



USAID
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: APRIL 12, 2019

CLOSING DATE: APRIL 30, 2019 Local Time (KOSOVO) 17:00 PM

**SUBJECT: SOLICITATION NUMBER 72016719R00002
DEMOCRACY AND GOVERNANCE STRATEGIC PLANNING
SPECIALIST
PERSONAL SERVICE CONTRACTOR
PRISTINA, KOSOVO**

**NOTE: THIS IS A RESIDENT HIRE POSITION OFFERED UNDER A
USAID PERSONAL SERVICES CONTRACT (PSC).**

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications for *Democracy and Governance Strategic Planning Specialist* position. This position is open to individuals who meet all of the following criteria of a Resident Hire:

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.

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

Abroad means outside the United States and its territories and possessions.

Submittals shall be in accordance with the attached information at the place and time specified above. Interested Applicants must submit all the materials required by the solicitation, which includes but is not limited to:

1. A cover letter, inclusive of the candidate's experience in the relevant field, which should address how the candidate meets each of the requirements. The cover letter should not to exceed three (3) pages;

2. A current resume/curriculum vitae (CV) and three (3) to five (5) references, who are not family members or relatives, with telephone and email contact information. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation; and
3. A completed and hand-signed federal form AID 309-2. **Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 309-2 Applications that are received without signatures will not be considered for the position** (forms can be downloaded from: www.usaid.gov/forms/).

To be considered for the position, a candidate must meet all of the eligibility requirements listed under Selection Factors in the solicitation. The complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents must be submitted via internet as an email attachment as follows:

Send complete applications to PristinaUSAIDHR@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) cover letter, (2) resume/CV (with references), and (3) signed AID 309-2.

Any questions in response to this solicitation must be directed to:

Mimoza Këpuska
HR Specialist
PristinaUSAIDHR@usaid.gov

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID/Kosovo anticipates awarding one (1) contract as a result of this solicitation, subject to availability of funds.

Sincerely,

Gëzim Hysenagolli
Supervisory Executive Officer

SOLICITATION NUMBER: 72016719R00002

ISSUANCE DATE: April 12, 2019

CLOSING DATE: April 30, 2019 by 17:00 pm Local Time (Kosovo)

POSITION TITLE: Democracy and Governance Strategic Planning Specialist

MARKET VALUE: GS-13 equivalent (\$ 76,687 - \$ 99,691 per annum)

PERIOD OF PERFORMANCE: July 2019 - July 2020. One year with an option for renewal, subject to the availability of funds and agency/mission requirements.

PLACE OF PERFORMANCE: Pristina, Kosovo

AREA OF CONSIDERATION: US Citizens

A. Country/Situational Background:

The creation of Europe's newest state has proceeded on a forward path despite setbacks. Today, Kosovo functions as a state with an operational government after having emerged from a post-conflict environment. The 2012 end of "supervised independence" and closure of the International Civilian Office (ICO) represented a success and served to highlight the young state's growing maturity and capacity. Government institutions, at the central level, and local level continue to improve their operations. The country has adopted a democratic Constitution, established a Constitutional Court, and has an adequate body of laws and policies, although implementation and enforcement of laws proves poor. Kosovo has held peaceful elections. Furthermore, a new challenge to stability has emerged – Kosovo's large, mostly unemployed and disaffected youth population.

To date, 114 UN member states have recognized Kosovo, but it still lacks official recognition by many countries, including 5 European Union (EU) member states. This has prevented Kosovo's membership in the United Nations and other global organizations and has led the European Union to adopt a "status neutral" policy towards Kosovo that hampers its ability to fully promote its development. The Government of Kosovo (GoK) and the Government of Serbia (GoS) signed an Agreement to Normalize Relations in the spring of 2013 and the Dialogue between the GoK and GoS is ongoing.

Kosovo has the poorest economy in the region and struggles with high levels of poverty, massive unemployment (estimated at 45%), and over-dependence on imports combined with a very small export sector and energy shortages. The country's Gross National Income (GNI) per capita is estimated at \$3,890, ranked 100th worldwide and behind Macedonia, Albania, Serbia and Bosnia and Herzegovina.

USAID/Kosovo and other donors have expended considerable investments in assisting the GoK to stand up the institutions of government. To address the challenges discussed above, USAID/Kosovo adopted a Country Development Cooperation Strategy (CDCS), FY 2014-FY 2019 to guide USAID assistance efforts in making these institutions more effective.

USAID/Kosovo Democracy and Governance (DG) Portfolio Overview:

Despite the existence of the institutions of governance, Kosovars voice frustration and impatience with the progress in implementing good governance and the rule of law. The court system has yet to demonstrate its independence. The Assembly has exercised limited oversight of the executive branch. More progress is needed in terms of municipal governments being able to fulfil their mandates. USAID believes it is critical to start making government work in an accountable and effective manner for the people of Kosovo. Effective and accountable governance will attract foreign investment, increase the country's standing within the international community – especially the EU, and inspire confidence in citizens that they can and should take an active role in their country's development.

USAID/Kosovo's CDCS calls for shifting the programmatic focus from establishing the foundations for democracy to making democratic governance function. This requires having an impact on the supply and demand sides of democratic governance by helping to make government more effective and open to accountability as well as strengthening the mechanisms through which citizens can represent their interests in government and hold state institutions accountable. This necessitates a substantial investment in assisting the justice system to operate more efficiently and independently of government influence or corruption.

The DG portfolio has a multi-sector focus with nine activities (contracts, cooperative agreements, and grants) and is hiring a USPSC DG Strategic Planning Specialist with a broad understanding and experience in DG activities.

The position requires someone who can work independently with minimal supervision, exercises excellent verbal and written abilities, plans well within a close working team, mentors Foreign Service National (FSN) team members and/or virtual interns, multi-tasks and prioritizes deadlines, and exercises quality control over all documentation. In light of the GoK/GoS Agreement, representational responsibilities for this position will ramp up dramatically and s/he will engage with high level USG, donor and counterpart officials.

The DG portfolio has a number of cross-sector activities and participates actively in multiple donor and different USG Mission working groups, including representing USAID on several US Embassy working groups.

USAID/Kosovo's DG Office currently has ten staff: Direct Hire (DH) Office Director; DH Deputy Director; two Rule of Law CCNs; CCN Local Government And Public Administration Specialist; CCN Civil Society and Political Competition Program Manager;

CCN Democracy and Governance Program Manager; CCN Project Management Specialist (Infrastructure and Environment); CCN Project Management Specialist (Conflict Mitigation) and CCN Project Management Assistant.

B. Major Duties and Responsibilities

The DG Strategic Planning Specialist reports to the Office Director or his/her designee, and has the following areas of responsibility:

1. Activity Planning, Design, Management & Evaluation (40%)

The DG Strategic Planning Specialist shall have responsibility for activity planning and design of required strategic documents, including the Mission's CDCS. Other responsibilities include:

- Evaluating current and past programs for performance;
- Analyzing sector-wide trends for reform, identifying key counterparts, and synthesizing other interventions in order to design value-added, “niche” programs for the US Mission;
- Working together with design team leads to draft and review design documents, including concept notes, Project Appraisal Documents, and other required documents;
- Drafting solicitation documents – Program Descriptions (PDs), Request for Applications (RFAs), Requests for Proposals (RFPs);
- Drafting of Expressions of Interests and Concept Notes (such as Human Rights Grants Program, Local Works, etc.);
- Preparing activity approval documentation in accordance with USAID/Kosovo's Mission Order on Pre-obligation requirements;
- Participating in the evaluation and critiquing of proposals and applications (including unsolicited proposals);
- Liaising with the Regional Contracting Officer and the Regional Legal Advisor on procurements and other issues;
- Reviewing Activity performance evaluation Statements of Work (SOW) and managing Collaboration Learning and Adapting activities and Monitoring and Evaluation (M&E) activities within the office;
- Staying up to date with research and polls in the country and consolidate, share and distribute evidence as appropriate;
- Any other tasks as needed.

2. Strategy Development and Implementation (30%)

The DG Strategic Planning Specialist will be an integral member of the DG Team and will prepare key strategy and planning documents including, but not limited to, the following:

- Annual Operational Plans and Performance Report;
- Country Assistance Strategy/Strawman exercise;
- Mission Strategic Plan;
- Ad-hoc reports requested by Mission management, USAID/Washington and the US Embassy;
- Congressional Budget Justifications, Congressional Notifications;
- Coordinate a Strategic Communication Plan and prepare visits and/or briefers, scene setters, talking points, speeches, taskers, power points, one-pagers, etc.;
- Participate, and possibly take the role as DGO point of contact for the Country Development Cooperation Strategy (CDCS) assessments and reviews;
- Draft inputs to USAID/Kosovo's new strategy (CDCS)
- Any other tasks as needed.

3. Manage activities (10%)

The DG Strategic Planning Specialist will:

- Interact with implementing partners, donors, civil society organizations, to identify synergies and collaboration opportunities;
- Be an activity manager or AOR/COR for activities, as needed.

4. Collaborate with other offices (10%)

The DG Strategic Planning Specialist will be an integral member of the USAID/Kosovo team as he/she will collaborate with the Economic Growth Office, Program and Policy Office, Financial Management Office, Executive Office and USAID/Washington. Tasks included, but are not limited to the following:

- Find synergies with the Economic Growth Office and participate in designs or evaluations as appropriate;
- Be the Point of Contact for all Program and Policy Office initiatives such as Operational Plans, Portfolio Reviews, Financial Planning, Assessments, Evaluations, CLA initiatives, Strategic communication, etc.
- Be the Point of Contact for all Financial Management Office initiatives such as Quarterly Financial Reviews, Management Control Review, Public Financial management Risk Assessment, Enterprise Risk Management as appropriate;
- Be the Point of Contact for activities managed by the Executive Office such as hiring if needed;

- Coordinate with the DG team any taskers to inform/communicate with USAID/Washington as needed.

5. Representing USAID/Kosovo Democracy & Governance Office (10%)

The DG Strategic Planning Specialist shall represent USAID/Kosovo at meetings, conferences, seminars and other events as needed. These duties and responsibilities require a sophisticated understanding of other USG agencies and the practical realities of operating in Kosovo. S/he will have to represent USAID at the highest levels of government and also address grassroots NGOs. S/he will sometimes have to address controversial issues and make convincing arguments. Such representing shall entail:

- Preparing and obtaining approval of position statements (as required);
- Be an active member of inter-agency working groups;
- Convincingly communicating USAID's position verbally to high-level Government officials, other donors or UN organizations and other stakeholders;
- Delivering speeches;
- Organizing delegations and other high-level visits, including developing a schedule, coordinating with implementers and other counterparts to plan events, preparing briefing materials, and serving as site officer for events.

C. Conduct, Travel, Reporting and Liaison

The DG Strategic Planning Specialist will handle all assigned work independently or as required as part of a team identified by the Team Leader or the Mission Director, in accordance with all applicable USAID regulations and guidance as provided in the USAID Automated Directives System (ADS) and various Government regulations. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities. S/he will resolve problems that arise by determining the approaches to be taken and methods to be used, developing, coordinating and clearing proposed solutions with all necessary parties, and then taking appropriate actions to resolve the problems. S/he will maintain contact and interact technically and professionally in a highly collaborative manner with a wide range of interlocutors. S/he is expected to demonstrate appropriate skill levels in the following areas: 1) teamwork and professionalism, 2) resource management, 3) leadership, and 4) technical and analytical skills. Often the problems encountered will not be routine and require creative thinking to resolve effectively.

Travel in Kosovo will be required. Travel in the restricted area of northern Kosovo may also be required. Some regional travel in the Balkans may be necessary.

All duties will be carried out under the general or specific guidance of the DG Office Director, or his/her designee, as direct supervisor. The DG Strategic Planning Specialist will

be expected to prepare and deliver written and oral reports on all aspects of his/her responsibilities or work, including site visits, as requested by the DG Office Director and Deputy Director and/or the Mission Director.

D. Position Elements

Supervision Received: The incumbent will work under the general and specific supervision and policy guidance of the DG Office Director, or his/her designee. S/he will review and approve his/her work plan and performance measures. In carrying out specific assignments, the DG Strategic Planning Specialist will consult and work closely with the Program Office, the other teams within USAID, the Kosovar Government, other international donors, Department of State and other stakeholders. S/he is expected to work independently with limited guidance, take initiative, and engage other members of the DG team as required.

Supervision Exercised: The incumbent has no supervisory responsibility.

Available Guidelines and Systems: The DG Strategic Planning Specialist is required to understand and analyze Mission and Agency-specific policies and procedures governing the development of strategic planning and documentation in addition to the USAID/DG established administrative operating procedures, policies and formats. S/he must be proactive in keeping abreast of evolving guidelines and policies of the DG Office and the Mission, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID and State Program Strategy and Policy Documents.

Decision Making/Exercise of Judgment: At the full performance level, the incumbent will exercise considerable independence and decision making authority in carrying out duties, subject to final review by the DG Office Director or his/her designee.

Authority to Make Commitments: The incumbent will have no independent authority to commit USG Mission funds.

Nature, Level and Purpose of Contacts: Contacts are with senior management within and outside USAID, which may include Congressional staff, other high-level USG officials, and government officials from other countries as appropriate, as well as consultants, contractors, grantees, and business executives.

Complexity: Analyzes inter-related issues of effectiveness, efficiency, and productivity of strategic plans and develops detailed plans, goals, and objectives for the long-range implementation and administration of the DG program. Decisions concerning design, planning, and organizing activities are complicated by the difficulty of operating in a politically sensitive country such as Kosovo.

I. REQUIRED QUALIFICATIONS:

Education: Bachelor's Degree in International Relations, Law, Public Administration, Political Science, Business, Development Studies or a closely related field is required. Master's degree preferred.

Prior Work Experience: Minimum of five years of experience in international democracy and governance programming. Demonstrated ability to work in post-conflict, complex, high-pressure, and fast-paced environment with minimal support. Five years managerial experience and prior work experience in development or in managing Democracy and Governance activities is strongly preferred.

Language Proficiency: Fluency in English speaking, reading and writing proficiency is required. The candidate must have excellent oral and written communication skills.

Knowledge: Extensive knowledge of international development concepts, principles and activity implementation is required. Knowledge and experience in democracy and governance, particularly assessing, designing, managing, and monitoring rule of law, governance, civil society or political competition and consensus-building and conflict mitigation programs in post-conflict environments. Demonstrated competence in drafting scopes of work, evaluations, sector analyses, action memorandums as well as have strategic communication experience. Extensive knowledge of USG procedures and regulations, especially previous award management and COR/AOR experience, is preferred, but is not required.

Skills and Abilities: The DG Strategic Planning Specialist must have proven capacity to analyze complex situations and provide technical guidance and recommendations to Senior Management and to his/her colleagues. S/he will be capable of representing US Mission in donor coordination groups, synthesizing information and relaying it for analysis with recommendations for action to supervisor and key counterparts within the US Mission. S/he will have strong interpersonal, managerial, teamwork and team building, technical and analytic skills, cross-cultural communication and leadership abilities. S/he will be able to take initiative and also prioritize multiple deadlines.

I. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

Education (25 points): Bachelor's Degree in International Relations, Law, Public Administration, Political Science, Business, Development Studies or a closely related field is required. Master's degree preferred.

Prior Work Experience (30 points): Minimum of five years of experience in international democracy and governance programming. Demonstrated ability to work in post-conflict, complex, high-pressure, and fast-paced environment with minimal support. Five years managerial experience and prior work experience with a large donor organization is preferred.

Language Proficiency (5 points): Fluency in English speaking, reading and writing proficiency is required. The candidate must have excellent oral and written communication skills.

Knowledge (20 points): Extensive knowledge of international development concepts, principles and activity implementation is required. Knowledge and experience in democracy and governance, particularly assessing, designing, managing, and monitoring rule of law, governance, civil society or political competition and consensus-building and conflict mitigation programs in post-conflict environments. Demonstrated competence in drafting scopes of work, evaluations, sector analyses, action memorandum as well as have strategic communication experience. Extensive knowledge of USG procedures and regulations, especially previous award management and COR/AOR experience, is preferred, but is not required.

Skills and Abilities (20 points): The DG Strategic Planning Specialist must have proven capacity to analyze complex situations and provide technical guidance and recommendations to Senior Management and to his/her colleagues. S/he will be capable of representing US Mission in donor coordination groups, synthesizing information and relaying it for analysis with recommendations for action to supervisor and key counterparts within the US Mission. S/he will have strong interpersonal, managerial, teamwork and team building, technical and analytic skills, cross-cultural communication and leadership abilities. S/he will be able to take initiative and also prioritize multiple deadlines.

Maximum Points Available: 100

I. REQUIREMENTS

Security and Medical Clearance

The final selected candidate must be able to obtain Security (Facility Access) clearance for work within a reasonable period of time (USAID will provide details regarding the clearance to the selected candidate after selection). If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer. The candidate must obtain required medical clearance.

II. INSTRUCTIONS TO APPLICANTS

Interested Applicants must submit all the materials required by the solicitation. These documents include a cover letter [not to exceed three (3) pages]; a current resume/CV containing the information contained in Section V which clearly demonstrates the Applicant's education, experience, knowledge, skills, abilities, and accomplishments as they relate to the selection criteria outlined and the Duties and Responsibilities of the position. The hand-signed federal form AID 309-2 (forms can be downloaded from: www.usaid.gov/forms/).

A. Personal Information:

Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);

B. Education:

School names, city and state, majors, type and year of any degrees received;

C. Work Experience:

Provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of form AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.;

D. Other Qualifications:

Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested);

E. References:

Applicants must provide a minimum of three (3) and a maximum of five (5) recent professional references (within the last 5 years), who are not family members or relatives, with telephone and email contact information. The Applicant's references must be able to provide substantive information about his/her past performance, skills, abilities and interpersonal skills. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation; and

F. Date of availability:

It is expected that the selected candidate will begin work within 15 days of receipt of security clearance. Candidate must provide its date of availability to begin assignment in USAID Pristina, Kosovo.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents must be submitted via internet as an email attachment as follows:

Send complete applications to PristinaUSAIDHR@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) signed cover letter, (2) signed resume/CV (with recent references), and (3) signed AID 309-2.

Interested candidates must send the documents outlined above via the internet, to the attention of the address indicated above. E-mail must be received by the closing date and time specified in the cover letter.

The 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.**

NOTE:

This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. The Applicant must sign the cover letter, resume/CV, and the AID 309-2. Please note that **incomplete and/or unsigned applications will NOT be considered**. 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.

III. BENEFITS

Resident Hire PSCs are eligible for benefits listed below:

A. Benefits

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave

Note: PSCs are not exempt from payment of Federal Income Taxes