SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for the FSN-11 USAID Project Management Specialist (Natural Resources) (under the 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 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,

David Strine
Regional Executive Officer
USAID/Caucasus
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72011122R10006

2. ISSUANCE DATE: 06/27/2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 07/08/2022 (17:00 Armenian time)

4. POINT OF CONTACT:

USAID/Caucasus HR office, e-mail at hr-yerevan@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Natural Resources)

6. MARKET VALUE: AMD 22,304,048-AMD 32,340,845 equivalent to FSN-11 level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Armenia. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE:

Estimated to start o/a 10/09/2022 through o/a 09/30/2027 (depending on the security clearance process).

Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.

8. PLACE OF PERFORMANCE:

Yerevan, Armenia with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS:

All interested candidates - Cooperative Country Nationals (CCNs)

AIDAR, Appendix J. 1(b) Definitions:

(6) “Cooperating country” means the country in which the employing USAID Mission is located.

(7) “Coopering 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.

10. SECURITY LEVEL REQUIRED: Facility and computer access

11. STATEMENT OF DUTIES

The USAID/Armenia Project Management Specialist – Natural Resources (PMS) is in the Economic Growth Office (EGO) and reports to the EGO Director and/or their designee. The PMS serves as the Mission’s advisor and in-house expert on energy, water, gas, power generation, the environment, and
climate change in Armenia and as the Mission’s representative on policy, strategic, and technical engagements with the interagency, the Government of Armenia (GoAM), international and bi-lateral organizations, and donor agency efforts related to the same. The PMS serves as the Mission’s dedicated climate change Coordinator and, as such, is the Mission’s expert and educator on climate change impacts and mitigation interventions and the implementation of the Agency’s Climate Change Strategy 2022 – 2030. The PMS serves as the Contracting Officer’s Representative / Agreement Officer’s Representative (COR/AOR) on EGO portfolio awards and Activity Manager for USAID/Washington-managed awards. As COR/AOR, the PMS manages programs/projects/activities related to energy, water, gas, power generation, the environment and climate change initiatives. The PMS liaises with government of Armenia officials, implementing partners, USAID technical specialists, and other donors and organizations, ensuring that USAID is strategically planning new activities and adequately reporting on energy, water and climate change efforts to the Mission and to Washington.

The Major Duties and Responsibilities include:

**ACTIVITY MANAGEMENT AND STRATEGIC OBJECTIVE ATTAINMENT RESPONSIBILITIES (75%)**

1. **Program and Project Activities:**

   a) **COR/AOR Functions:**

   i. Implements and manages assigned contracts, cooperative agreements, and/or grants to achieve USAID/Armenia economic growth objectives. With respect to Contracts, monitors the contractor’s performance, and verifies that it conforms to the technical requirements and quality standards agreed to in the terms and conditions of the contract.

   1. Approves work plans, approaches, solutions, designs, or refinements
   2. Fills in details or otherwise completes the general description of work or documentation items
   3. Shifts emphasis among work areas or tasks
   4. Recommends changes to scopes of work to the Contracting Officer
   5. Reviews invoices and provides concurrence for accuracy of implementing partner billings to USAID and prepares quarterly accruals in coordination with implementing partners

   ii. With respect to cooperative agreements and grants, monitors progress in achieving the objectives of program descriptions and is substantially involved in areas delegated by the Agreement Officer, including:

   1. Approves recipient Implementation Plan
   2. Approves specified Key Personnel
   3. Approves recipient monitoring and evaluation plans
   4. Recommends changes to the Program Description, technical provisions, and/or any other term or condition of the award
   5. Reviews recipient requests for payments or financial reports and provides or denies administrative approval

   iii. Reviews and analyzes implementing partners' reports, and conducts site visits and evaluations to ensure benchmarks, objectives, and goals are met on time. Coordinates assigned projects with other USG and donor activities and advises the Office Director and Mission Director on assigned matters related to project implementation and performance. As necessary, proposes and drafts memorandums of understanding at the level of Mission Director to Minister, to solidify government-to-government understandings and agreements to ensure further accomplishment of intended project results.

   b) **Applied Technical Expertise**

   i. The Project Management Specialist (PMS) maintains and applies his/her technical expertise on the specific areas of his/her responsibilities within the Economic Growth Office (EG). The PMS is responsible for providing guidance on new project designs and overseeing technical implementation of on-going projects. The latter includes monitoring, evaluating, and measuring the performance of
implementing partner work plans; providing written and verbal direction to ensure effective project implementation; and providing technical direction to improve or resolve unanticipated problems or challenges that arise during project implementation.

ii. The PMS recommends and/or directs implementing actions to partners regarding program activities and follows up on these recommendations to ensure that they are carried out fully and accurately. The PMS coordinates activities assigned to him/her as appropriate with host country parliamentary, ministerial, and agency counterparts, and implementing partner programming activities on behalf of USAID or the U.S. Government, as well as with other international donors and their partners working in related areas. The PMS participates in conferences and forums and tracks advances made in Armenian policies, legislation, regulations, administration, and institutions.

c) Monitoring and Evaluation

i. The PMS leads regular monitoring and evaluation of assigned activities described in approved work plans. During the startup of new projects and activities, s/he will advise on the development of monitoring and evaluation plans, and the inclusion of appropriate indicators in work plans. The PMS will utilize Collaborating, Learning, and Adapting (CLA) techniques and approaches to ensure that assigned activities are able to achieve their objectives.

ii. The PMS reviews and validates quarterly and annual program, and financial statements submitted by implementing partners consistent with USAID regulations, paying particular attention to activity and financial indicators (e.g., expenditures, burn rate/pipeline analysis, congruity of expenditures against activities, and needs for incremental funding). The PMS works closely with the mission's Office of Financial Management, and reviews and approves monthly vouchers and quarterly accruals.

2. Monitoring and Evaluating Activity Performance

The PMS ensures data is collected and synthesized for USAID/Armenia's Performance Monitoring Plan (PMP). To fulfill this task, the PMS is responsible for: (1) tracking the collection of performance data; this data will come from numerous sources such as cooperating agencies, local partners, and other international organizations; (2) preparing inventories of current indicators, information collected, and information still needed; (3) devising more efficient methods for collecting information; (4) confirming that the data is verifiable and accurate; and (5) determining that the information gathered is in accordance with the indicators of the PMP. The PMS uses partner reports to contribute quantitative and qualitative input into the Mission's plans, strategies, and reports, as well as track performance against the Development Objective. Based on the collected qualitative and quantitative data, the PMS evaluates activities focusing on impact, lessons learned, and challenge areas, and how these challenges have been overcome.

3. Economic Growth Technical Support

As COR/AOR, the PMS provides high-level technical expertise, and exercises high-level organizational and diplomatic skills, and judgment in managing activities. To fulfill this responsibility, he/she exercises independent discretion, and relies extensively on his/her specialized knowledge and informed judgment, while also collecting input from the host country government, NGO counterparts, the business community, the diplomatic community, the donor community, the national and international legal communities, and the USAID/Armenia Economic Growth Office team.

4. Partner Communications and Liaison

The PMS liaises with partners on behalf of the USAID/Armenia Economic Growth Office. These communications, either in person, by phone or written communications will be carried out in English, Armenian, and/or Russian, as the situation requires.
5. Official Interaction and Association

The PMS builds and maintains productive, professional working relationships with personnel and officials representing USAID/Armenia and its bureaus of Europe and Eurasia, and Development, Democracy, and Innovation, the U.S. Embassy, the government of Armenia, the broader diplomatic and donor communities, the private sector, civil society organizations, and other relevant stakeholders.

PROGRAM SUPPORT DUTIES (15%)

Under the direction of the Director of the Economic Growth (EG) Office, the PMS provides high-level technical expertise and leadership to USAID/Armenia on a wide variety of assigned tasks. As requested, he/she serves as a member of Mission technical teams responsible for guiding the development, award, implementation, and evaluation of USAID activities. This can include but is not limited to: (1) monitoring other than assigned components of Economic Growth assistance activities and providing recommendations; (2) serving on selected Mission working groups; (3) preparing initial drafts of activity documents (such as concept papers, scopes of work, briefing papers); (4) drafting and finalizing activity-related correspondence and documents for approval; (5) contributing to USAID/Armenia's annual and semi-annual performance reviews on activity objectives and methodology, paying particular attention to the necessary inputs and expected results covering economic, social, cultural, and technical factors; (6) drafting technical justifications for new activities and for changes to on-going programs, objectives, activities, or indicators; (7) coordinating among other USG and non-USG donors in support of project activities; (8) participating in project midterm and final evaluations; (9) conducting assessments within area of expertise; (10) drafting event materials, talking points, speeches, and organizing VIP visits and events; and (11) developing the knowledge of other Project Management Specialists in the EG office to ensure broad sector capacity in the office. Across all tasks, the PMS applies technical expertise to ensure the application of sound development hypotheses, the use of appropriate and applicable technologies, market-based principles, long-term sustainability and leverage of other USG or other donor-funded development activities. The PMS actively identifies and pursues opportunities to integrate private sector engagement into the activity design and implementation.

POLICY ANALYSIS (10%)

The PMS serves as an expert on issues of sustainability, climate change, renewable energy, natural resource management, energy sector, water usage, and water rights in Armenia. The PMS develops and maintains contacts with relevant government of Armenia officials, civic organizations, the private sector, and with other donors, and provides technical expertise on these issues. The PMS advises the Director of the Economic Growth Office, Mission management, and other relevant U.S. government officials on sustainability, climate change, renewable energy, natural resource management, energy sector, water usage, and water rights in Armenia. The PMS analyzes and evaluates government of Armenia policy reforms related to these issues as they pertain to USAID/Armenia objectives and advises USAID management on political and practical ramifications.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationships/Supervisory Controls

The EG Project Management Specialist works under the supervision of the Director of the Economic Growth Office/or their designee. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of Mission and USG Environmental and Environmental Integration goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the PMS will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.
12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a) Education:

A minimum of a bachelor’s degree or the local equivalent formal education in natural resources management, environmental engineering, agriculture, environmental economics, or another field relevant to the position is required.

b) Prior Work Experience:

Minimum of five years of progressively responsible, professional-level experience in design of programs, project implementation, and monitoring and evaluation is required. Experience should include work in areas such as the energy sector, renewable energy technologies, water resource management, and transboundary water management. This experience must demonstrate the ability to prepare and/or review environmental scoping statements, to prepare and/or review environmental impact assessments, and implement environmental management plans.

c) Language Proficiency:

Level IV (fluent) for reading, speaking, and writing in English, and (native) Armenian are required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Foreign Service National Security Certification and medical clearance: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

The technical evaluation committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Following the application packages screening, the applicants meeting the minimum qualifications (see section II) will be evaluated by the TEC and may be invited to participate further, including a language examination, writing test, and potentially interview. The interview will be one of the determining factors in the final Selection.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:
1) **Prior Work Experience (50 points):**

- Demonstrated five-year progressively responsible professional-level experience related to the energy sector, renewable energy technologies, power generation, power transmission, water resource management, and transboundary water management is required.
- At least four years of this professional experience must involve activity design, stakeholder consultation, program management, portfolio planning, performance monitoring, and project evaluation work for development organizations, international donor agencies, multi-lateral development banks, non-governmental organizations, Government of Armenia line ministries and agencies, or the private sector.
- Demonstrated capacity to work efficiently under deadlines in a complex environment with minimal support.

2) **Knowledge, Skills, and Abilities (50 points):**

- **Knowledge:** Demonstrated in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the energy sector, renewable energy technologies, emerging technologies, power generation, power transmission, climate change, water resource management, transboundary water management, and related sectors. The PMS should possess senior level knowledge of the political, social, and private sector perspectives of energy, gas, and water as they relate to natural resource management and development.

- **Skills:** The PMS must possess exceptional: technical, analytical, and problem-solving, political savvy, and out of the box thinking skills necessary to inform the development of strategies, policies, and activities; verbal and written communication skills including public speaking skills; and computer and software skills (e.g., Microsoft, Google, and industry specific software) to manage assigned activities both technical and financial.

- **Abilities:** The ability to communicate orally or in writing concisely (including technical reports, think pieces and briefings); organize, manage, and evaluate activities; work independently as well as effectively in a collaborative team environment; exercise flexibility to be able to accept and react to evolving planning and implementation contexts; and make individual judgment and timely decision-making in planning and carrying out tasks.

TOTAL: 100 points

Reference Verification *(Pass/Fail)*

Reference checks may be conducted with individuals not provided by the applicant and without prior notification to the applicant. Any applicant not receiving satisfactory reference checks will no longer be considered for the position.

Negotiations will be conducted with the most qualified/ highest-ranked applicant at the conclusion of evaluations.

IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit a resume and application form DS-174 in English.

DS-174 application form in English is available on the following link:

[https://eforms.state.gov/Forms/ds174.PDF](https://eforms.state.gov/Forms/ds174.PDF)
2. Additionally, applicants must provide two writing samples in English as part of their application package:

- The first sample should be in English of approximately 500-750 words (1 page). This can be an excerpt from a larger paper and does not have to concern development or be written specifically for this solicitation. The sample should demonstrate the applicant’s ability to clearly communicate complex ideas regarding the candidate’s experience working in the energy and water sectors.

- Additionally, applicants are required to submit a second writing sample in English of approximately 500-750 words (1 page), expressing how the Offeror’s qualifications meet the evaluation and selection factors (per Section III above).

_The applicants who do not submit any of the required documents (resume, DS-174 and two writing samples) as mentioned above will not be considered further._

3. 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 4: hr-yerevan@usaid.gov

4. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

1. Once the Contracting Officer (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 forms required to obtain medical and security clearances.

2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

**VI. BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**
   - Health Insurance Coverage for the selected candidate and immediate family members (spouse/children)
   - Defined Contribution Fund 12%
   - Bonus payment- 1/12 annual salary

2. **ALLOWANCES:**
   - AMD 100,720 annually

**VII. TAXES**

Local Employed Staff are responsible for paying local income taxes.

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

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

2. Contract Cover Page form AID 309-1 available at https://www.usaid.gov/forms. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [USAID/Armenia PR funding]</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em></td>
<td>$ <em>TBD at Award after negotiations with Contractor</em></td>
</tr>
</tbody>
</table>


- **AAPD 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 safety protocols for federal awards (FAR Deviation No. M-OAA-DEV-FAR-22-01c)- December 14, 2021

AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.

AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts

AAPD No. 21-04, ATTACHMENT 6: Overview of Applicability of FAR 52.223-99

- **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021

- **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020

- **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006

- **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03

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
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: [https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.