



# USAID | SRI LANKA

FROM THE AMERICAN PEOPLE

*Solicitation No. 01-18*

**SOLICITATION NUMBER: 01-18**

**ISSUANCE DATE:** June 04, 2018

**CLOSING DATE/TIME:** June 18, 2018 / 05.30 p.m. Sri Lanka time

**SUBJECT: USAID/SRI LANKA EMPLOYMENT OPPORTUNITIES –  
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 USAID 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](mailto:hrcolombo@usaid.gov) by the closing date, June 18, 2018 at 05.30 p.m. Sri Lanka time. Incomplete, unsigned or late applications **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](mailto:hrcolombo@usaid.gov)

Sincerely,

Robert Parnell  
Supervisory Contracting Officer  
USAID/Sri Lanka

ATTACHMENT 1

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 01-18
- 2. ISSUANCE DATE:** June 04, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 18, 2018  
(5:30 p.m. Sri Lanka Time)
- 4. POSITION TITLE:** Project Management Specialist (Economic Growth)
- 5. MARKET VALUE:** Equivalent to CCNPSC Grade 11 (Step 1 Rs. 2,571,582/- to Step 14 Rs. 4,371,692/- per annum plus allowances). Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Initial one (1) year probationary period with renewable contract(s) contingent on overall performance, continuity of the position and availability of funds.
- 7. PLACE OF PERFORMANCE:** Colombo, Sri Lanka.
- 8. 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.

**9. STATEMENT OF DUTIES:**

**Background:**

The Project Management Specialist is the Mission's recognized expert on the Sri Economic Growth sector. USAID/Sri Lanka's Economic Growth program covers a broad range of related activities including private sector partnerships, livelihood development, small-holder agriculture, business enabling environment, SME development, public financial management, trade facilitation, and workforce development. The Project Management Specialist is the Foreign Service National (FSN) staff member responsible for economic growth related activities relating to: agriculture, business enabling environment, SME development, public financial management and workforce development.

S/he must have experience and knowledge related to economic policy and the roles that government and the private sector play in enterprise development, finance, and workforce development. The Project Management Specialist is expected to provide leadership relating to these aspects of economic development and serve as the Mission's principal FSN advisor on related government economic policy reform and private sector initiatives. The incumbent is required to keep abreast of social and economic conditions in Sri Lanka, as well as international and domestic economic and agricultural trends and their impact on the overall Sri Lankan economy.

The Project Management Specialist analyzes factors of production, constraints and issues affecting economic growth, and prepares reports, provides guidance, and develops and monitors projects undertaken with USAID support. He/she will be knowledgeable of the related labor markets, and be able to determine priorities in workforce development.

The Project Management Specialist establishes and maintains policy dialogue with high level government officials, private sector managers, donors and international organizations. This includes evaluating the status of the national economy, in particular the business enabling environment and public financial management sectors and providing advice on the implications of development policies and strategies.

The Project Management Specialist manages USAID's activities related to economic growth and enterprise development utilizing an in-depth knowledge of national and international markets and development strategies with the objective of strengthening opportunities for businesses at the production end of Sri Lankan value chains (particularly in economically lagging areas), and improving Sri Lanka's competitiveness in the world economy. This includes the coordination of economic growth activities with the Mission's Office of Governance and Vulnerable Populations and the recognition that these programs have the potential of mutually supporting each other.

### **Major Duties and Responsibilities:**

The incumbent serves as a Project Management Specialist for the Office of Economic Growth (OEG) in USAID/Sri Lanka. As a Project Management Specialist, the incumbent oversees one to three major projects in the OEG portfolio, and is responsible for all the major responsibilities associated with those positions. The OEG portfolio currently consists of projects in the following sectors: Public Financial Management, Small & Medium Enterprises, Business Enabling Environment/Trade, and Technical Vocational Education Training. The incumbent also gathers market information, provides guidance in the preparation of Statements of Work, concept papers and evaluates bids for major projects and programs. The incumbent also serves as the office Monitoring & Evaluation (M&E) Coordinator. S/he reports to the Director of the Office of Economic Growth.

#### **- Project Management Specialist (Economic Growth): 50%**

##### **1. Project Management:**

The incumbent manages, as Agreement Officer Representative (AOR)/Contracts Officer Representative (COR)/Activity Manager, one to three OEG projects for which the incumbent will gather market information, monitor project implementation, and provide project supervision and management. The incumbent must have strong initiative and exercise independent judgment in activity planning and the identification of problems and required follow-up actions. The incumbent interacts with multiple Project Managers with different implementing partners, advisors, and identified host country counterparts. S/he coordinates with project implementing offices to translate recommendations into effective action plans. Specific responsibilities include: preparing, directing and performing analysis of project related problems (both financial and technical) and recommending appropriate remedial measures; drafting necessary documentation and leading reviews related to project amendments; project contracting; writing USAID/Washington reports; personnel recruitment; reviewing contracts/agreements in consultation with the Office of Acquisition and Assistance

(OAA); providing guidance to, and oversight of, contractor actions concerning project procurement and the use of project funded assets; and providing assistance to host country individuals for undertaking project sponsored travel.

2. Project and Program Monitoring/Evaluation:

The incumbent's responsibilities for project and program monitoring and evaluation include reviewing project reports and Activity Monitoring Evaluation and Learning Plans (AMELPS), visiting sites, and engaging in written and oral communications with project participants, and contractors; preparing scopes of work for projects and evaluation teams; interacting and providing necessary assistance to visiting consultants; preparing evaluation documentation; ensuring that all OEG memorandums and action documents adhere to proper standards; preparing annual performance reports summarizing the achievements and results of portfolio projects and impacts on achieving Mission objectives. Under the guidance of the OEG Director, the incumbent assists with the preparation of a variety of progress and implementation reports such as Performance Management Plans (PMPs), verifies that contractually required reports and Program and Policy Support Office (PPS) documents are submitted, updates Mission Strategic Plans, and assists in the preparation OEG documentation for annual/semi-annual Portfolio Implementation Reviews. The incumbent also provides project status and achievement articles, on a regular basis, to enhance USAID outreach and communication.

3. Special Assignments:

As requested by the OEG Director, the incumbent carries out special assignments such as: serving on mission-wide committees, participating in technical evaluations, coordinating with other technical and support offices, and other tasks as assigned. The incumbent will perform other roles that transcend the individual duties detailed above on ad-hoc assignments which may include special coordination or short term tasks within USAID/Sri Lanka, with other USAID Missions, USAID/Washington, or other USG agencies.

- **Economic Growth Sector Advisor: 35%**

The incumbent monitors and advises on policy reforms and issues that relate to the economic sector. Responsibilities include: prepare sections of Mission reporting requirements that relate to economic growth; analyze the policy agenda of the government of Sri Lanka (GSL), vis-à-vis how it lines up with USAID development strategy; provide guidance linking GSL policy framework with USAID Development Objectives (DO) strategy and private sector initiatives; provide analyses that identify constraints to policy reform initiatives; make recommendations to overcome these constraints; analyze socio-economic data and prepare reports that draw linkages between these data and policy reform initiatives. Beyond monitoring and advising, the incumbent engages extensively with the private sector on issues relating to business development, including policy dialogue, strategic and sector planning, investment promotion and public and private sector project finance.

- **Office Monitoring & Evaluation (M&E) Coordinator: 15%**

Under the guidance of the OEG Director, the incumbent prepares for the entire portfolio of projects, a variety of progress and implementation reports (Performance Monitoring Plans, AMELPs, etc.), verifies that contractually required reports are submitted, updates Mission Strategic Plans, prepares OEG documentation for semi-annual Portfolio Implementation Reviews, and serves as OEG's M&E point person.

**POSITION ELEMENTS:**

- a. **Supervision Received:** Reports to the OEG Director or his/her designee, and through him/her to the Mission Director. The individual will be in frequent contact with other Office Directors and the Mission Director and must be able to work independently to achieve short-term objectives as well as long-term strategies.
- b. **Supervision Exercised:** This is not a supervisory position. The incumbent provides technical guidance and support to a varying number of contractors and grantees.
- c. **Available Guidelines:** In addition to oral or written instructions from the Office Director or his/her designee, project documents, Mission policy and procedural directives, USAID handbooks; guidelines typically include ADS, FAM, Handbooks, dictionaries, style manuals, and agency instructions concerning such matters as correspondence handling of sensitive information, and the operation policies of the supervisor. Interpretation, sound judgement and adaptation of the guidelines to specific problems are frequently required in determining priorities and in resolving problems.
- d. **Exercise of Judgement:** The incumbent must be able to exercise sound development judgment in the execution of professional responsibilities and in the application of USAID rules and regulations and interpretation of USAID objectives and priorities.
- e. **Authority to Make Commitments:** The position has no authority to make unauthorized commitments on behalf of the USAID/Sri Lanka and Maldives Mission, the USAID Office of Economic Growth or the USAID/Sri Lanka and Maldives Office of Financial Management (OFM). The incumbent is authorized to speak with factual authority on functional areas which are recognized and outlined under the duties and responsibilities required of this position. The position does require the incumbent to provide technical guidance and direction to contractors and grantees within the limits of the Agency granted COR/AOR certification/designation for the activities assigned.
- f. **Nature, Level and Purpose of Contracts:** The incumbent is required to develop and maintain senior level contacts, such as Director Generals, Secretary's, Additional Secretaries, Government agents, and Provincial Governors and Secretaries in GSL Ministries, and provincial governments, and with Directors or Deputy Directors of bilateral/multilateral donor agencies. These meetings will mostly be done on an ad hoc basis for the purpose of exchanging information.
- g. **Time Expected to Reach Full Performance Level:** One year

**10. AREA OF CONSIDERATION:** Open to qualified Sri Lankan Citizens and current Locally Employed Staff (LES) of the U.S. Mission. LES currently on probation are ineligible to apply. USAID provides equal opportunity and equitable treatment for employment of all people without regard to race, color, age, religion, sex, sexual orientation, national origin, political affiliation, disability status, veteran status, marital status or any other characteristic for equality of opportunity in all aspects of employment.

**NOTE: ALL ORDINARYLY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

**11. PHYSICAL DEMANDS:** The position requirements do not involve rigorous physical demands.

## **II. 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.*

### **REQUIRED QUALIFICATIONS:**

a. **Education:** The incumbent is required to have at least a minimum qualification of a Bachelor's Degree from a recognized, accredited university in Development Economics, Economics, Agricultural Economics, Business, Business Management or Administration, Finance, Marketing and International Business.

b. **Prior Work Experience:** At least 5 years of development experience and comprehensive knowledge of economics, private sector trends, and current techniques of development project management is required. The candidate must have in-depth knowledge of the current theories and concepts of development economics and a thorough understanding of market competitiveness, enterprise development, microfinance, trade and investment policy, and indicators that influence a free trade market in a global economy. Knowledge of workforce development and education trends is also required.

c. **Language Proficiency:** The incumbent must possess a very high degree of proficiency in both written and spoken English (Level IV). Incumbent must possess copy editing and technical drafting skills. Incumbent is required to adopt standard English usage as detailed in the Associated Press Stylebook. Level IV Fluency in either Tamil and/or Sinhala is also required. (This will be tested)

d. **Job Knowledge:** Comprehensive knowledge of economics, private sector trends, and current techniques of development project management is required. The candidate must have in-depth knowledge of current theories and concepts of development economics and a thorough understanding of market competitiveness, enterprise development, microfinance, trade and investment policy, and indicators that influence a free trade market in a global economy. Knowledge of workforce development and education is also required.

e. **Skills and Abilities:** The incumbent must have the ability to organize, analyze, interpret and evaluate very technical information concerning OEG's project portfolio; communicate clearly, concisely and effectively; prepare meaningful, well written reports and presentations; and function as member of a team. Must be able to work independently in a fast paced, team-oriented environment, and be able to obtain, analyze and evaluate complex data and prepare concise and accurate studies and reports. Sound communication skills are essential and necessary to develop and maintain an extensive range of high level contacts in government and private sector circles.

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

To be considered for this position, applicants must meet the required qualifications stated above. For those who are determined to meet the required qualification, further consideration and selection will be based on panel assessment of the Selection Criteria listed below. Applicants will be evaluated and ranked based on the following selection criteria to be a maximum score of 100 points:

- a) Prior Work Experience - (25 points)
- b) Language Proficiency - (25 points)
- c) Job Knowledge - (20 points)
- d) Skills and Abilities - (30 points)

Total = 100 points

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. References will be asked to assess the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above criteria. 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.

### IV. **HOW TO APPLY**

**Step 1:** Visit the following Website:  
<http://www.usaid.gov/sri-lanka/careers>

**Step 2:** Download and Complete the "Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member Form DS-174". **The applicant must answer all the questions in the Form.**

**Step 3:** For Internal Applicants/Current LES Employees:

Submit the following:

- (1) Form DS-174
- (2) Cover Letter explaining your qualifications for the position
- (3) Updated curriculum vitae/*resume* (*no more than five pages*)
- (4) Minimum of 5 references with current telephone numbers and e-mail addresses
- (5) Copy of most recent Performance Evaluation Report
- (6) Copies of all relevant certificates

**Scan and attach all the documents as one attachment and submit via e-mail to:**  
[hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)

**OR**

For External Applicants/Not Current USG Employees:

Submit the following:

- (1) Form DS-174
- (2) Cover Letter explaining your qualifications for the position
- (3) Updated curriculum vitae/*resume* (*no more than five pages*)
- (4) Minimum of 5 references with current telephone numbers and e-mail addresses
- (5) Copies of all relevant certificates.

**Scan and attach all the documents as one attachment and submit via e-mail to: [hrcolombo@usaid.gov](mailto:hrcolombo@usaid.gov)**

To ensure consideration of applications for the intended position, applicants must prominently reference the Solicitation Number and the Position Title in the subject line of the e-mail.

**"END OF SOLICITATION"**



ATTACHMENT 11

**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](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>

**[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]**

**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>