



USAID | TAJIKISTAN

SOLICITATION NUMBER: 12/2024
ISSUANCE DATE: April 18, 2024
CLOSING DATE/TIME: May 17, 2024

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) USAID Development Program Specialist (Activity Design, Gender & Inclusive Development), FSN-11, USAID/Tajikistan, Dushanbe

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 offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 Attachment 1.

Sincerely,

Justin (Spry) Baltz
Baltz

Digitally signed by Justin (Spry) Baltz
Date: 2024.05.03 13:07:25 +05'00'

Spry Baltz
Contracting Officer

ATTACHMENT 1 TO SOLICITATION NO. 12/2024

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 12/2024
- 2. ISSUANCE DATE:** April 18, 2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 17, 2024
(6 p.m. Dushanbe Time)
- 4. POINT OF CONTACT:** USAID/Central Asia Human Resources Office,
e-mail: CentralAsiaJobs@usaid.gov (with autoreply)
and/or almatyhr@usaid.gov
- 5. POSITION TITLE:** USAID Development Program Specialist (Activity Design, Gender & Inclusive Development), FSN-11
- 6. MARKET VALUE:** \$35,067 - \$49,095 per annum equivalent to FSN-11
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tajikistan.
Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 8. PLACE OF PERFORMANCE:** USAID/Tajikistan, Dushanbe
- 9. ELIGIBLE OFFERORS:** Tajikistan nationals and other nationals with valid permanent residence on the territory of Tajikistan
- 10. SECURITY LEVEL REQUIRED:** FSN SBU
- 11. STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The USAID Development Program Specialist, (Activity Design, Gender & Inclusive Development) is a cross-cutting position located in the Program Office, under the direct supervision of the Program Office Director. The incumbent's responsibility is oversight of USAID/Tajikistan's design activities, and integration of gender and social inclusion principles and activities such as policies and principles related to gender equality and female empowerment, youth, persons with disabilities, and other marginalized, underrepresented, and/or at-risk groups into relevant Mission strategies, projects, and activities. The Incumbent represents PO during activity designs across the portfolio and ensures that relevant Agency policies and initiatives are considered and/or incorporated, as applicable. The incumbent provides technical, analytical and programmatic support and training from areas of specialty to Mission and implementing partners (IPs) staff during project design and implementation. The incumbent supports the development of key annual deliverables such as Performance Plan and Report (PPR), Mission portfolio reviews, Operational Plan (OP), Annual Budget Review (ABR), and others. The incumbent is the Mission primary point of contact for USAID Washington (AID/W) on design, gender, and social inclusion. The incumbent is responsible for management of USAID's programs and systems such as FACTS Info NextGen, DIS, and others. The incumbent advises and supports the Mission on complying with the following policies and their successors: the Women's Entrepreneurship and Economic Empowerment Act of 2018 (Section 3); U.S. Government and USAID gender equality- and equity-related policies and strategies such as, the USAID Gender Equality and Women's Empowerment Policy and ADS 205, the U.S. Strategy on Women, Peace and Security, U.S. Strategy to Prevent and Respond to Gender Based Violence Globally, U.S. Global Women's Economic Security Strategy, U.S. Global Strategy to Empower Adolescent Girls, and the Nondiscrimination for Beneficiaries Policy; and any other relevant and/or related USAID or U.S. government policy or strategy. The incumbent will work across the Mission to advance these policies through all phases of the Program Cycle, including in strategic planning, activity design and implementation and monitoring, evaluation and learning. Critically, the incumbent will strengthen the capacity of Mission staff and implementing partners to actualize these policies. The incumbent will work closely with the Mission's CORs/AORs/Activity Managers, technical advisors and other staff to:

- Support, manage, facilitate or conduct gender analyses and integration of results into the Mission's work, including but not limited to, strategy development and program/activity solicitation and design; and

- Support implementation of gender analysis findings throughout the program cycle, including collection, analysis and reporting of sex-disaggregated and other gender-sensitive data to contribute to adaptive management, evidence-based decision making, and proper reporting.
- Serve as an Activity Manager and/or the COR/AOR of the Mission's gender equality-focused awards. Using an intersectional approach, they will help promote equality and equity for women, men, and people of diverse gender identities in USAID's programming.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical and Strategic Leadership

Program/Project/ Activity Design (50%)

- Participate in the activity design process, as appropriate, to ensure that gender equality-related policies are integrated into sector specific activities using transformative, intersectional approaches across all offices.
- Serves as PO Gender and Social Inclusion representative on Mission design teams providing oversight of the overall design process that includes but is not limited to ensuring full compliance and alignment with Agency's policies and procedures, Mission's strategic approach, relevant AID/W policies priorities and initiatives, applicable mission orders, and specific considerations, if any, as directed by the Front Office.
- Ensures incorporation of relevant Agency's gender and social inclusion initiatives, policies, and principles in Mission design efforts, as applicable.
- Helps the design team develop a realistic design plan, prepare for applicable Mission-level reviews such as Activity Description Presentation and Review, and secures Front Office authorizations for the design to continue through Activity Approval Memo (AAM), or other documents, as applicable.
- Helps develop and reviews activity design packages and ensures that Branding and Marking Plan; Gender; Monitoring & Evaluation (M&E); Collaboration, Learning and Adapting sections, and Environment sections are incorporated, in accordance with prevailing policies and practices.
- Develops tools or other resources to track design efforts across the Mission, as needed.
- Provides technical, analytical, and programmatic support to Mission and IPs staff during project design and implementation intended to promote equitable impact of Mission's investments on social inclusion in line with prevailing Agency's policies and initiatives.
- Assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve gender and social inclusion objectives in Activity Design and procurement.
- Conducts pre-award activities (research, consultations, etc.) for solicitations (Activities) involving gender and social Inclusion.
- Assists technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions to include, as appropriate, gender and social Inclusion.
- Ensures gender and social Inclusion are considered throughout the program cycle, including at the strategy (Country Development Cooperation Strategy), project (Project Appraisal Document), and Activity levels, providing guidance to design teams and AORs/CORs/Activity Managers.

Gender & Social Inclusion Policy Advisor and Mission Representation

Policy Advisor and Mission Representation (15%)

- Advises Mission staff on how to integrate social inclusion including policies and principles related to gender equality and female empowerment, youth, persons with disabilities, and other marginalized, underrepresented, and/or at-risk groups into relevant Mission strategies, projects, and activities.
- Serves as the Mission Gender Advisor and ensures that mandatory gender analyses are conducted for strategies, projects, and activities, where appropriate, in accordance with the ADS 205.
- Develops and conducts gender analyses for planned and ongoing programs, as needed.
- Responds to data calls on various gender and social inclusion-related initiatives including through ABRs, OPs, PPRs and other reporting requirements.
- Represents USAID at the Embassy Dushanbe, and host country gender and social inclusion group meetings.
- Serve as the Mission's Point of Contact for gender equality and provide highly qualified policy and technical

advice to technical teams on compliance with USAID's gender equality-related and other policies and legal requirements.

- Advise the Program Office, technical teams, and Mission gender points of contact throughout all aspects of the Program Cycle to ensure that these policies and legal requirements are carried out in the implementation of USAID's activities.
- Provide updates on progress, challenges, and opportunities and seek input from Mission leadership, as appropriate.
- Lead or co-lead an internal interoffice gender working group with technical staff, other gender advisors, and Mission gender points of contact.
- Provide regular direct support to gender working groups among USAID implementing partners.
- Provide leadership, promote coordination, and represent USAID, by providing input and participating in activities that contribute to Agency-wide gender-related efforts such as development of guidance or policy documents and participation in interagency collaboration and bilateral and multilateral meetings and events.
- Provide recommendations on how projects may be better designed to ensure that women, men, and people of diverse gender identities all benefit equitably from USAID investments.
- Fills in and supports other PO team members, as needed, to ensure successful completion of all PO's tasks, duties, and responsibilities.
- Carries out other duties related to program planning, budgeting, and development, as assigned.

Coordination (15%)

- Serve as the Mission Liaison to relevant in-country collaborations including with the embassy, interagency gender working groups, gender donor coordination group, local government efforts, and related communities of practices, such as on GBV or inclusive development.
- Cultivate and maintain close relationships with stakeholders working on efforts that further USAID gender equality and women's empowerment policy objectives.
- Routinely collaborate with others working on gender and inclusive development, such as Mission Inclusive Development or Youth Advisors, to advance these efforts.
- Routinely collaborate with others working on gender and inclusive development, such as Mission Inclusive Development or Youth Advisors, to advance these efforts.
- Work with the Development Outreach and Communications (DOC) team to coordinate USAID's participation and involvement in key global gender equality-related campaigns, such as International Women's Day, International Day of the Girl Child, 16 Days of Activism Against Gender Based Violence, etc.
- Accompanies senior Mission and/or U.S. Embassy staff on official visits, as needed.
- Represents PO internally and externally, as needed and assigned, in informational meetings or with visitors to the Mission on matters related to areas of specialization.

Documentation, Reporting and Training (10%)

- Manage, review, and/or draft Mission responses to reporting related to gender equality, including but not limited to narratives for the annual Performance Plan and Report and Operational Plan.
- Work with the Program Office Budget Specialist and Activity Managers to appropriately identify budget attributions for activities that support these policies, and to meet gender equality-related earmarks.
- Provide input to the DOC team on achievements of Mission Activities related to gender equality.
- Contribute as needed to other Mission reporting requirements.
- Arrange for training and other capacity building activities for the Mission and the Mission's implementing partners to help ensure compliance with gender-related policies.
- The Gender Advisor may provide support to other Missions, Mission Gender Advisors, and Points of Contact, which may require travel.
- Identifies, designs, and conducts gender and social inclusion training for Mission and IPs staff.
- Participate in regular training to ensure up-to-date technical excellence, including USAID's gender equality, gender-based violence, Women, Peace, and Security (WPS), and other gender equality or inclusive development related and AOR/COR professional development training.

MEL (10%)

- Advise on Mission Monitoring, Evaluation, and Learning (MEL) efforts to support implementation of gender equality-related policies.
- Work with technical teams to review project and activity MEL plans and advise on how to ensure requirements such as data-disaggregation, standard F gender and custom gender indicators, and gender-based learning objectives are in place to comply with the relevant policies, including the Foundations for Evidence Based Policy Act, and to measure meaningful results.
- Participate in field monitoring visits as appropriate to promote integration of and empowerment of women and men, girls and boys and people of diverse gender identities and review field reporting to ensure gender equality factors are assessed.
- Review all Portfolio Review submissions to help teams highlight gender-related achievements and advise them where programming could be strengthened through stronger gender integration.
- Review evaluation scopes of work and advice on compliance with gender-related policies.

Supervision Received: Under the general direction of USDH Program Officer (PO Office Director), the incumbent carries out assignments with a high degree of independence, receiving only specific guidance from the supervisor, as necessary.

Supervision Exercised: None.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A university degree in international development, social science, public administration, business administration, economics, statistics, international relations, or related fields is required.

b. Prior Work Experience: Seven years of progressively responsible work experience in development programming focused on gender, female empowerment, vulnerable/marginalized groups, MEL, or inclusive development is required. One year related to designing and/or conducting gender assessments is required. Prior experience working with donors, large international organizations, implementing partners, and/or host-country government is required.

c. Language Proficiency: The ability to speak, read, understand, and write in English at Level IV (Reading/Writing/Speaking) and Russian and Tajik language at Level III is required.

d. Job Knowledge: Detailed knowledge of international and local business practices to effectively lead program design and ensure social inclusion across the portfolio aligned with Mission and Agency strategy and cross-cutting priorities, providing best value for the U.S. Government, as well as understanding host country priorities and constraints. Detailed understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the major sectors of the Mission portfolio; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. Knowledge of key concepts and practices for addressing gender and social inclusion in international development programs. Developed analytical skills required.

e. Skills and Abilities: Ability to identify, obtain, and organize/present applicable guidance in a concise written and oral form, and furnish information and advice in assigned areas with detachment and objectivity. Strong analytical skills. Assigned duties demand innovative thinking, good judgment, personal initiative, and self-starter. Ability to provide specialized advice and recommendations on all matters pertaining to program and project design, and inclusion of vulnerable groups, in line with USAID's policies, best practices, and applicable guidance. Ability to provide superior knowledge and understanding of the design process, practices, and guidance. Expertise in one or more of the following areas: project/program design, gender, female empowerment, youth, disabled persons, marginalized/ vulnerable groups, inclusive development etc. The job holder must show a high degree of professional maturity, commitment to advancing areas of responsibilities, and an ability to work with others in a collegial and effective manner. Excellent working knowledge of MS Office applications (Excel, Word, Access, PowerPoint, Outlook, Internet, etc.) and Google package (Google documents, email, and calendar) is a must. Excellent communication (verbal and written)

skills are critical. Exceptional interpersonal and leadership skills, proactiveness, tact and diplomacy, ability to work accurately under short deadlines, and in a diverse team environment are required.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education (10 points);
2. Prior Work Experience (30 points);
3. Language Proficiency (10 points);
4. Job Knowledge (25 points);
5. Skills and Abilities (25 points).

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 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.

IV. SUBMITTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; names, contact numbers, and addresses of three professional references.

Packages should be received by **COB May 17, 2024** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/Tajikistan reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

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

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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 necessary forms.

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

According to the Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

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>.
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>.

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