

RFP No. 486-10-033
ISSUANCE DATE: August 27, 2010
CLOSING DATE: September 7, 2010
4:00 p.m. Bangkok Time

SUBJECT: Solicitation for Resident Hire Personal Services Contractor (PSC) – Short Term RDMA Senior Regional Food Security Advisor, USAID/RDMA, Bangkok, Thailand

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Standard Form 171's or 612's) from **U.S. citizens** interested in providing the PSC services described in the attachment.

Submissions shall be in accordance with the attached information and delivered to the undersigned in Bangkok, Thailand at the place and by the time specified. Email submissions shall be sent to Kornpreeya Paoluglam, Procurement Specialist, email: kpaoluglam@usaid.gov. Applications, which shall include salary history for the prior three years and the names and contact points (telephone/fax numbers, email addresses) for at least two references with knowledge of the applicant's prior work skills) may be faxed, mailed, emailed, or hand-carried to the undersigned. To ensure delivery by the due date it is recommended that applications be sent in as email attachments or by fax if possible. If an applicant does not have ready access to a Form 171 or 612, the same information may be initially submitted in resume form so long as the items stated earlier in this paragraph are provided. Late applications may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

Permanent residence status and/or requisite visas and work permits for Thailand is required.

Only short listed candidates will be contacted. Any questions regarding this position should be directed to kpaoluglam@usaid.gov.

Applicants should retain for their record copies of all enclosures which accompany their applications.

Sincerely,
/s/
Thomas M. Stephens
Regional Contracting Officer
USAID, RDM/A, Bangkok

Mailing Address:
USAID Box 47
APO AP 96546, USA
or

USAID, Regional Office of Procurement
Athenee Tower, 25th Floor
63 Wireless Road
Bangkok 10330, Thailand

ATTACHMENT 1: Solicitation No. 486-10-033 for U.S Resident Hire Short Term Personal Services Contractor, Senior Regional Food Security Advisor, USAID/RDMA, Bangkok, Thailand

1. **SOLICITATION NUMBER:** 486-10-033
2. **ISSUANCE DATE:** August 27, 2010
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** September 7, 2010 at 4:00 p.m. Bangkok time.
4. **POSITION TITLE:** Short Term Personal Services Contractor, Senior Regional Food Security Advisor, USAID/RDMA, Bangkok, Thailand
5. **MARKET VALUE OF POSITION (Base Pay):** GS-13 equivalent (\$71,674 - \$93,175). Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package for a resident hire position also includes a contribution for life and health insurance and a contribution to FICA. As a resident hire PSC, the selected candidate will NOT be entitled to receive post differential, housing, international travel and shipment benefits.
6. **PERIOD OF PERFORMANCE:** Four months, to start on or about October 1, 2010 with the possibility of extensions not to exceed 6 months. Extensions will depend on the need for continuation of such services, availability of funds, and satisfactory performance.
7. **PLACE OF PERFORMANCE:** USAID RDMA, Bangkok, Thailand, with travel within Thailand and regionally as required.
8. **MEDICAL AND SECURITY CLEARANCE:** The selected candidate must be able to obtain required medical and security clearances prior to the execution of the contract.
9. **JOB DESCRIPTION:**

A. Position Title: Short Term Personal Services Contractor, Senior Regional Food Security Advisor, USAID/RDMA, Bangkok, Thailand

B. Organizational location of the position: USAID Regional Development Mission for Asia (RDMA), Bangkok, Thailand

C. Supervisory Controls: The position is supervised by the Deputy Director of the General Development Office (GDO), who advises on general responsibilities to meet USAID strategic objectives and goals.

D. Introduction and Background:

The Regional Development Mission for Asia The RDMA manages regional and country-specific programs in Asia including Burma, China, Laos, Papua New Guinea, and Thailand, with some activities extending into Micronesia and the Pacific region. The RDMA also acts as the regional hub for support services to some bilateral Missions, including contracting, administrative support, and disaster response.

RDMA's General Development Office The GDO manages regional programs with the Association of Southeast Asian Nations (ASEAN), the Asia Pacific Economic Cooperation (APEC), and country specific programs in China and Laos in the areas of economic development, trade, rule of law, and democracy & governance. The GDO provides management and fiduciary oversight for ongoing program activities and leads the development of new and innovative assistance activities with the ultimate aim to eradicate poverty in the Asia region. Food security represents a new program area for the office and will necessitate a new senior advisor to lead in the management and planning of the President's global "Feed the Future" Initiative. This new food security program will command a significant share of RDMA's development resources and will become a core assistance activity for the Mission over the next several years.

Food Security Program In July 2009, at a historic 'G8 Plus' summit in L'Aquila, leaders committed to prioritize food security, nutrition and sustainable agriculture on the global agenda. The summit not only catalyzed large financial commitments of over \$22 billion to enable decisive action to achieve sustainable food security, it also created momentum for a common approach to coordinated action among donors and stakeholders throughout the world to address global food security. President Obama's commitment at L'Aquila in July 2009 laid the groundwork for the development of the President's Feed the Future (FTF) Initiative.

A strengthened U.S. engagement with and commitment to Asia has been conveyed as a top priority of U.S. foreign policy. An approach that emphasizes building the capacity of key regional and sub-regional institutions such as ASEAN is an operational cornerstone of this policy. A core issue for engagement as identified by the Administration is food security, because despite East Asia's rapid economic growth in recent decades, hunger and vulnerability to hunger persist.

E. Specific Duties and Responsibilities:

To provide technical expertise and ensure successful design and implementation of the Asia Regional Food Security Project, RDMA/GDO will require a short-term, senior-level food security and agricultural development advisor (hereinafter referred to as the "Advisor"). The Advisor is a lead technical advisor to the GDO as well as to the USAID Mission Director and senior leadership. S/he will provide timely and accurate input, advice and technical direction, both written and oral, on issues included in the GDO Food Security portfolio as requested. The Advisor will define constraints and identify programmatic opportunities for the RDMA related to Asia regional food security, at both the bilateral country level as well as across the region as a whole. The Advisor will be an expert in current issues related to food security such as agricultural practices/productivity, regional commodity trade, nutrition, and the associated impacts of global change with a deep understanding of the particular complexities in the ASEAN and broader Asia-Pacific region. The ideal candidate will also have some experience in issues related to economic growth, trade and/or economic governance, including legal and regulatory frameworks that impact the business investment and trade climate in the region and internationally.

Under the supervision of the Deputy Director of the Office of General Development, the Regional Food Security Advisor duties will include:

- President's Feed the Future Initiative. In May 2010, the U.S. announced a new aggressive approach to ending world hunger, FTF. The Advisor will delineate the full parameters of the FTF Initiative for the Mission. In addition the Advisor will develop and maintain effective dialogue with key stakeholders based in the greater ASEAN region, especially the two Southeast Asian FTF focus countries: Bangladesh and Cambodia, and other countries as

necessary while coordinating with the U.S. Department of State, other USG agencies, other donor Agencies, the private sector, USAID grantees, recipients, contractors, customers, and other stakeholders.

- Lead Mission through design and procurement of the new RDMA Food Security Program. This includes participating actively in the USG procurement process, including program advocacy, design, and communication with USAID and USG stakeholders to facilitate consensus and develop alliances for effective foreign assistance programming. The Advisor will also serve, as needed, as a member of technical panels reviewing bids or proposals for the provision of technical assistance, commodities, or the award of contracts/grants. The advisor will consult with the ASEAN Secretariat in the key phase of program development in the fall of 2010.
- The Advisor will be responsible for the creation an on-line Food Security Resource Library. Develop, organize, and set up maintenance processes for Mission shared electronic files for knowledge sharing regarding past programs, current programs, and technical resources—including USAID reports and studies, other donor reports and studies, academic and technical journals—related to food security.
- Occasional travel throughout Southeast Asia and to the larger Asia region when necessary to assess and facilitate progress towards planned results.
- Perform other tasks as requested by the Deputy Director of the GDO or senior Mission managers which are consistent with the advisory, managerial, and reporting requirements of the Advisor's position.

F. Position Elements:

Supervision Received: The Senior Regional Food Security Advisor will work under the general supervision of the Deputy Director of General Development Office, USAID/RDMA. The Office Deputy Director will assist the Advisor to: 1) establish work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies and implementation of best practices; and 3) assess the Advisor's performance, seeking input from appropriate USAID/GDO team members. As the incumbent is expected to work with a high degree of independence, he/she must be able to establish priorities, adhere to and meet deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up.

Available Guidelines: The Senior Regional Food Security Advisor is required to understand Mission and Agency-specific policies and procedures which govern program activity management in addition to the USAID/RDMA established administrative operating procedures, policies and formats. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the activities of the General Development Office, including but not limited to the Automated Directives System (ADS), Mission Orders Mission Notices, General Agency Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the Mission Director, USAID/RDMA GDO team members, RDMA Support Teams (Financial Management, Executive Office, Procurement Office and Regional Legal Advisor), and counterparts in USAID/Washington are available as resources to provide advice and guidance.

Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment and ingenuity to interpret the intent of guides in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion, and patience is expected from the incumbent in dealing with USAID personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector from ASEAN and APEC member countries, and coordinating multi-sectoral efforts in support of USAID/RDMA development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

Authority to Make Commitments: The incumbent will have no independent authority to commit USG funds on behalf of the U.S. Government or the USAID/RDMA.

Nature, Level and Purpose of Contacts: The incumbent will be required to maintain solid working relationships with various USAID Washington Offices, USAID/RDMA and USAID Missions in the ASEAN and APEC regions to function effectively. The incumbent will be required to work closely with: 1) USAID Missions and U.S. Embassies in the Asia region, the ASEAN and APEC regions, State Department, FTC, DOJ, and other USG agencies, 2) national governmental officials, non-governmental officials (such as ministerial-level officials, Executive Directors of NGOs and community organizations), private sector executives, the news media, and other foreign donor institutions (i.e., AusAid, , DFID, JICA, GTZ and the EU as well as multilateral organizations like the World Bank, WHO, ADB, FAO, UNESCAP, etc) in the regions.

The purpose of contact will be to: 1) influence, motivate, control or direct people or groups; 2) maintain open lines of communication in support of Foreign Assistance issues; 3) maintain regular communications regarding the timely management of activity functions and procedures; and 4) collect, obtain, and verify factual information pertaining to program/project planning and implementation.

Supervision Exercised: This position is a non-supervisory position.

G. Qualifications

1. A graduate degree (Master's or doctorate) in agriculture economics, international development, agriculture, rural development or a related field is preferred.
2. Minimum seven years or more of work experience preferred with the US Government or other donors and/or implementing partners and a demonstrated track record of increasing responsibility in the design, management, implementation, monitoring, evaluation and reporting of development assistance activities.
3. The applicant must have:
 - a. A comprehensive knowledge of the concepts, principles, and techniques related to development programs in relevant technical areas. This includes demonstrated expertise in agricultural productivity, international trade and economics, natural resource management, nutrition, infrastructure, implications of global climate change and

adaptation response, regional agriculture market analysis, technology transfer and extension, and disaster risk management. A significant amount of that experience should have been gained from working in developing countries, preferably in the Asia region.

- b. A demonstrated ability to lead policy and program negotiations and dialogue with host country officials while maintaining effective counterpart contacts.
- c. Strong interpersonal and management skills with a demonstrated ability to: (1) lead and work collaboratively with a range of professional counterparts; and (2) demonstrate persuasiveness, cross-cultural sensitivity, tact, and poise.
- d. A deep familiarity with agriculture development and food security in Asia, East Asia, and/or Southeast Asia.
- e. Excellent English writing and editing skills, as well as an ability to process complex technical information into cohesive, concise and easily understood documents.

H. Selection Criteria

This is a senior level position that requires a combination of high-level interpersonal, managerial, technical, and analytical skills. The management environment in which the incumbent operates is complex and requires someone with senior-level team-building and public diplomacy skills.

Applicants will be evaluated based on the following criteria:

1. Relevant Development Experience (40 points)

- a. Graduate degree (Master's or doctorate) in agriculture economics, international agriculture development or closely related field.
- b. Current professional knowledge of development assistance issues and development approaches. Knowledge of relevant evaluations, assessments and analyses. Demonstrated technical skills related to project management is essential.
- c. At least seven years of development experience on food security related projects with increasing responsibility for project design, management, implementation, monitoring, evaluation and reporting.
- d. Demonstrated technical knowledge in one or more of the following: agriculture productivity, international trade and economics, agribusiness enabling environment and policy, natural resource management, nutrition, infrastructure, implications of global climate change and adaptation response; supply chain analysis, agriculture commodity market, technology transfer and extension, and disaster risk management.
- e. A thorough understanding of the agriculture and food security realities in Asia, particularly in South-East Asia.
- f. Working knowledge of Federal Government project development, management policy, and documentation, business practices as well as procurement and property management principles is preferred.

2. Management Experience (35 points)

- a. Demonstrated program management skills including previous experience in Federal Government contract and grants management.
- b. Extensive field experience, particularly in East Asia, and/or Southeast Asia in developing/transition country environments.
- c. Professional level management experience in office administration and management, budget management, and staff development.

3. Communications (25 points)

- a. A demonstrated ability to work as a member of a team and to foster teamwork is required as is the ability to develop and maintain productive working relationships at all levels, including with staff and colleagues, the U.S. Ambassador and members of the U.S. country team, ministerial-level officials and the Governments of ASEAN member countries, the heads of other donor agencies, and leaders of the NGO and corporate community.
- b. Ability to lead policy and program negotiations and dialogue with host country officials.
- c. Excellent English language communications skills (native speaker level), both written and oral, including public speaking skills (as the incumbent may be called upon to deliver presentations before large and varied audiences) are essential. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. Candidates will be required to send samples of written work and examples of presentations and or references to comments on presentation skills.

I. Selection Process:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

ATTACHMENT 2: PSC Contractor Benefits (As allowable under applicable regulations)

AS A MATTER OF POLICY, AND AS APPROPRIATE, A RESIDENT HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. BENEFITS

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
 - 72% of Health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
 - 50% of Life Insurance Annual Premium (not to exceed \$500)
- (3) Eligibility for Worker's Compensation

2. FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

3. LIST OF REQUIRED FORMS FOR USPSCs

- a. Standard Form 171 or Optional Form 612. (U.S. Government Standard Form 171 or Optional Form 612 are available at the USAID web site, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at USG offices.)

Forms (b) through (e) shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

- b. Medical History and Examination (DS-1843).
- c. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- d. Questionnaire for Non-Sensitive Positions (SF-85).
- e. Finger Print Card (FD-258). (NOTE: Form is available from the requirements office.)

4. CONTRACT INFORMATION BULLETINS (CIBs.) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/business/business_opportunities/psc_solicitations.html to determine which CIBs and AAPDs apply to this contract.