



**SOLICITATION NUMBER: 72038819R00005**

**ISSUANCE DATE: February 14, 2019**  
**CLOSING DATE/TIME: March 16, 2019, 4:30 pm**

**SUBJECT: Solicitation for Off-shore 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 **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 offer.

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

Sincerely,

Jennifer Scott  
**Contracting Officer**

U.S. Agency for International  
Development  
U.S. Embassy  
Madani Avenue, Baridhara  
Dhaka-1212, Bangladesh

Tel: (880-2) 5566-2000  
Fax: (880-2) 5566-2909  
[www.usaid.gov/bangladesh](http://www.usaid.gov/bangladesh)

## ATTACHMENT 1

### I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038819R00005

2. **ISSUANCE DATE:** February 14, 2019

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 16, 2019, 4:30 PM local time in Dhaka, Bangladesh.

4. **POSITION TITLE:** Food for Peace (FFP) Advisor for the Rohingya Refugee Response.

5. **MARKET VALUE:** GS-14 equivalent (\$89,370.00 - \$116,181.00 per annum).

Final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.

6. **PERIOD OF PERFORMANCE:** The period of performance is two years, with the possibility of three one-year options. The base contract and options cannot exceed 5 years.

7. **PLACE OF PERFORMANCE:** Dhaka, with up to 75% travel to Chittagong Division and Cox's Bazar, Bangladesh.

8. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Secret clearance.

9. **AREA OF CONSIDERATION:** This USFSA position is open to all U.S. Citizens.

### 10. STATEMENT OF DUTIES

#### BACKGROUND

The U.S. Agency for International Development's Office of Food for Peace (FFP) is the largest provider of food assistance in the world. FFP works together with others to reduce hunger and malnutrition and assure that adequate, safe and nutritious food is available, accessible to and well-utilized by all individuals at all times to support a healthy and productive life. Each year on average FFP provides more than \$2 billion of food assistance, reaching 45-55 million beneficiaries in approximately 50 countries.

Food for Peace works in both emergency and development contexts, with emergency and recovery activities comprising 80 percent of total spending. Through its emergency activities, FFP strives to provide food assistance to save lives, reduce suffering and support the early recovery of populations affected by both conflict and natural disasters.

FFP also recognizes that repeatedly responding to emergencies is not sufficient to end hunger and increase food security. FFP development activities help chronically food insecure populations reduce their long-term need for food assistance by strengthening the capacity of developing societies to ensure access to food for their most vulnerable communities and individuals, especially women and children. FFP also helps individuals and communities better withstand future shocks through resilience-building activities.

FFP works closely with many other parts of USAID, especially the Bureau for Food Security, which plays a key role in implementing the President's Feed the Future initiative, and the Office of U.S. Foreign Disaster Assistance, which leads on disaster response around the world. Food for Peace employs a staff of over 100 in Washington and also has officers posted abroad.

More information on FFP is available at: <https://www.usaid.gov/food-assistance>.

## INTRODUCTION

Since August 25, 2017 more than 700,000 Rohingya refugees have fled across the border from Burma into southern Bangladesh, joining hundreds of thousands more who came in several waves over the past decades. The speed and scale of the recent influx has resulted in a massive humanitarian emergency. Almost one million Rohingya refugees live in CXB District, and within neighboring Bangladeshi host communities, whose already high poverty rates have been exacerbated by the refugee crisis.

Most refugees reside in temporary settlements where they suffer from high levels of food insecurity and malnutrition and live in conditions that do not meet international standards. In addition, approximately 210,000 refugees reside in displacement sites at risk of flooding and landslides during the April through October monsoon and cyclone seasons.

The United States Government (USG) has provided significant resources to respond to the crisis. FFP, the lead USG office for international food assistance, has significantly scaled up its emergency response portfolio following the 2017 refugee influx. Since August 2017, FFP has provided \$54.4 million to the World Food Program (WFP) and \$7.5 million to the United Nations Children's Fund (UNICEF). Support to date has focused primarily on (1) meeting immediate needs for life-saving food assistance and urgent nutrition services; (2) providing support for effective scale-up and quality programming; and (3) providing additional technical and operational assistance to help coordinate on food and nutrition issues.

USAID/Bangladesh's Office of Disaster, Food, and Humanitarian Assistance (OFDHA) oversees both emergency and development FFP programming in Bangladesh. The office is staffed with an Office Director, a deputy, six Locally Employed Staff program specialists or assistants, and an administrative assistant. Given the size and scope of the refugee crisis, FFP and the OFDHA team will continue to play a major role in providing emergency food and nutrition assistance and support.

## MAJOR DUTIES AND RESPONSIBILITIES

The FFP Advisor ("the incumbent") will serve as part of the OFDHA team, and be responsible for managing and monitoring FFP's food assistance programs for the Rohingya refugee response effort. The incumbent will ensure the effective management of FFP resources provided for the response, including for both refugees and host communities. The primary responsibility of the incumbent is to coordinate and monitor ongoing FFP-funded emergency food assistance programs and report on their implementation to FFP/Washington, the FFP Regional Mission/RDMA, the USAID Mission and Embassy in Bangladesh, and other USG stakeholders in the U.S. and neighboring countries, as appropriate. The incumbent will be expected to help planning and programming integration of HA with development and conflict prevention efforts. At present, FFP-funded food assistance programs devoted to the crisis are primarily implemented by WFP and UNICEF. The full range of specific duties, some of which are in direct support of FFP-funded programs and some in support of general FFP office responsibilities, will include the following:

- Represent FFP and USG interests as they relate to emergency food and nutrition security for the refugee response effort.
- As appropriate/assigned, serve as a point of contact for all issues pertaining to FFP emergency food and nutrition assistance for implementing partners, the USAID Mission and Embassy/Dhaka, FFP/Washington and other parts of the USG, host nation government ministries and agencies, donors, and other relevant stakeholders.
- Support the USAID Bangladesh Mission, notably OFDHA, in providing emergency food and nutrition strategic direction. This includes short-, medium- and long-term humanitarian assistance planning for refugee assistance as well as the broader host community.
- Participate in and contribute to regular OFDHA staff meetings, weekly calls with FFP/Washington and other Mission meetings as required.
- Report on all food security issues, including changes in the food security situation and food assistance requirements, government policies, and actions affecting food assistance programs, including donor pledges and programs to FFP/Washington and USAID Bangladesh Mission.
- Coordinate and collaborate with USG counterparts including USAID/Bangladesh, U.S. Embassy/Dhaka, the

State Department's Bureau for Population, Refugees and Migration (PRM), USAID's Office for Foreign Disaster Assistance (OFDA), host government counterparts, implementing partners, donors and others to promote integration of food assistance with other HA programs and increase the effectiveness of programs overall.

- Understand how the humanitarian assistance relates to development assistance, identify gaps where USAID development assistance could complement other efforts and be able to serve as the subject matter expert for HA programming for the Mission's combined HA and development assistance programming for the Rohingya effort.
- Undertake and report on meetings, monitoring trips and assessments to inform FFP-funded food assistance funding decisions or modifications to ongoing programs, progress and problems encountered by implementing partners, as well as to inform development assistance support to the Rohingya response. Provide information and guidance to current and potential FFP assistance award recipients on related regulations, policies, and procedures.
- Provide capacity building support to OFDHA and other USAID staff in emergency food and nutrition response.
- Coordinate public messaging on USAID's HA efforts related to the Rohingya response with other Embassy, Mission, and FFP/Washington personnel as part of a larger Mission communications effort on the Rohingya response.
- Coordinate high-level and other USG delegations visits to CXB, and serve as the point of contact and/or Control Officer for the visiting delegations focused on HA programming.
- Provide surge assistance to support other Rohingya response, emergency food and nutrition response efforts, as needed, and with consultation from FFP/Washington.
- As requested by the USAID Mission and in consultation with FFP/Washington, provide support for the execution of programs that support the overall USG humanitarian assistance objectives responding to the refugee crises.
- Directly manage one or more Foreign Service National (FSN) OFDHA Staff (LES staff), as needed.

**Supervisory Controls:** The incumbent reports to the USAID/Bangladesh Mission Director or his/her Designee.

The incumbent's supervisor will set the overall management structure and work objectives and the incumbent will consult with the supervisor to develop deadlines, projects, and work to be performed. The incumbent is responsible for planning and carrying out assignments and ensuring clear and consistent communication with FFP/Washington

The incumbent is a member of the OFDHA team. As such, s/he will coordinate closely with the OFDHA Office Director and will represent him or her when in CXB.

The incumbent is expected to take initiative and act independently with little direction, but will have no authority to make financial commitments on behalf of the U.S government unless such authority is specifically delegated. The incumbent should relay financial needs to FFP/Washington and provide a recommendation for action.

**Guidelines:** Pertinent sources of information consist of: the Title II Food for Peace Act, the Foreign Assistance Act, the Farm Bill, and other legislative initiatives; USAID Agency, DCHA Bureau, other USG rules and regulations; FFP rules, policies, guidelines and Information Bulletins.

In addition, the incumbent must be conversant in USAID's humanitarian programming principles, procedures, and regulations, especially as they reflect food and nutrition assistance in refugee situations. S/he must be knowledgeable of humanitarian and program management topics, including familiarity with the mandates of such humanitarian actors and partners as WFP, UNICEF, and their international and local NGO counterparts. S/he must understand broader USG humanitarian response efforts (for example, those of State/PRM and USAID/OFDA) and be familiar with other donors' humanitarian and development programming in CXB. An understanding of the political context of the humanitarian crisis is essential.

The incumbent is required to advise FFP, OFDHA and other USAID/Bangladesh technical offices about HA programs and activities that benefit refugees and host communities. The incumbent interacts with officials at the highest levels in the USG, the Government of Bangladesh, other donors, UN agencies, and NGOs.

**11. PHYSICAL DEMANDS:** Work is performed in both a field and an office setting. The work is generally sedentary and does not pose undue physical demands. The requirement for field trip assignments to consult with implementing partners and program beneficiaries may, however, expose the incumbent to difficult working surroundings and security risks during the course of travel. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

Additionally, the work may involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

**12. POINT OF CONTACT:** Dominic Gomes, at [DGomes@usaid.gov](mailto:DGomes@usaid.gov). Please DO NOT send applications to this email address. For mailbox to send application, see section IV of this solicitation.

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

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

**Education:** A Master's degree from an accredited U.S. or internationally recognized institution with significant study in, but not limited to, public health, agriculture, nutrition, economics, international development, humanitarian assistance, business or public administration, or other related field or comparable experience.

**Work Experience:** The successful candidate will have a total of at least seven (7) years of progressively responsible experience in humanitarian assistance and/or international development, of which three (3) years' experience must be related to food security programs. Three (3) years of overseas professional experience is required.

**Language:** The incumbent must demonstrate excellent English writing and speaking skills. S/he must be able to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

**Selection Factors:** Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.

- Applicant is a U.S. Citizen.
- Submission of a recent and current resume, with contact information.
- USPSC Application form AID 309-2. Applicants are required to complete sections A through I. This form must be physically signed and scanned. Electronic signatures will not be accepted.
- Supplemental document specifically addressing the Quality Ranking Factors (QRFs).
- Ability to obtain and maintain a Secret level clearance within a nine-month period following the job offer acceptance.
- Ability to obtain a Department of State medical clearance within a six-month period.
- Satisfactory verification of academic credentials.
- Must not appear as an excluded party in the System for Award Management (SAM.gov).

Applicants not meeting minimum qualifications will not be evaluated further. Consideration and selection will be based on a panel evaluation of the Evaluation Factors (Section III). Please note that not all candidates will be interviewed or contacted.

USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The candidate's references must be able to provide substantive information about his/her past performance and abilities.

### **III. EVALUATION AND SELECTION FACTORS**

Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on the Quality Ranking Factors (QRFs) listed below. In 500 words or less per QRF, applicants will address each factor on a separate sheet describing specifically and accurately the experience, training, and/or education they have that is relevant to each factor. Please provide a word count after each response. Be sure to include your name and the announcement number at the top of each additional page.

- Knowledge of the various NGOs, UN agencies, host governments and U.S. Government agencies involved in humanitarian assistance, the humanitarian architecture under which these actors operate, and a demonstrated ability to work effectively with personnel from these organizations on highly sensitive issues (**30 points**).
- Demonstrated knowledge of, and experience working on, the key policy and technical issues related to emergency food security programming in developing countries and/or crisis-affected settings (e.g., conflict, displacement) (**20 points**).
- Demonstrated ability to review proposals, analyze budgets, manage U.S. Government or other agency financial agreements, and work through the USG grant award or procurement process (**10 points**).
- Ability to analyze, communicate and make recommendations (in English) on complex technical issues effectively to non-specialists both orally and in writing (**10 points**).

Total possible QRF points: **70 points**

Total possible interview points: **30 points**

Satisfactory professional reference checks – **Pass/Fail**

**Total possible points: 100**

**Basis of Rate:** Applicants who meet the Education/Experience requirements and Selection Factors will be further evaluated based on scoring of the QRF responses. Those applicants determined to be competitively ranked will be evaluated on interview performance and satisfactory professional reference checks.

Failure to address the selection factors and/or QRFs may result in not receiving credit for all pertinent experience, education, and/or training.

The most qualified candidates will be interviewed and may be required to provide a writing sample. Professional references and academic credentials may be evaluated for applicants being considered for selection. FFP will not pay for any expenses associated with the interviews. FFP reserves the right to select additional candidates to fill possible future vacant positions.

Final offer of employment for this position will be contingent upon availability of funds and NSDD-38 approval.

**NOTE:** Please be advised that references may be obtained independently from other sources in addition to the ones provided by an applicant.

#### **TERM OF PERFORMANCE**

The base term of the contract will be for a period of two years, which may be extended upon mutual agreement and subject to, continued need, satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees will be added.

## SECURITY AND MEDICAL CLEARANCE

The USPSC will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Bangladesh must initiate a security clearance prior to the Contractor's travel to post of duty. Until a temporary or final adjudication of a security clearance is received, the contract shall not be signed.

If candidate fails to obtain a medical clearance within six months and a security clearance (temporary or full) within nine months, the offer may be retracted.

Candidate must not appear as an excluded party in the System for Award Management (SAM.gov).

## IV. APPLYING

Interested candidates must submit the following:

1. A cover letter that demonstrates how prior experience and/or training has prepared you to meet the specific challenges of the duties and responsibilities described above, and a date of availability to begin the assignment in Dhaka, Bangladesh.
2. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts," available [here](#) or <https://bd.usembassy.gov/embassy/jobs/>. Applicants are required to complete sections A through I. **This form MUST be physically signed and scanned. Electronic signatures will NOT be accepted.**
3. A resume must be attached to the AID 309-2. In order to fully evaluate your application, your resume must include:
  - a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
  - b) Specific duties performed that fully detail the level and complexity of the work.
  - c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
4. Supplemental document specifically addressing the Quality Ranking Factors (QRFs) as listed in **Section III**.
5. Names and contact information for a minimum of three and a maximum of five professional references within the last five years of your professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who have knowledge of your ability to perform the duties set forth in this solicitation. Please provide e-mail addresses and/or working telephone numbers for all references.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the email address listed in **Section IV**.

By submitting your application materials, you certify that all of the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

To ensure consideration of offers for the intended position, candidates must prominently reference the Solicitation number in the offer submission.

**SUBMIT APPLICATION PACKET ELECTRONICALLY:**

Interested candidates should send above electronically to [dhakajobs@usaid.gov](mailto:dhakajobs@usaid.gov), to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Attention: Supervisory Executive Officer  
USAID HR Section/Executive Office  
USAID/Bangladesh

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

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

Once the Contracting Officer (CO) informs the successful Candidates about being selected for a contract award, the CO will provide the successful Candidate instructions about how to complete and submit the following forms.

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)

Forms 1 through 4 shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit forms 1 through 4 with your application.

**VI. BENEFITS/ALLOWANCES**

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

**1. BENEFITS**

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave
- (g) Sunday pay
- (h) Medevac insurance
- (i)\* Shipment and storage of household effects
- (j)\* Shipment of POV (Private Own Vehicle)
- (k)\* Access to Embassy medical facilities, and pouch mail service
- (l)\* Transportation to Post
- (m)\* Housing



## 2. ALLOWANCES\*

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas):

- (a)\* Post Allowance (COLA) (Section 220)
- (b)\* Separate Maintenance Allowance (Section 260)
- (c)\* Education Allowance (Section 270)
- (d)\* Education Travel (Section 280)
- (e)\* Post Differential (Chapter 500)
- (f)\* Payments during Evacuation/Authorized Departure (Section 600)

\* Note: Resident Hire USPSCs are not eligible to receive these benefits and allowances.

Resident Hire means a U.S. citizen who, at the time of hire as a PSC, 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.

## **VII. TAXES**

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

## **VIII. 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. CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to the following link to determine which CIBs and AAPDs apply to this contract: <http://www.usaid.gov/work-usaid/aapds-cibs>.
5. ADS 309 – Personal Services Contracts can be found at: <https://www.usaid.gov/sites/default/files/documents/1868/309.pdf>.
6. **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>.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

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