**SOLICITATION NUMBER: SKOPJE-2019-16**

**ISSUANCE DATE:** 06/20/2019

**CLOSING DATE/TIME:** 06/26//2019

## SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) (Local Compensation Plan)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

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

Sincerely,

Carlos Gutierrez

Executive Officer/Contracting Officer

1. **GENERAL INFORMATION**
2. **SOLICITATION NO.: SKOPJE-2019-16**
3. **ISSUANCE DATE:** **06/20/2019**
4. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: 06/26/2019 at 5:00 p.m. Skopje Time**
5. **POSITION TITLE: Deputy Project Manager (B-REDI)**
6. **MARKET VALUE:** **EUR 29,061 to EUR 40,683 gross p.a. equivalent to** **FSN-11**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the

US Embassy in Skopje. Final compensation will be negotiated within the listed market value.

1. **PERIOD OF PERFORMANCE:** CCNPSCs are the contracts of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
2. **PLACE OF PERFORMANCE: Skopje, North Macedonia**
3. **SECURITY LEVEL REQUIRED: Employment Authorization**
4. **STATEMENT OF DUTIES:**

Under the direction of the Bureau for Europe and Eurasia’s Technical Support Office Economic Growth Division (E&E/TSO/EG) - the incumbent will apply highly specialized and technical research skills to the analysis of the economic impact of programs and activities within the Economic Growth portfolio managed by E&E/TSO/EG. Special emphasis will be on coordination of the Balkan Regional Economic Development Initiative (B-REDI), a regional platform managed by E&E/TSO/EG that seeks to support economic development and integration with the European Union within the Balkans.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The B-REDI platform primarily implements economic development activities in Albania, North Macedonia and Serbia, along with some coordination and implementation of activities in Bosnia-Herzegovina and Kosovo. In order to ensure that programming is implemented effectively in a manner that is responsive to local and regional conditions and opportunities, a Team with representation from field Missions and the E&E Bureau in Washington was established to manage B-REDI.

That team is responsible for the successful implementation of B-REDI including the following:

* Making decisions on funding allocations, both across countries and in terms of the alignment of budgets in each of the three program areas;
* Contributing to and reviewing the scopes of work (SOWs) and requests for proposals (RFPs) for B-REDI activities, and designating CORs/AORs/Activity Managers for regional activities;
* Reviewing the work plans and status reports of the activities to ensure they are consistent with the goals and objectives of B-REDI, modifying them as necessary to ensure consistency;
* Contributing to and reviewing all reporting documents, including Performance Plans and Reports, Operational Plans, Performance Monitoring Plans, and Monitoring and Evaluation Plan, to ensure the higher level goals of B-REDI are being achieved;
* Supporting overall coordination of B-REDI, to ensure adequate communications among stakeholders in Washington and the field.

The Specialist will serve as the B-REDI Deputy Project Manager, and receive technical direction from the B-REDI Project Manager who will be based in Washington. S/he will support the B-REDI team in the design, implementation, and coordination of activities consistent with the three programmatic areas of focus outlined in the B-REDI Results Framework and Project Appraisal Document (PAD): (1) Business Enabling Environment/Trade; (2) Financial Sector Stability/Access to Finance; and (3) Regional Value Chains/ Competitiveness.

Administratively, the successful candidate will report to and be evaluated by the USAID/North Macedonia Country Representative based upon significant input from the E&E/B-REDI Project Manager. The incumbent will advise senior USAID and other high-level government officials at both the policy and technical levels on matters relating to the impact, appropriate methodology, and economic consequences for the development and implementation of the USAID’s Economic Growth portfolio within the Balkans.

While the Specialist ‘s primary responsibility will be coordination of the planning, implementation and close-out processes related to the B-REDI platform, s/he may be called upon to provide support for projects and activities that fall outside of the B-REDI project framework, particularly other regional economic growth programming. Some work-related travel will be required. Specific responsibilities under both B-REDI and other regional Economic Growth initiatives will include, but not be limited to, the following:

**Program Management**

* Providing technical expertise to assure alignment of activities with program areas authorized by Project Appraisal Documents, USG programs and policy priorities;
* Monitoring implementation of regional/B-REDI activities, reviewing work plans, progress and technical reports;
* Assisting in the coordination of activities with the Program and OAA Offices in the Washington and Missions;
* Assisting to ensure that B-REDI funds are allocated and recorded in a manner consistent with the Project Appraisal Document and other key policy and financial documents;
* Aggregating, preparing and disseminating regular reports on the impact and results of regional activities;
* Representing the E&E/TSO/EG Office on donor committees/working groups on economic development issues and assuring the coordination of USAID and other donor policies and investments;
* Designing EG program activities, and developing appropriate expected results, milestones and action plans to effectively implement these activities;
* Serving as Contract Officer’s Representative or Alternate Contract Officer’s Representative (COR or A/COR) and/or Agreement Officer’s Representative or Alternate Agreement Officer’s Representative (AOR or A/AOR) on regionally-funded activities. Coordinating project implementers and consultants in the region to ensure coherence with regional economic growth strategy.

**Program Evaluation and Reporting**

* Developing and conducting annual reviews and revisions (if necessary) of the performance monitoring plan (PMP) for EG program objectives;
* Monitoring accomplishments against grantees and contractors’ annual work plans and performance measurement indicator targets;
* Taking the lead in designing and procuring both internal and external program evaluations;
* Supporting preparation of the E&E EG Division Operational Plan, annual portfolio reviews, Trade Capacity Building reports, and other standard and ad hoc reports as needed;
* Developing appropriate economic modeling and measuring formats to determine the economic impact of programs and activities, with special emphasis on creating a measure to gauge the economic consequences of program demonstration-effects;
* Taking the lead in institutionalizing economic measurement and reporting under B-REDI programs.

The job holder may be expected to perform work-related travel.

**SUPERVISORY RELATIONSHIP:**

The Specialist works under the general supervision of the USAID/North Macedonia Country Representative based upon significant input from the E&E/B-REDI Project Manager.

**SUPERVISORY CONTROLS:**

Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the incumbent is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The incumbent will seek advice and assistance as required. Work is reviewed in terms of results achieved.

1. **AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.**

AIDAR, Appendix J, 1. (b) Definitions:

(6) “Cooperating country” means the country in which the employing USAID Mission is located.

(7) “Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

**NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.**

1. **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

1. **POINT OF CONTACT:** Human Resources Office, USAID/North Macedonia **via mmacedonia@usaid.gov**
2. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**
3. **Education:** Bachelor’s degree required with Graduate degree (or equivalent) in economics, business, or closely related field preferred.
4. **Prior Work Experience:** At least seven years of specific experience managing economic growth, private sector development, trade and/or agriculture projects in developing and/or transition countries. Evidence of progressively more responsible experience working with economic growth, private sector development, banking, business administration, finance, and/or trade in developing and/or transition countries. Experience working in the Europe and Eurasia region is desirable; Experience in assessing, designing, implementing, managing, overseeing, and evaluating programmatic activities in one or more of the following Economic Growth Program Areas: Business Enabling Environment, Trade, Financial Sector Stability, Access to Finance, and/or Regional Value Chains/Competitiveness legacy programs; including experience working with or for international development organizations in a context relevant to the promotion of rapid, sustained and broad-based economic growth in developing and transition countries.
5. **Post Entry Training**: Formal COR/AOR certification courses, training to maintain professional capability in the field, and other courses offered for professional USAID staff, will be provided as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function, and needed to maintain and update professional qualifications, will be provided as they become available, subject to availability of funds.
6. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) English language proficiency is required in speaking, reading, and writing, including a good knowledge of the technical terms relevant to the position.
7. **Job Knowledge:** Knowledge of and familiarity with international development, economic growth, private sector development issues in the E&E region that fall within the scope of the Economic Growth Program Areas listed in Factor 1 above, including a keen understanding of the business environment in former communist countries as well as understanding of the major impediments to achieving rapid, sustained and broad based economic growth in the region.
8. **Skills and Abilities:** Excellent English-language verbal communication skills, tact and diplomacy and the ability to establish and develop productive working relations at the highest government and business levels, and a high level of trust with public and private organizations;

Excellent English-language written communication skills sufficient to prepare high quality regular and ad hoc reports, presentations, activity documentation and briefing papers; and

Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters.

Demonstrated ability to work effectively on teams and to relate to people at all political, social, and economic levels. An ability to coordinate and work well within an intra-agency and interagency government environment**.**

Demonstrated communication skills, both written and oral, including the ability to communicate effectively both quantitative data and qualitative information.

1. **EVALUATION AND SELECTION FACTORS**

After an initial application screening, the best qualified applicants may be invited for a written examination and/or an oral interview.

**SELECTION FACTORS:**

(Selection factors determine basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position).

The applicant must have:

* Bachelor’s or University degree required (or equivalent) in economics, business, or closely related field.
* Evidence of progressively more responsible experience working with economic growth, private sector development, banking, business administration, finance, and/or trade in developing and/or transition countries. Experience working in the Europe and Eurasia region is desirable;
* Excellent English-language verbal communication skills, tact and diplomacy and the ability to establish and develop productive working relations at the highest government and business levels, and a high level of trust with public and private organizations;
* Excellent English-language written communication skills sufficient to prepare high quality regular and ad hoc reports, presentations, activity documentation and briefing papers; and
* Ability to work effectively in a team environment and proactively work to achieve consensus on policy, project and administrative matters.

**BASIS OF RATING:**

Applicants who meet the above Selection Factors will be further evaluated based on scoring of the Evaluation Criteria below.

**EVALUATION CRITERIA:**

The following factors are each listed in their descending order of importance and will be the basis for the evaluation of all applications. All applications will be evaluated and scored based on the documentation submitted with the application. The evaluation committee may conduct interviews by phone or in person.

**1. Technical Knowledge and Experience (35 points)**

* Experience in assessing, designing, implementing, managing, overseeing, and evaluating programmatic activities in one or more of the following Economic Growth Program Areas: Business Enabling Environment, Trade, Financial Sector Stability, Access to Finance, and/or Regional Value Chains/ Competitiveness; legacy programs; including experience working with or for international development organizations in a context relevant to the promotion of rapid, sustained and broad-based economic growth in developing and transition countries.

**2. Knowledge of International Development, Economic Growth in E&E region (20 points)**

* Knowledge of and familiarity with international development, economic growth, private sector development issues in the E&E region that fall within the scope of the Economic Growth Program Areas listed in Factor 1 above, including a keen understanding of the business environment in former communist countries as well as understanding of the major impediments to achieving rapid, sustained and broad based economic growth in the region.

**3. Demonstrated Teamwork Approach (25 points)**

* Demonstrated ability to work effectively on teams and to relate to people at all political, social, and economic levels. An ability to coordinate and work well within an intra-agency and interagency government environment**.**

**4. Communication Skills (20 points)**

* Demonstrated communication skills, both written and oral, including the ability to communicate effectively both quantitative data and qualitative information.

**Total Possible Application Points: 100**

The candidate with the highest overall score will be selected based on the criteria above.

The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

**NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.**

1. **PRESENTING AN OFFER**
2. Eligible Offerors are required to complete and submit the documents listed below:

* Proof of the required education level
* Proof of the required experience
* List of References

1. To apply for this position visit the U.S. Embassy Skopje website, and follow the instructions at the following page: https://mk.usembassy.gov/embassy/jobs/ and on the Electronic Recruitment Application (ERA) link search for Deputy Project Manager (B-REDI, USAID).
2. Applications must be received by the closing date and time specified in **Section I, item 3,** and submitted using the Electronic Recruitment Application (ERA) system.
3. **LIST OF REQUIRED FORMS FOR PSC HIRES**

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 the following forms, needed to obtain medical and security clearances.

1. AID 1382-1, Medical History & Examination for Foreign Applicants
2. Questionnaire for Employment Authorization (US Embassy Skopje’s form)
3. Authorization for Release of Information (US Embassy Skopje’s form)
4. Certificate of Criminal Records (obtained from the pertinent court)
5. **BENEFITS/ALLOWANCES**

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

1. BENEFITS:

The Mission participates in the Local (Macedonian) Social Security System and all eligible LE Staff are required to participate. All compensation payments made by the USG to enrolled employees, are subject to payroll deductions for mandatory employee contributions to the Macedonian Social Security System at the applicable rate under the Law on Compulsory Social Insurance Contributions, dtd 12/31/2018.

Employee LSSS contribution/payroll deduction rates are as follows:

Compulsory pension and disability insurance: 18.4%

Compulsory health insurance: 7.4%

Supplemental compulsory health insurance covering risks of occupational disease or injury: 0.5%

Compulsory unemployment insurance contribution: 1.2%

**There are no employer LSSS contributions.**

1. ALLOWANCES:

The Mission provides transportation, meal and miscellaneous allowances, in accordance with the Skopje Local Compensation Plan, in amount of Euro 2,386 p.a. These allowances are subject to Social Security Contributions.

1. **TAXES**

Local Employee Staff isresponsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make yearend local income tax payments.

1. **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>.

* AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
* AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

1. **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>.