,

Scott W. Spencer
Contracting Officer

I. GENERAL INFORMATION

SOLICITATION NO.: Yangon-USAID-2020-01 (72048220R10002)

- 1. ISSUANCE DATE:** August 25, 2020
- 2. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 07, 2020
12:00 PM Myanmar Time
- 3. POSITION TITLE:** USAID Development Assistance Specialist (IP Registration)
- 4. MARKET VALUE:** USD 24,710 — USD 37,067 per annum equivalent to FSN-10. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/MYANMAR. Final compensation will be negotiated within the listed market value.
- 5. PERIOD OF PERFORMANCE:** Five (5) years initial contract. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to continued need of the position and availability of funds.
- 6. PLACE OF PERFORMANCE:** The United States Agency for International Development (USAID)/Myanmar, Yangon, Myanmar with possible travel as stated in the Statement of Work.
- 7. SECURITY LEVEL REQUIRED:** The successful candidate is required to obtain a Security Certification for Employment from Regional Security Office.
- 8. STATEMENT OF DUTIES**

8.1 General Statement of Purpose of the Contract

The USAID Development Assistance Specialist (IP Registration) position is in the Program Development Office (PDO) at the United State Agency for International Development/Myanmar (USAID/Myanmar). PDO provides support to USAID/Myanmar in strategy development, strategic planning, program and activity design, budgeting, monitoring and evaluation, learning, and coordination of donor and interagency relationships. PDO is central to Mission operations, providing ongoing support and advice to technical teams, the USAID Front Office (FO), and other support offices. PDO coordinates regularly with the interagency, USAID/Washington's Asia Bureau Strategic Planning Office, USAID/Regional Development Mission for Asia (USAID/RDMA), and the Government of Myanmar (GOM).

The position has two core functions: 1) to support the USAID Mission leadership, Implementing Partners (IPs) and the U.S. Government (USG) to advance government coordination efforts; and, 2) to provide back-up budget support to PDO and Technical Offices (TO). Additionally, the incumbent serves as an alter-ego to the PDO Development Program Specialist (DPS – Budget Analyst), coordinating with technical and support offices to respond to budget taskings and to complete annual strategic planning actions including Mission Resource Requests (MRR), Congressional Budget Justifications (CBJ), Congressional Notifications (CN), and the Operational Plan (OP). The incumbent will report directly to the Program Officer or his/her designee.

8.2 Statement of Duties to be Performed

100%

Government of Myanmar Coordination/Implementing Partner Relationship Management (70%)

- Works with senior officials from relevant line ministries within the GOM, IPs, USAID, TOs, and relevant Interagency counterparts to process visa paperwork.
- Assesses challenges to grant long-term visas, explore and identify options to ease the process for getting visas, and propose recommendations for actions that will expedite and simplify the process for requesting and receiving visas for staff working on USG-funded activities.
- Coordinates with senior officials from relevant GOM Ministries to enable USAID's IPs to secure tax and customs exemptions in accordance with the USG-GOM bilateral agreement.
- Drafts and issues tax exemption/custom duty clearance request letters, follows up with the GOM's Internal Revenue Department (IRD)/Customs Office on their approval, communicates with IPs upon receiving the approval from the Foreign Economic Relations Department (FERD)/IRD/Customs, and provides answers and advice on questions relating to taxes posed by IPs and TOs.
- Advocates for greater freedom in travel and site-visits of IPs by improving travel procedure and developing clear guidelines including required lead-times for granting travel approvals. Shares this guidance widely with all of USAID's IPs and with other development agencies.
- Works with the partner and relevant GOM officials to document the complex legal environment and clarify any applicable registration requirements and disseminate such information to all of USAID's IPs.
- Coordinates with the GOM, local law enforcement officials, property and hotel owners to ensure IPs can secure offices, residences, meetings and conference space, and ensure that any restrictions to physical are not arbitrary and are in accordance with existing agreements.

- Works with the GOM, particularly with the FERD under the Ministry of Investment and Foreign Economic Relations, and clarifies any legal, reporting, meeting, and programmatic requirements for IPs and staff.
- Provides support to the Mission Director and senior staff members to develop and sustain relationships with the GOM. Maintains USAID's activity profile, prepares briefing documents on USAID's programs, schedules meetings with the Development Assistance Coordination Unit (DACU), and acts as a USAID liaison to FERD and the DACU.
- Provides continuous learning about the structure of and coordination with the GOM to all Mission staff and IPs. Shares relevant updates and information through quarterly IP meetings, other coordinating events, and by utilizing the Mission's internal continuous learning platform – USAID University Myanmar.
- Maintains a file and tracking system of all coordination, advocacy, and engagement with the GOM and IPs. Communicates USG foreign assistance and partner engagement to the GOM to ensure that the host government is adequately informed as requested.
- Supports PDO and the Resident Legal Officer (RLO) in developing, maintaining, and tracking obligations to, and reporting on one or more Development Objective Agreements between the USAID Mission and GOM.

**Budget Support Backstop
(30%)**

- Serves as the alter-ego of the DPS - Budget Analyst.
- Supports the completion of annual budget processes including the MRR, CBJ, CN, and OP.
- Coordinates with the DPS and TOs to gather financial and technical data that feed into these annual processes.
- Supports the DPS to interact with other associated agencies, tracking other agency budget allocations against multi-agency budget submissions, tracking changes to submissions, and advising on appropriate placement of funds.
- Assists the DPS in responding to scheduled and ad hoc budget requests from USAID/Washington, U.S. Embassy Sections, GOM's requests, requests from TO Teams, specific Congressional requests, including requests for historical funding levels, breakdowns of Fiscal Year funding, and annual expenditures by specific program areas.
- Collaborates with TO teams and other support offices such as the contracting office, financial management office, and RLO, collects and analyzes required data, prepares information in a presentable format, and after appropriate clearance, provides information to the requestor. Provides weekly support to

Contracting/Agreements Officer's Representative (C/AORs) by providing advice and guidance on the Automated Directives System (ADS) in the areas of budget and obligation management, pipeline, and forward funding.

- Maintains a database of budget actions for each TO team and contributes to updating financial summary tables including all basic financial information such as mortgage, pipeline, and projected burn rates for program planning meetings, portfolio reviews, and quarterly financial reviews.
- Acts as PDO's budget secretariat, maintains a file system of all budget actions described within and the historical records of the U.S. Embassy Assistance Working Group (AWG). Responds to requests for historical budget and AWG information, as needed.

8.3 Supervisory Relationship

The incumbent reports to the Program Officer or his/her designee.

8.4 Supervisory Controls

This is a non-supervisory position.

9. AREA OF CONSIDERATION: This position is open to Cooperating Country Nationals (CCN). Myanmar citizens or other country citizens lawfully admitted for permanent Myanmar residence are eligible to apply. Please note that USAID is not able to sponsor candidates for a Myanmar residency permit.

10. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

11. POINT OF CONTACT: HRORangoon@state.gov; Phone: +95-1-536 509

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Possession of a bachelor's degree or local equivalent in social sciences, business, management, information technology, and/or related field is required.
2. **Prior Work Experience:** At least three (3) years' experience in supporting and/or coordinating international development programs and/or projects is required.

III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct interviews with the top ranked short-listed candidates. If the interview is conducted, the interview will be one of the determining factors in the final selection. Candidates will be evaluated as described in **Section I, Item 9 Statement of Duties** on the following:

1. **EDUCATION:** Possession of a bachelor's degree or local equivalent in social sciences, business, management, information technology, and/or related field is required.
2. **WORK EXPERIENCE (40 Points):** At least three (3) years' experience in supporting and/or coordinating international development programs and/or projects is required.
3. **LANGUAGE PROFICIENCY (Pass/Fail):** Level IV (fluent) English and Burmese language proficiency. English proficiency and Specialized Written Test will be administered.
4. **JOB KNOWLEDGE (30 Points):**
 - Knowledge of GOM structure and operations, both international and local non-governmental organization (NGO) operations, in terms of key operational or other implementation challenges, is required.
 - Knowledge and awareness of USG political priorities and sensitivities, including those affecting implementation challenges is required.
5. **SKILLS AND ABILITIES (30 Points):**
 - Ability to navigate bureaucratic systems, both within the USG and the GOM, including the ability to build trust, inform, and influence officials is required.
 - Must be able to communicate effectively in written and oral in English and Burmese with multiple stakeholders, including high-level officials.
 - Must be able to interpret and relay complex information about USAID programs and guidelines concisely and accurately in writing and orally, both English and Burmese.
 - Ability to use computer and software system proficiency including Microsoft Office application, Google applications and email is required.
 - Must have strong interpersonal skills, cross-cultural sensitivity, and the ability to work as part of a team as well as individually.
 - Must have strong management skills including the ability to plan, organize, coordinate, and implement work from several sources, manage simultaneous delivery of multiple assignments, and complete complex processes on schedule.

- Must be able and willing to travel domestically and internationally.

SELECTION PROCESS:

Step 1:

To be considered for candidacy, applicants must address each criterion in their applications as to how they meet the minimum qualifications required for the position in **Section II, Item 1-2**. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. Applications will be reviewed in accordance with the meeting the factors in **Section II, Item 1-2** and ranked accordingly.

Step 2:

Top-ranked applicants who meet the minimum qualifications and pass on application review will be provided a language and skills tests. Applicants with level IV of English and passing marks from the skills test will be invited for an interview.

Step 3:

Candidates invited for an interview will be evaluated on the factors in **Section III**. **USAID reserves the right to conduct interviews with the top ranked short-listed candidates. If the interview is conducted, the interview will be one of the determining factors in the final selection.**

Reference checks will be conducted for **top** candidate(s) following the interview. References may be obtained independently from other sources in addition to the ones provided by an applicant.

USAID/Myanmar reserves the right to select additional candidates if vacancies become available during future phases of the selection process.

IV. **PRESENTING AN OFFER**

Interested and eligible applicants are required to complete Electronic Recruitment Application (ERA) on-line application process and submit any applicable required documents by [e.g., 11:59 p.m. Eastern Time (ET)] on the closing date of this announcement.

If applying on-line process an extreme hardship, you must contact the human resources office no later than [e.g., two, three, etc.] business days prior to the closing date of this vacancy announcement. An alternative application method will be provided upon approval of the hardship notification. After this time, requests to apply via alternative methods will not be granted.

Please note that all required documents must be received by the closing date, via online or alternative method, and that we will determine your eligibility and qualifications based solely on the material received by the closing date.

Required Documents:

- Certificates
- Proof of Citizenship (NRC Card)
- Degree
- List of References

V. LIST OF REQUIREMENTS FOR PSC HIRES

- All employees of the US Embassy in Myanmar, including USAID, are required to obtain a security certification from the Embassy Security Office.
- The Embassy security certification consists of a background investigation to include a personal interview; record checks of education, employment and police and neighborhood checks, etc.
- The successful Offeror/Applicant required to undergo a medical review. This will be arranged by the Embassy/personnel office and paid for by USAID/Myanmar

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances under Local Compensation Plan (LCP):

1. Annual bonus
2. Annual leave plan
3. Health benefit under Standard Medical plan
4. Defined Contribution plan (DCP)
5. Premium compensation – Overtime and Holiday pay

VII. TAXES

The U.S. Mission does not withhold money from salaries for payment of income tax. The U.S. Mission expects its employees to fulfill responsibility to observe the laws of Myanmar including those concerning income and related tax obligations. Paying these taxes is a matter strictly between employees and the Myanmar government.

Employees holding American citizenship or Permanent Resident Alien (Green Card holder) status must report to HR at first hire or when there is a change in nationality

status so that the required forms for U.S. Federal, and when appropriate, U.S. state taxes may be completed and submitted to the appropriate Financial Service Center (FSC).

VIII. 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
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>