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09-23: Solicitation For Project Management Specialist

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Opening and Closing Dates

Monday, August 21, 2023 - Monday, September 4, 2023

SOLICITATION #: 09-23

ISSUANCE DATE: August 21, 2023

CLOSING DATE/TIME: September 08, 2023

SUBJECT: USAID/Sri Lanka and Maldives Employment Opportunity: Solicitation for a Project Management Specialist (FSN-11)

TO: All Interested Applicants

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified Sri Lankan citizens to provide services as Project Management Specialist (FSN-11) under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position will be Colombo, Sri Lanka.

Submission shall be in accordance with Attachment 1 of this solicitation, at the place and

time specified. Interested applicants must submit all the materials required by the solicitation and should retain for their records copies of all enclosures which accompany their applications. Only short-listed applicants will be contacted.

Submission will only be accepted sent via hrcolombo@usaid.gov by the closing date, September 08, 2023. Incomplete, unsigned, or applications received after the closing date will not be considered. Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

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 regarding this solicitation should be in writing and directed to the undersigned at: hrcolombo@usaid.gov.

Sincerely,

Ann Bacon

Supervisory Executive Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 09-23
2. **ISSUANCE DATE:** August 21, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 08, 2023, at 1700 hours
4. **POINT OF CONTACT:** HR Specialist, e-mail at hrcolombo@usaid.gov

5. **POSITION TITLE:** [Project Management Specialist](#)
6. **MARKET VALUE:** Equivalent to CCNPSC Grade **11 (Step 1 USD 20,087 /-** to Step 14 **USD 33,243 /-** per annum) In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID, Sri Lanka* Final compensation will be negotiated within the listed market value.
7. **OF PERFORMANCE:** Renewable contract(s) contingent upon overall satisfactory performance, continued need of the position, and availability of funds. Estimated to start upon completion of the recruitment process and obtaining necessary clearances.
8. **PLACE OF PERFORMANCE:** Colombo, Sri Lanka
9. **ELIGIBLE OFFERORS:** All applicants must be Sri Lankan citizens; the applicant is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **MEDICAL AND SECURITY CLEARANCE:**
The selected candidate must be able to obtain the required U.S. Government security and medical clearances in advance of hiring. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made will be rescinded. Details on how to obtain the clearances will be provided once a job offer is made and accepted. You must be available to start work as soon as valid medical and security clearances are obtained. This availability must be indicated in your cover letter.

II. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The USAID Bureau for Humanitarian Assistance (BHA) is responsible for facilitating and coordinating U.S. Government emergency assistance overseas. BHA's mission is to save lives, alleviate human suffering, and reduce the impact of disasters by helping people in need become more self-reliant. BHA responds to natural disasters, complex emergencies, and disease outbreaks. In addition to humanitarian assistance, BHA funds early recovery, risk reduction, and resilience (ER4) activities to strengthen capacity to manage risk; to anticipate, withstand, recover from, and adapt to shocks and stresses; and to support positive, transformative change.

The BHA Project Management Specialist for Sri Lanka and Maldives provides technical, operational, and program support to BHA activities in Sri Lanka and Maldives, including the monitoring and evaluation of BHA activities throughout the country.

Under the overall guidance of the BHA Regional Humanitarian Advisor based in Sri Lanka, the BHA Project Management Specialist performs day-to-day program management, monitoring, and oversight for BHA programs in Sri Lanka and Maldives.

The BHA Project Management Specialist maintains collaborative working relationships with BHA grantee organizations, Government of Sri Lanka and Government of Maldives officials, relevant UN agencies, and other international and local non-governmental organizations. The BHA Project Management Specialist also coordinates on a regular basis with the BHA Regional Office for

South and Central Asia (SCA) based in Thailand, BHA Washington, and the USAID/Sri Lanka and Maldives in Colombo.

2. Statement of Duties to be Performed.

Program Management

30%

The incumbent acts as an Activity Manager supporting and coordinating with BHA Contracting Officer's Representatives (CORs) and Agreement Officer's Representatives (AORs) based in Washington, D.C., to manage BHA-funded programs in Sri Lanka and Maldives. In this role, the incumbent will plan, oversee, monitor, and evaluate all aspects of BHA-funded public international organization (PIO) and non-governmental organization (NGO) projects, including but not limited to ensuring financial management and programmatic compliance through concept note and application review, meetings with PIOs and NGOs, site visits, and review of program reports. The incumbent will be involved in the design, implementation, monitoring, and evaluation of humanitarian assistance and ER4 projects throughout the country, including assisting in the development and implementation of annual plans and response strategies; reviewing and analyzing program progress reports; identifying achievements as well as problems and, in consultation with the BHA Regional Advisor based in Sri Lanka, the BHA/SCA Regional Office in Thailand, and BHA/Washington, developing strategies to capitalize on successes and rectify problems where they exist.

The incumbent communicates with all BHA partners regarding BHA rules and regulations, as well as their obligations to BHA. The incumbent is

responsible for tracking results and performance indicators; reviewing programmatic reports to ensure that program benchmarks and goals are being met; regularly meeting with partners on program progress and their monitoring plans; identifying and assisting in resolving problems; and providing written and oral reports to the BHA Regional Advisor based in Sri Lanka, the BHA/SCA Regional Office in Thailand, and BHA/Washington.

Program Monitoring

30%

The incumbent is responsible for monitoring BHA programs to track project implementation, awardee performance, and achievements and challenges. Through in-person and remote means, the incumbent will utilize their highly specialized understanding of humanitarian relief, ER4 interventions, and the local context to participate in a broad spectrum of technical assessments and coordination meetings to determine priority areas and populations based on needs, vulnerabilities, and gaps in relief efforts to inform BHA strategy and programs in consultation with the BHA Regional Advisor based in Sri Lanka, and the BHA/SCA Regional Office.

The incumbent will develop and maintain a regular monitoring schedule, to include site visits throughout the country areas when feasible as well as remote monitoring efforts to ensure accountability of BHA awards. Through monitoring visits, meetings, and document reviews, the incumbent will ensure projects are being implemented competently, in a transparent manner, in full compliance with all relevant BHA regulations, policies, and procedures, and are achieving targeted objectives.

Program Coordination and Reporting

30%

The incumbent will coordinate and liaise with high level representatives of other donor government officials, host government officials, IOs, NGOs, UN Agencies, USAID Missions, and the U.S. Government inter-agency on humanitarian issues in order to identify critical humanitarian concerns, develop projects and activities for addressing them, advance BHA's strategic priorities, coordinate with host government programming, and help strengthen and coordinate USG and other international humanitarian and disaster risk reduction activities.

The incumbent will maintain regular contact with BHA awardees, as well as UN agencies, IOs, and NGOs, and liaise with the governments of Sri Lanka and Maldives to stay abreast of developing issues and concerns and ensure understanding of BHA activities. They will also liaise with other USAID and USG staff to ensure mutual programming awareness while actively seeking out new opportunities for resource sharing and collaboration. When and where needed, they will prepare presentations for use within the Mission and for other stakeholders on specific emergency situations and/or on BHA mandates, responsibilities, and programs, and prepare agendas and briefings for all official USG visitors interested in humanitarian issues. The incumbent will regularly report through official cables and other means on field visit findings, meetings directly or indirectly related to BHA programs, overviews of humanitarian patterns and trends, and other issues that impact humanitarian needs or relief efforts in the area of responsibility.

Disaster Response and Potential for Surge Support

10%

The BHA Project Management Specialist will be responsible for monitoring incipient disasters in Sri Lanka and Maldives, including through consultation and coordination with the UN and international and local NGO partners and host country government disaster management authorities. The BHA Project Management Specialist will support coordination of USG disaster response efforts, including to help provide guidance on USG and international humanitarian systems as well as the development and implementation of appropriate disaster preparedness and response strategies and plans.

The BHA Project Management Specialist may be requested to backfill for other BHA staff members abroad and/or asked to be on-call/sign up for to support BHA responses to humanitarian disasters in Sri Lanka, Maldives or abroad, including to serve as needed on Disaster Assistance Response Teams (DARTs) or Washington-based Response Management Teams (RMTs). Serving on a DART may require immediate (within 24 hours) deployment overseas for an extended period of time. During disaster responses – including deployment on DARTs --, and 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 of less than 50 pounds, though work will be primarily performed in an office setting. During disaster responses – including deployment on DARTs --, and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

3. Supervisory Relationship

The BHA Project Management Specialist works under the direct supervision of the BHA Regional Humanitarian Advisor based in Colombo, Sri Lanka, or their designee. The BHA Project Management Specialist must require little supervision in carrying out routine responsibilities, and only general guidance for most tasks. The scope and flexibility of the duties demands a great deal of initiative and the ability to work independently. When responding to, or assessing, a possible disaster event, the BHA Project Management Specialist works collaboratively with the BHA Regional Humanitarian Advisor and/or the BHA Regional Office in Bangkok, Thailand to coordinate, develop and implement appropriate humanitarian response strategies with USAID/Sri Lanka and Maldives, US Embassies in Sri Lanka and Maldives, international and local humanitarian partners, host country governments, international donors, and other key stakeholders. In the absence of the Regional Humanitarian Advisor based in Sri Lanka, the BHA Project Management Specialist should be prepared to serve in an acting capacity as the BHA Office Director in Sri Lanka and Maldives, including to serve as lead representative for BHA to advise on and coordinate USG humanitarian assistance efforts with USAID/Sri Lanka Maldives and the US Embassies in Sri Lanka and Maldives.

4. Supervisory Controls

Full supervision of other staff is not expected.

5. Available Guidelines

In addition to instructions from the BHA Regional Humanitarian Advisor in Colombo, guidelines include the Automated Directives System (ADS), BHA guidelines and policy documents, USAID

Mission Orders, Administrative Notices, and USG Regulations.

6. Exercise of Judgment

The BHA Project Management Specialist is expected to spend substantial time out of the office in furtherance of the position requirements; as a result, the exercise of judgment is important to the position, which involves working with emergent institutions in areas of political and social sensitivity. The BHA Project Management Specialist must have a clear understanding of American and Sri Lankan values concerning the implementation of emergency programs and priorities of the governments of Sri Lanka and Maldives. The success of BHA programs/projects/activities depends on an understanding of these sensitivities and the development of a flexible approach to dealing with potential implementation challenges. In addition, good judgment is necessary to assess progress in meeting performance criteria, technical assistance to find solutions to complex situations, and in making appropriate recommendations to facilitate progress towards strategic and programmatic goals.

7. Authority to Make Commitments

The BHA Project Management Specialist may not make any direct financial commitments on behalf of the USG. The Job holder exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and Mission policy. The Job holder takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and the supervisor informed of activity and project status. The Job holder may not independently commit the USG to

the expenditure of funds; but, within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate ad referendum for the immediate supervisor.

8. Nature, Level, and Purpose of Contacts

The BHA Project Management Specialist maintains a range of contacts with grantees, NGOs, Government of Sri Lanka and Government of Maldives officials, and international donor organizations, as well as with various USG offices. The incumbent routinely contacts a broad range of officials at high levels in the government, the business community and other donor agencies to assess and advise on BHA strategic priorities and coordinate USG humanitarian assistance efforts, which requires the use of tact and diplomacy.

9. Time Expected to Reach Full Performance Level

One year

10. Physical Demands

The work requested does not involve undue physical demands.

2. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Any application that does not meet the requirements stated below will not be evaluated. Only short-listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.

1. **Education:** A bachelor's degree in international development, International Disaster Management, Emergency Management, International Relations, Public Administration, Medicine, Public Health, or other related field is required.
 2. **Prior Work Experience:** A minimum of five (5) years of progressively responsible professional-level experience with a humanitarian or development focus, with a preference for candidates with experience in humanitarian assistance, including early recovery, resilience, and/or disaster risk reduction activities. Must include at least two years of cumulative experience in international or domestic humanitarian assistance, emergency management/relief, disaster risk reduction, post-emergency rehabilitation or recovery, or resilience. Prior experience working with or for bilateral or multilateral donors/stakeholders, including PIOs and/or NGOs, is desired.
 3. **Post Entry Training:** Training may include appropriate on-the-job training as well as formal courses offered by BHA, at the discretion of the BHA Regional Humanitarian Advisor based in Sri Lanka and BHA/Washington. The BHA Sri Lanka/Maldives Program Specialist will be provided the opportunity to become familiar with relevant BHA mandates, organization, contractual regulations and procedures. Other job-related training may be provided, subject to course offerings and the availability of funds.
- d. Language Proficiency:** Level IV (fluent) English, speaking and writing, is required. Spoken and written Sinhala and/or Tamil at level IV is required.

4. **Job Knowledge:** Demonstrated knowledge of the structure of the international humanitarian system, principles and best practices, operations of foreign aid programs, and humanitarian and ER4 programming; strong familiarity with the political, social, and economic history and humanitarian context of Sri Lanka and Maldives; in-depth knowledge of program implementation, activity management, and monitoring and evaluation.
5. **Skills and Abilities:** Excellent analytical, organizational, and communications skills are essential. Strong interpersonal skills in cross-cultural and multi-level settings, including in interactions with host country government officials. The incumbent must be capable of producing work of a high quality, often under time constraints and in complex situations, and possess the ability to communicate effectively in English and Sinhala and/or Tamil both verbally and in written form, including to prepare regular and ad-hoc reports, strategies and plans on humanitarian issues. Ability to use word processing, spreadsheet, and presentation programs - such as Microsoft Word, Excel, and PowerPoint - is required. The incumbent must be willing and able to travel and work in all regions of Sri Lanka and Maldives.

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>.

To be considered for this position, applicants must meet the required qualifications stated above. For those who it is determined meet the required qualifications, further consideration and selection will be based on panel assessment of the Selection Criteria listed below:

1. 1. Prior Work Experience
2. Language Proficiency
3. Job Knowledge
4. Skills and Abilities

USAID reserves the right to conduct interview with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection. Reference checks will be conducted for top candidate(s).

SUBMITTING AN APPLICATION

Step 1: Visit the following website:

<https://www.usaid.gov/sri-lanka/careers> and download Form AID 309-2 - Offeror Information for Personal Services Contracts with Individuals

Step 2: Complete Form AID 309-2. The applicant must answer all the questions in the form.

Step 3: Compile the below documents as one attachment:

1. Completed Form AID 309-2 (Incomplete forms will is not accepted)
2. Cover letter explaining your qualifications for the position.

3. Updated curriculum vitae/resume (no more than five pages)
4. Names of at least five non-related references with current telephone numbers and e-mail addresses
5. Copies of all relevant certificates

Step 4: Submit the attachment via email to hrcolombo@usaid.gov.

Ensuring Adequate COVID-19 Safety Protocols

for Federal Contractors: The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding or submit an approved reasonable accommodation to the Contracting Officer. If the contractor does not meet this requirement the contract may be terminated.

****See “Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042” in Section VI below***

3. [LIST OF REQUIRED FORMS PRIOR TO AWARD](#)

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Conditional Offer Letter
2. Salary Offer Letter
3. Security Eligibility
4. Medical clearances or Statements
5. Other required documents
6. Negotiation memo with responsibility determination

4. [BENEFITS AND ALLOWANCES](#)

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

BENEFITS:

1. Christmas Bonus

ALLOWANCES (as applicable):

1. Medical Allowance
2. Miscellaneous Benefit allowance

1. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

6. USAID REGULATIONS, POLICIES, AND CONTRACT CLAUSES

PERTAINING TO PSCs

USAID regulations and policies governing **CCN and 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

PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Subpart 52.2—Text of Provisions and Clauses

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.

Insert the following clause in all solicitations and contracts for personal services with individuals performing in the United States or its outlying areas. COs may incorporate this requirement into new solicitations and resulting contracts for personal services with individuals performing outside of the United States or outlying areas (United States National (US), Cooperating Country National (CCN), and Third Country National (TCN), depending on local conditions.

ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)

(a) *Definition.* As used in this clause - *United States or its outlying areas* means—

1. The fifty States;
2. The District of Columbia;
3. The commonwealths of Puerto Rico and the Northern Mariana Islands;
4. The territories of American Samoa, Guam, and the United States Virgin Islands; and
5. The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply

with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, "Excluded State or Outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

2. Contract Cover Page form AID 309-1

available at <https://www.usaid.gov/forms/aid-309-1>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

(A)

ITEM NUMBER

(B)

SUPPLIES/ SERVICES (DESCRIPTION)

(C) QUANTITY

(D) UNIT

(E)

UNIT PRICE

(F) AMOUNT

USD

0001

Compensation

Basic Salary =

Grade (equivalent): 11 Step (equivalent): (XX) as
per the Local Compensation Plan (LCP)

1

USD

XXX

XX

0002

Benefits

Medical Allowance

Misc. benefit allowance

Bonus

EPF

ETF

Total other cost

1

1

2

USD

USD

Months

XXX

XX

Grand total payable in contract

XXX

Contract Daily Rate /1

XX

Contract Hourly Rate /1

XX

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.

Bureau/Office

Bureau for Humanitarian Assistance (BHA)

Location

Sri Lanka

Pay Scale/Grade

CCNPSC Grade 11

Eligibility

Host Country National

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