



# USAID | NEPAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72036724R10007  
**ISSUANCE DATE:** 07/02/2024  
**CLOSING DATE/TIME:** 07/16/2024 (11:30 PM Nepal time)

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) for **FSN-12 USAID Project Management Specialist (Humanitarian Assistance Specialist (BHA Nepal Country Lead))** (under the Local Compensation Plan).

*Note: Previous experience with the USG, USAID, or on a USAID project is NOT required. USAID/Nepal is interested in diversifying its workforce to reflect the diversity of experiences, perspectives, and knowledge that exists across Nepal. USAID/Nepal values all relevant experiences regardless of where they were gained and encourages applicants to highlight in their application any knowledge and skills that adds value to the position advertised.*

*USAID will evaluate all offerors based on the stated evaluation criteria. USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, religion, disability, marital status, age (if over 40), or sexual orientation. Applicants from ALL backgrounds are encouraged to apply.*

**How to apply:** Please follow section IV below for instructions on how to submit the application for this position.

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** 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 1.

Sincerely,

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Contracting Officer  
USAID/Nepal

U.S. Agency for International Development Tel: 977-1-4234000  
G.P.O. Box 295 Fax 977-1-4007285  
U.S. Embassy, Maharajgunj <http://nepal.usaid.gov>  
KATHMANDU, NEPAL

आव्हान सङ्ख्या : 72036724R10007

जारी मिति : July 02, 2024

अन्तिम मिति/समय : July 16, 2024 (11:30 PM Nepal time)

विषय : **FSN-12 USAID Project Management Specialist (Humanitarian Assistance Specialist (BHA Nepal Country Lead))** (स्थानीय पारिश्रमिक योजना अन्तर्गत) पदपूर्तिका निम्ति इच्छुक व्यक्तिहरूमा आव्हान ।

नोट : अमेरिकी सरकार, युएसएआईडी अथवा युएसएआईडीको कुनै परियोजनासँगको पूर्व अनुभव अनिवार्य छैन । युएसएआईडी-नेपाल नेपालभर रहेका अनुभवहरू, दृष्टिकोणहरू र ज्ञानको विविधता प्रतिबिम्बित हुने गरी आफ्नो जनशक्तिको विविधीकरण गर्न इच्छुक रहेको छ । युएसएआईडी-नेपालले जहाँसुकै हासिल गरिएका भए पनि सबै सान्दर्भिक अनुभवहरूलाई महत्त्व दिन्छ र विज्ञापन गरिएको पदको मूल्याङ्कन बढाउने कुनै पनि ज्ञान वा सीपमाथि आफ्नो आवेदनमा जोड दिन आवेदकहरूलाई प्रोत्साहित गर्दछ ।

युएसएआईडीले सबै प्रस्तावकहरूको मूल्याङ्कन उल्लिखित मूल्याङ्कन मापदण्डका आधारमा गर्नेछ । युएसएआईडी-नेपाल समान अवसरदायक रोजगारदाता हो जुन नेपाली समाजको सामाजिक तथा जातीय विविधता प्रतिबिम्बित गर्ने कर्मचारी संरचना निर्माणप्रति प्रतिबद्ध छ । हामी सामाजिक समावेशीकरण र विविधताले उत्कृष्टतामा योगदान पुऱ्याउँछ भन्ने विश्वास गर्दछौं । युएसएआईडी-नेपालले कर्मचारी भर्तीसम्बन्धी निर्णयहरू लिङ्ग, लैङ्गिक पहिचान, जात, वर्ण, जातीयता, धर्म, अपाङ्गता, वैवाहिक हैसियत, उमेर (४० वर्षमाथि भएमा) वा यौनिक झुकावको परवाहबिना गर्दछ । हामी सबै पृष्ठभूमिका व्यक्तिहरूलाई आवेदन दिन प्रोत्साहित गर्दछौं ।

सम्भावित प्रस्तावकहरू,

अमेरिकी सरकारको प्रतिनिधित्व गर्दै अमेरिकी अन्तर्राष्ट्रिय विकास नियोग (युएसएआईडी) यस आव्हानमा प्रस्तुत विवरणबमोजिम करार अन्तर्गत व्यक्तिगत सेवा प्रदान गर्ने योग्य व्यक्तिहरूबाट प्रस्तावको माग गर्दछ ।

प्रस्तावहरू अनिवार्य रूपमा यस आव्हानको Attachment 1 अनुरूप हुनुपर्दछ । अपूर्ण वा हस्ताक्षर नगरिएका प्रस्तावउपर विचार गरिनेछैन । प्रस्तावकहरूले आफ्ना रेकर्डका निम्ति सम्पूर्ण प्रस्ताव सामग्रीका प्रति आफूसँग राख्नुपर्दछ ।

यस आव्हानले व्यक्तिगत सेवा करार (PSC) प्रदान गर्न युएसएआईडीलाई कुनै पनि किसिमले बाध्य गर्दैन न त प्रस्तावहरू तयार र पेस गर्दा सिर्जित कुनै खर्च बेहोर्न युएसएआईडीलाई वचनबद्ध नै गर्दछ ।

कुनै जिज्ञासा भएमा Attachment 1 मा तोकिए अनुसारको सम्पर्क बिन्दुमा लिखित रूपमा पठाउनु पर्नेछ ।

भवदीय,

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अनुबन्धन अधिकारी  
युएसएआईडी-नेपाल

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72036724R10007
2. **ISSUANCE DATE:** 07/02/2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 07/16/2024 (11:30 PM Nepal time)
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at [usaidnepalhr@usaid.gov](mailto:usaidnepalhr@usaid.gov)
5. **POSITION TITLE:** FSN-12 USAID Project Management Specialist (Humanitarian Assistance Specialist (BHA Nepal Country Lead))
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** Final compensation will be negotiated within the market value for the position equivalent to **FSN-12** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of U.S. Embassy-USAID/Nepal. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation.
8. **PERIOD OF PERFORMANCE:** Estimated to start o/a December 1, 2024, through o/a November 30, 2029 (depending on the security clearance process)

*Employment under this contract is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply.*

9. **PLACE OF PERFORMANCE:** Kathmandu, Nepal with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS:** All interesting candidates - Cooperating Country Nationals (CCNs)  
*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.

11. **SECURITY LEVEL REQUIRED:** Facility and computer access.

**12. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

USAID Bureau for Humanitarian Assistance (BHA) is responsible for facilitating and coordinating U.S. Government emergency assistance overseas. BHA's Mission is to save lives, alleviate human suffering, and reduce the social and economic impact of disasters. BHA responds to natural disasters, complex emergencies, and disease outbreaks. In addition to humanitarian assistance, BHA funds preparedness activities to reduce the impact of recurrent natural disasters and training activities to build host countries' capacities for local disaster management and response.

Nepal is one of the most climate vulnerable and disaster-prone countries in the world, and USAID/Nepal invests in promoting sustainable development and reducing its disaster risks, and supports Nepal's efforts to mitigate the impacts of climate change. USAID/Nepal seeks to advance disaster risk reduction (DRR) and disaster preparedness measures, strengthen the capacity of the national disaster management system, and to build on Nepal's globally recognized model of community-based resource management.

The Humanitarian Assistance (HA) Specialist (BHA Nepal Country Lead) position is based in Kathmandu, at the USAID/Nepal

Mission, and provides support to BHA and USAID/Nepal priorities. The Specialist is expected to provide expertise, oversight, technical guidance, coordination, and representation of activities procured and implemented by USAID's Bureau for Humanitarian Assistance (BHA) in Nepal. This position supports BHA's operations by assessing humanitarian context, conditions, and needs; managing and monitoring ongoing programs and liaising with potential implementing partners; managing technical review of all concept notes and applications for BHA funding; and assisting in monitoring and evaluation of humanitarian programming through partner meetings, reviewing partner reporting, documentation and regular site visits.

The BHA Country Lead will also advise USAID/Nepal's development programs in the environment, energy, agriculture, economic growth, health and education sectors on opportunities for integration of disaster risk reduction, disaster preparedness and resilience throughout the project cycle. USAID/Nepal's current development objectives focus on supporting Nepal in advancing:

- DO 1: More Effective, Participatory, and Equitable Democratic Ecosystem
- DO 2: Broad-Based and Inclusive Economic Growth Fostered
- DO 3: Inclusive Health and Education Systems Strengthened
- DO 4: More Equitable and Improved Natural Resources and Disaster Risk Management

The BHA Country Lead will supervise two to four other BHA Specialists at the mission. He/she reports to the Director of the USAID/Nepal Environment and Resilience Office (REO). S/he will coordinate on a regular basis with the BHA South and Central Asia Regional Office in Bangkok and BHA/Washington.

The BHA Country Lead will be responsible for guiding BHA Nepal team; providing leadership and vision; strategic and technical multisectoral analysis; as well as sharing guidance and advice on design, implementation, monitoring and reporting of BHA interventions. S/he will also play a leadership and representational role, as s/he directly represents BHA internally in the US Government, as well as externally with Government of Nepal officials, bilateral donors, NGO/INGOs, humanitarian coordination fora, and other pertinent bodies and organizations. S/he advises on all aspects of budget management, including budget planning, pipeline analysis, and concept notes; engage with AORs/CORs and implementing partners on active performance management; and supervises BHA FSN staff. S/he will have a strong understanding of the country's humanitarian, socio-economic, cultural and political context and its interplay with the programs, policies, implementation and uptake of various programs. The Specialist is required to perform work-related travel in-country and internationally, in accordance with BHA's programmatic and Response Readiness requirements.

The Specialist will carry out assigned tasks that require advance planning, work prioritization, extensive coordination, resolution of project issues and problems against a demanding cultural and political work environment. The Specialist requires a high level of sensitivity and diplomacy, highly developed analytical skills and judgment, as well as specialized technical education, training, experience, and management skills. The BHA Nepal Country Lead advises on the size and scope of the humanitarian portfolio in Nepal and oversees the work of other BHA Nepal staff.

In the event that BHA responds to a natural disaster or complex emergency globally, the Specialist may be deployed on a response to a third country or Washington, D.C. to serve on USAID Disaster Assistance Response Teams (DARTs) or Response Management Teams (RMTs) in accordance with BHA's response readiness requirements for all staff.

Work on a response is highly complex, and requires specialized training, certifications, knowledge, skills, and abilities to effectively function in an unpredictable setting with competing priorities and minimal supervision from response leadership. Most responses are situated in challenging and non-traditional work environments, with minimal support from traditional office work settings. While deployed on a response the Specialist is expected to work at a much faster pace than in a typical office environment, often in insecure settings. Given that disasters can happen at any time and anywhere, the Specialist should be prepared to assist the BHA staff in the region to respond to a disaster at any time, seven days a week, and be prepared to deploy as necessary on 24 - 48 hours' notice. Deployment can be anywhere from six weeks to four months.

The BHA Country Lead position requires an individual to work effectively under extreme pressure, with little to no oversight and maintain the strictest confidence. BHA's emergency response operations are the public face of the USG in the media and interagency settings during disasters and are often subject to Congressional and OIG interest. The BHA Country Lead is critical for the programmatic, operational, and administrative success in executing BHA's mandate in Nepal.

## **2. Statement of Duties to be Performed.**

The Major Duties and Responsibilities include:

**Coordination and Communication****(15%)**

- The BHA Nepal Country Lead keeps the Mission and Embassy abreast of the current humanitarian situation and the roles played by different stakeholders in the region, in order to strategically guide complex BHA (primarily), USAID and U.S. Government (USG) program planning and implementation. The job holder serves as a key point of contact both to internal USG counterparts and external stakeholders (other donors, international organizations, NGOs, etc.), coordinating closely with USAID/Nepal technical and management offices, - as well as the State Department's Bureau of Refugees, Population, and Migration to identify areas of complementarity to maximize the cohesion and programming effectiveness while minimizing overlap of all USG programming in Nepal.
- The Specialist will closely interact with other USAID/Nepal offices to provide advice on integration of disaster risk reduction and preparedness in non-BHA funded programs and may assist with activity design, coordination, or other parts of the project lifecycle, as needed.
- The Specialist actively participates, as required, in all USG planning, review and reporting exercises, as it relates to the overall programming, such as the Mission Performance Reports and Portfolio Review documents. The job holder coordinates all areas of programming, planning and interventions with relevant officials of the host government, seeking country leadership and ownership and keeping authorities abreast of BHA activities.
- The Specialist will coordinate with international organizations and agencies, non-governmental organizations, local partners, and the private sector to strengthen coordination and implementation of the overall humanitarian response. The Specialist represents USAID at different high-level meetings, fora, workshops, negotiations as assigned, showcasing USAID humanitarian strategy and achievements in multi sectoral activities and providing USAID inputs to humanitarian response planning. The BHA Nepal Country Lead will be required to draft updates, cables, briefing memos, talking points, and speeches for leadership, provide briefings for Mission and Embassy leadership, and facilitate high level visits, including site visits, as requested.
- The Specialist will provide regular reports on site visits, meetings, relevant current events, and other issues that impact humanitarian relief efforts.
- The Specialist is expected to develop SME knowledge and understanding of BHA emergency and non-emergency award guidelines.

**Portfolio Management:****(40%)**

- The BHA Nepal Country Lead participates in and provides BHA perspective on Mission-wide discussions on initiatives that could impact program implementation and ensures the field perspective is included in BHA policy and program initiatives and discussions. Specialist serves as a mentor for program staff working to increase exposure and experience in field-based humanitarian, disaster risk reduction, and resilience operations.
- The Specialist will work with BHA's Washington-based and field-based program staff to develop program strategies for response and DRR activities in Nepal, overseeing day-to-day management of the portfolio and its budgets.
- The Specialist will support team members in assessing emergency response and DRR needs in Nepal to ensure that BHA's programs are appropriately responsive.
- The Specialist is expected to travel, as permitted, to assess, evaluate, and monitor humanitarian conditions in Nepal, and make strategic recommendations for appropriate interventions.
- Provide guidance on regulations and policies.
- Serve as an activity manager on awards. An activity manager works with the DC-based AOR/COR to review proposals, partner requests and reports. They are responsible for day-to-day management of a partner portfolio and for reporting updates and information to the AOR/COR as required.
- The Specialist will assist in humanitarian award management and response activities outside of immediate areas of responsibility, as needed.

**Representation:****(15%)**

- The Specialist will support the regional team in maintaining relations with senior leadership in the humanitarian community through regular coordination and collaboration with BHA, relevant USG staff, and the humanitarian community.
- Assist the regional team to coordinate with the donor community on policy issues affecting humanitarian operations and develop integrated, non-duplicative programs, as needed.
- Engage in, and report on, joint donor humanitarian evaluations and UN-led assessments and participate actively in the international community response structures.
- Prepare briefing papers, notes, and presentations on BHA programming for official USG visitors interested in humanitarian issues.

- The Specialist must consistently model behaviors that demonstrate a commitment to fostering a non-hostile work environment free of discrimination, bias, unfairness, exclusion, offensive behaviors, and harassment of any kind.

**Leadership: (15%)**

- Provide the USAID/Nepal BHA Team with direction and supervise other BHA CCNPSC staff.
- In close coordination with the Regional Director, Regional Humanitarian Advisors, and Humanitarian Assistance Officers, work with NGOs, IOs, and UN agencies that are developing proposals for BHA (including grant amendments and extensions) to ensure compliance with BHA’s guidelines.
- Participate in office-wide discussions on initiatives that impact program implementation to provide field-based perspectives, as assigned.

**General Duties: (15%)**

- Serve in planning or program positions on disaster assistance response teams, assessment teams, or provide coverage for field offices as requested by BHA.
- Brief on portfolio programs and strategies and provide programmatic input for information products.
- Specialist must be available to be on-call or serve as needed to served either in the field or on Washington-based Response Management Teams (RMTs), which provide services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters. The duties on DARTs/RMTs will vary according to deployment needs.
- Service on DARTs may require immediate (within 24 hours) deployment overseas for an extended period of time. During deployment on DARTs (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds). Work is primarily performed in an office setting. During deployment on DARTs (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.
- Specialist may serve on temporary details within the office to meet operational needs during staff shortages. Duties performed while on detail will be aligned with the Team’s existing duties and responsibilities and will be directly related to the Position Description.
- Models and maintains adherence to Equal Employment Opportunity (EEO) policies and philosophies of valuing diversity, equity, inclusion, and accessibility in the workplace. Ensures staff consider and respect diverse perspectives when developing solutions and work products.

**3. Supervisory Relationship**

The BHA Country Lead will work under the direct supervision of the Director of the USAID/Nepal ERO Office, or his/her designee, with a dotted line reporting to the BHA/SCA Office. The supervisor sets overall objectives in coordination with BHA. Specialist and supervisor together develop deadlines, projects and work to be done. Specialist independently plans, designs, and carries out project, studies, and programs. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements, or expected results. Technical problems are generally resolved without reference to supervisor.

**4. Supervisory Controls**

The supervision of other USAID BHA CCNPSC staff is contemplated on a regular basis. When a Specialist deploys on a DART (Disaster Assistance Response Team) or RMT (Response Management Team) the Specialist may supervise Planning Section staff.

**13. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- Education:** Master’s degree in discipline pertinent to humanitarian assistance, resilience and program management, such as social welfare, agriculture, nutrition, health or another field relevant to humanitarian assistance is required.
- Prior Work Experience:** The Specialist is required to have a minimum of seven years (7) of professional-level experience in humanitarian assistance is required. The job holder must have demonstrated ability to manage, coordinate and guide significant analytical and project design and management efforts. At least three years of this experience should include maintaining key institutional relationships in government, international donor agencies, NGO’s, host government organizations, or private sector institutions.

- c. **Language Proficiency:** Level IV fluent written and oral proficiency in English and Nepali is required.
- d. **Job Knowledge:** Advanced knowledge humanitarian assistance, the humanitarian coordination structure and field operations in conflict settings is required. Familiarity with donor programming, UN/NGO operations, and logistics is required. Sophisticated knowledge of regional/national culture, country, external/regional environment, and political situation is required. In-depth knowledge of the international Humanitarian Response Framework, Humanitarian Principles and best practices is required. Familiarity with remote program management in humanitarian operations is required.
- e. **Skills and Abilities:** Specialist is expected to have a demonstrated ability in performing at high levels, with minimal supervision and with initiative. Must be able to independently establish/maintain contacts with senior level officials of the host government, other donor representatives, and with influential persons in both the private and public sectors. Well-developed oral and written skills are needed in order to explain and defend program objectives and procedures and to transmit and interpret host country attitudes/concerns to senior officials. Specialist must have the ability to analyze and evaluate a variety of technical data and to organize/present them in a concise written/oral form. Also important is the ability to independently plan, develop, manage, and evaluate important and complex programs/projects; and the ability to furnish information/advice in assigned areas with detachment and objectivity. Coordination and organizational skills for application within multicultural work environments are required. Specialist must be able to manage multiple tasks simultaneously, to work under pressure and produce results, and to work effectively in a collaborative team environment. Must have capacity to manage a variety of complex awards and relationships, identifying and resolving program issues, and ensuring that all activities are carried out in a technically sound and cost-effective manner. Computer skills in Microsoft Word, Excel, and PowerPoint are required.

**A good knowledge of Nepali work culture, language and Nepal development issues and context is required so as to be able to communicate effectively and work collaboratively with stakeholders at the local levels.**

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

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee (TEC) may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

#### **1. Work Experience/25 points:**

- The extent of their demonstrated experience designing, managing, and evaluating humanitarian, disaster risk reduction (DRR), disaster resilience, early recovery, emergency preparedness, and related programs.
- The complexity of past or current jobs with technical and managerial responsibility, tight deadlines, and multiple priorities.
- Advanced technical expertise demonstrated in a sector of direct relevance to humanitarian and DRR programming and experience overseeing multiple sectors with which the candidate may have had less direct experience and needed to exercise more of a “generalist” role.

#### **2. Knowledge/40 points:**

- Expert knowledge of humanitarian, DRR, disaster resilience, early recovery, and emergency preparedness programming and requirements.
- Knowledge of humanitarian and preparedness coordination systems, both in the UN and within the Government of Nepal (GoN).

- Ability to quickly gain knowledge of USAID regulations, the Agency’s unique role in emergency response, and how USAID works with the USG interagency to achieve disaster response and preparedness objectives.

**3. Skills and Abilities/35 points:**

- Ability and willingness to occupy positions of authority on complex portfolios subject to significant pressure.
- Excellent written and verbal communication skills, tailoring messages appropriate for their interlocutor(s), strategically advancing advocacy points, and navigating uncomfortable situations with tact and diplomacy.
- Ability to synthesize information from a variety of sources with divergent information, analyze from a technical perspective, and provide prudent and fact-based recommendations to leadership and counterparts.
- Ability to manage workflow of a team in a systematized manner, including planning, organizing, and implementing and multifaceted workload with competing priorities.
- As the Team Leader, impeccable representational skills in external fora with senior representatives from the GoN and international relief community and internally before senior USG representatives, including the USAID Mission Director, US Ambassador, Deputy Chief of Mission, and high-level visitors.
- Ability to travel to remote locations to conduct site visits and occasionally deploy to support disaster responses in other countries.
- Ability to use G-Suite applications and Microsoft applications.

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**TOTAL: 100 points**  
**Reference check (Pass/Fail)**

Negotiations will be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

**IV. SUBMITTING AN OFFER**

As part of the application process, we invite applicants to complete a skills test and submit a resume or CV using a single online portal. Applicants need to make sure their resume or CV is ready to upload prior to starting the test.

Please see the instructions below on preparation for the test:

- Applicants should make sure they have a good internet connection. Applicants should also check their device/laptop to ensure the video setting is enabled before starting the application and test.
- In addition to completing the test, applicants should be ready to upload their resume or CV not to exceed three (3) pages that includes a list of their three most recent professional references. As part of the test, applicants will be prompted when it is time to upload their resume or CV.
- **Applicants need to click the link [here](#) to set up their user account using their email address.**
- Once applicants have created their user accounts, a test link will be sent to their email addresses, after which time they can start their test and application for the job making sure to complete their test before the posted deadline set forth in this solicitation. Applicants should review the test instructions displayed on the welcome page very carefully before starting the test, and again, ensuring their resume or CV is ready for upload once prompted.
- After completing each section of the test, applicants can move to the next section. Applicants may pause the test to take a break once you have completed individual sections of the test; however, they cannot pause in the middle of a particular section of the test once it starts. It is recommended that you try and take the test in one session, if possible, which will take approximately 140 minutes.

Once applicants have completed their assignment and uploaded their resume, they can log off the system.

***Applicants must take the test by the solicitation closing date and time specified in section I, item 3.***



All applicants who are shortlisted to move forward to the next stage of this recruitment will be contacted by USAID/Nepal HR through your email address.

Applicants are requested to monitor their inbox (including spam folder) for any follow-on messages regarding this recruitment from USAIDNepalHR@usaid.gov

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

- a. Once the Contracting Officer (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 forms required to obtain medical and security clearances.
- b. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** – Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

**VI. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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 appropriate employment forms.

**VII. BENEFITS/ALLOWANCES**

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

**BENEFITS:**

- Health Insurance Coverage for the selected candidate and immediate family members.
- Variable Contribution Fund (18.33% of the annual base salary)- Employee and Employer.
- Annual Bonus payment (1/12 of annual base salary).

**ALLOWANCES:**

- Miscellaneous allowance NRs. 68,000 annually

**VIII. TAXES**

Local Employed Staff are responsible for paying local income taxes.

**IX. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC and TCNPSC 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>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. <b>R497</b> ] - Accounting Info: <b>[USAID/Nepal funding]</b>	1	LOT	\$ _TBD ____	\$ _TBD at Award after negotiations with Contractor_

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 21-04 Revision 3** - Executive Order 14042 on ensuring adequate COVID-19 Safety Protocols for Federal Awards - June 6, 2022

AAPD No. 21-04, *ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities.*

AAPD No. 21-04, *ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts*

AAPD No. 21-04, *ATTACHMENT 6: Overview of Applicability of FAR 52.223-99*

- **AAPD 21-01** - Applicability of FAR 4.21 to USAID personal services contracts with individuals under the AIDAR Appendices D and J- March 26, 2021
  - **AAPD 20-08** - Leave and Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs- December 22, 2020
  - **AAPD 06-08** AIDAR, Appendices D AND J: using the optional schedule to incrementally fund contracts-June 23, 2006
  - **AAPD 03-11** Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – 12/02/03
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.**

See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

*USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. USAID/Nepal makes hiring decisions without regard for gender, gender identity, caste, race, ethnicity, disability, marital status, age, or sexual orientation. Diversity, equity, inclusion, and accessibility are among USAID’s core values. We welcome candidates of all backgrounds to apply and highlight in their applications their own diverse backgrounds and experiences that contribute to a more vibrant, dynamic, and inclusive workplace.*

## Position Description

### USAID Project Management Specialist (Humanitarian Assistance Specialist (BHA Nepal Country Lead)), CCNPSC-FSN-12 USAID/Environment and Resilience Office

#### BASIC FUNCTION OF THE POSITION:

USAID Bureau for Humanitarian Assistance (BHA) is responsible for facilitating and coordinating U.S. Government emergency assistance overseas. BHA's Mission is to save lives, alleviate human suffering, and reduce the social and economic impact of disasters. BHA responds to natural disasters, complex emergencies, and disease outbreaks. In addition to humanitarian assistance, BHA funds preparedness activities to reduce the impact of recurrent natural disasters and training activities to build host countries' capacities for local disaster management and response.

Nepal is one of the most climate vulnerable and disaster-prone countries in the world, and USAID/Nepal invests in promoting sustainable development and reducing its disaster risks, and supports Nepal's efforts to mitigate the impacts of climate change. USAID/Nepal seeks to advance disaster risk reduction (DRR) and disaster preparedness measures, strengthen the capacity of the national disaster management system, and to build on Nepal's globally recognized model of community-based resource management.

The Humanitarian Assistance (HA) Specialist (BHA Nepal Country Lead) position is based in Kathmandu, at the USAID/Nepal Mission, and provides support to BHA and USAID/Nepal priorities. The Specialist is expected to provide expertise, oversight, technical guidance, coordination, and representation of activities procured and implemented by USAID's Bureau for Humanitarian Assistance (BHA) in Nepal. This position supports BHA's operations by assessing humanitarian context, conditions, and needs; managing and monitoring ongoing programs and liaising with potential implementing partners; managing technical review of all concept notes and applications for BHA funding; and assisting in monitoring and evaluation of humanitarian programming through partner meetings, reviewing partner reporting, documentation and regular site visits.

The BHA Country Lead will also advise USAID/Nepal's development programs in the environment, energy, agriculture, economic growth, health and education sectors on opportunities for integration of disaster risk reduction, disaster preparedness and resilience throughout the project cycle. USAID/Nepal's current development objectives focus on supporting Nepal in advancing:

DO 1: More Effective, Participatory, and Equitable Democratic Ecosystem

DO 2: Broad-Based and Inclusive Economic Growth Fostered

DO 3: Inclusive Health and Education Systems Strengthened

DO 4: More Equitable and Improved Natural Resources and Disaster Risk Management

The BHA Country Lead will supervise two to four other BHA Specialists at the mission. He/she reports to the Director of the USAID/Nepal Environment and Resilience Office (REO). S/he will coordinate on a regular basis with the BHA South and Central Asia Regional Office in Bangkok and BHA/Washington.

The BHA Country Lead will be responsible for guiding BHA Nepal team; providing leadership and vision; strategic and technical multisectoral analysis; as well as sharing guidance and advice on design, implementation, monitoring and reporting of BHA interventions. S/he will also play a leadership and representational role, as s/he directly represents BHA internally in the US Government, as well as externally with Government of Nepal officials, bilateral donors, NGO/INGOs, humanitarian coordination fora, and other pertinent bodies and organizations. S/he advises on all aspects of budget management, including budget planning, pipeline analysis, and concept notes; engage with AORs/CORs and implementing partners on active performance management; and supervises BHA FSN staff. S/he will have a strong understanding of the country's humanitarian, socio-economic, cultural and political context and its interplay with the programs, policies, implementation and uptake of various programs. The Specialist is required to perform work-related travel in-country and internationally, in accordance with BHA's programmatic and Response Readiness requirements.

The Specialist will carry out assigned tasks that require advance planning, work prioritization, extensive coordination, resolution of project issues and problems against a demanding cultural and political work environment. The Specialist requires a high level of sensitivity and diplomacy, highly developed analytical skills and judgment, as well as specialized technical education, training, experience, and management skills. The BHA Nepal Country Lead advises on the size and scope of the humanitarian portfolio in Nepal and oversees the work of other BHA Nepal staff.

In the event that BHA responds to a natural disaster or complex emergency globally, the Specialist may be deployed on a response to a third country or Washington, D.C. to serve on USAID Disaster Assistance Response Teams (DARTs) or Response Management Teams (RMTs) in accordance with BHA's response readiness requirements for all staff.

Work on a response is highly complex, and requires specialized training, certifications, knowledge, skills, and abilities to effectively function in an unpredictable setting with competing priorities and minimal supervision from response leadership. Most responses are situated in challenging and non-traditional work environments, with minimal support from traditional office work settings. While deployed on a response the Specialist is expected to work at a much faster pace than in a typical office environment, often in insecure settings. Given that disasters can happen at any time and anywhere, the Specialist should be prepared to assist the BHA staff in the region to respond to a disaster at any time, seven days a week, and be prepared to deploy as necessary on 24 - 48 hours' notice. Deployment can be anywhere from six weeks to four months.

The BHA Country Lead position requires an individual to work effectively under extreme pressure, with little to no oversight and maintain the strictest confidence. BHA's emergency response operations are the public face of the USG in the media and interagency settings during disasters and are often subject to Congressional and OIG interest. The BHA Country Lead is critical for the programmatic, operational, and administrative success in executing BHA's mandate in Nepal.

## **MAJOR DUTIES AND RESPONSIBILITIES (% OF TIME)**

### **1. Coordination and Communication**

**(15%)**

- The BHA Nepal Country Lead keeps the Mission and Embassy abreast of the current humanitarian situation and the roles played by different stakeholders in the region, in order to strategically guide complex BHA (primarily), USAID and U.S. Government (USG) program planning and implementation. The job holder serves as a key point of contact both to internal USG counterparts and external stakeholders (other donors, international organizations, NGOs, etc.), coordinating closely with USAID/Nepal technical and management offices, - as well as the State Department's Bureau of Refugees, Population, and Migration to identify areas of complementarity to maximize the cohesion and programming effectiveness while minimizing overlap of all USG programming in Nepal.
- The Specialist will closely interact with other USAID/Nepal offices to provide advice on integration of disaster risk reduction and preparedness in non-BHA funded programs and may assist with activity design, coordination, or other parts of the project lifecycle, as needed.
- The Specialist actively participates, as required, in all USG planning, review and reporting exercises, as it relates to the overall programming, such as the Mission Performance Reports and Portfolio Review documents. The job holder coordinates all areas of programming, planning and interventions with relevant officials of the host government, seeking country leadership and ownership and keeping authorities abreast of BHA activities.
- The Specialist will coordinate with international organizations and agencies, non-governmental organizations, local partners, and the private sector to strengthen coordination and implementation of the overall humanitarian response. The Specialist represents USAID at different high-level meetings, fora, workshops, negotiations as assigned, showcasing USAID humanitarian strategy and achievements in multi sectoral activities and providing USAID inputs to humanitarian response planning. The BHA Nepal Country Lead will be required to draft updates, cables, briefing memos, talking points, and speeches for leadership, provide briefings for Mission and Embassy leadership, and facilitate high level visits, including site visits, as requested.
- The Specialist will provide regular reports on site visits, meetings, relevant current events, and other issues that impact humanitarian relief efforts.
- The Specialist is expected to develop SME knowledge and understanding of BHA emergency and non-emergency award guidelines.

### **2. Portfolio Management:**

**(40%)**

- The BHA Nepal Country Lead participates in and provides BHA perspective on Mission-wide discussions on initiatives that could impact program implementation and ensures the field perspective is included in BHA policy and program initiatives and discussions. Specialist serves as a mentor for program staff working to increase exposure and experience in field-based humanitarian, disaster risk reduction, and resilience operations.
- The Specialist will work with BHA's Washington-based and field-based program staff to develop program strategies for response and DRR activities in Nepal, overseeing day-to-day management of the portfolio and its budgets.
- The Specialist will support team members in assessing emergency response and DRR needs in Nepal to ensure that BHA's programs are appropriately responsive.

- The Specialist is expected to travel, as permitted, to assess, evaluate, and monitor humanitarian conditions in Nepal, and make strategic recommendations for appropriate interventions.
- Provide guidance on regulations and policies.
- Serve as an activity manager on awards. An activity manager works with the DC-based AOR/COR to review proposals, partner requests and reports. They are responsible for day-to-day management of a partner portfolio and for reporting updates and information to the AOR/COR as required.
- The Specialist will assist in humanitarian award management and response activities outside of immediate areas of responsibility, as needed.

**3. Representation: (15%)**

- The Specialist will support the regional team in maintaining relations with senior leadership in the humanitarian community through regular coordination and collaboration with BHA, relevant USG staff, and the humanitarian community.
- Assist the regional team to coordinate with the donor community on policy issues affecting humanitarian operations and develop integrated, non-duplicative programs, as needed.
- Engage in, and report on, joint donor humanitarian evaluations and UN-led assessments and participate actively in the international community response structures.
- Prepare briefing papers, notes, and presentations on BHA programming for official USG visitors interested in humanitarian issues.
- The Specialist must consistently model behaviors that demonstrate a commitment to fostering a non-hostile work environment free of discrimination, bias, unfairness, exclusion, offensive behaviors, and harassment of any kind.

**4. Leadership: (15%)**

- Provide the USAID/Nepal BHA Team with direction and supervise other BHA CCNPSC staff.
- In close coordination with the Regional Director, Regional Humanitarian Advisors, and Humanitarian Assistance Officers, work with NGOs, IOs, and UN agencies that are developing proposals for BHA (including grant amendments and extensions) to ensure compliance with BHA's guidelines.
- Participate in office-wide discussions on initiatives that impact program implementation to provide field-based perspectives, as assigned.

**5. General Duties: (15%)**

- Serve in planning or program positions on disaster assistance response teams, assessment teams, or provide coverage for field offices as requested by BHA.
- Brief on portfolio programs and strategies and provide programmatic input for information products.
- Specialist must be available to be on-call or serve as needed to serve either in the field or on Washington-based Response Management Teams (RMTs), which provide services and support to Disaster Assistance Response Teams (DARTs) deployed in response to disasters. The duties on DARTs/RMTs will vary according to deployment needs.
- Service on DARTs may require immediate (within 24 hours) deployment overseas for an extended period of time. During deployment on DARTs (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds). Work is primarily performed in an office setting. During deployment on DARTs (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.
- Specialist may serve on temporary details within the office to meet operational needs during staff shortages. Duties performed while on detail will be aligned with the Team's existing duties and responsibilities and will be directly related to the Position Description.
- Models and maintains adherence to Equal Employment Opportunity (EEO) policies and philosophies of valuing diversity, equity, inclusion, and accessibility in the workplace. Ensures staff consider and respect diverse perspectives when developing solutions and work products.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- Education:** Master's degree in discipline pertinent to humanitarian assistance, resilience and program management, such as social welfare, agriculture, nutrition, health or another field relevant to humanitarian assistance is required.
- Prior Work Experience:** The Specialist is required to have a minimum of seven years (7) of professional-level experience in humanitarian assistance is required. The job holder must have demonstrated ability to manage, coordinate and guide significant analytical and project design and management efforts. At least three years of this experience should include

maintaining key institutional relationships in government, international donor agencies, NGO's, host government organizations, or private sector institutions.

**c. Post Entry Training:**

The Specialist is expected to possess the necessary technical training, skills/abilities required to perform the Humanitarian Assistance Specialist duties/responsibilities required of the position. Post entry training will, therefore, be focused primarily on the Agency-specific established policies, procedures and regulations that govern USAID/BHA operations, grants, and on specific regulations and procedures, including AOR/COR training as needed.

Additional training locally or internationally may be provided from time to time, depending on course offerings, and backfill and funding availability. Specialist is expected to participate in diversity, equity and inclusion training, as available, to integrate these concepts effectively into development programming and the workplace environment.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

**d. Language Proficiency:** Level IV fluent written and oral proficiency in English and Nepali is required.

**e. Job Knowledge:** Advanced knowledge humanitarian assistance, the humanitarian coordination structure and field operations in conflict settings is required. Familiarity with donor programming, UN/NGO operations, and logistics is required. Sophisticated knowledge of regional/national culture, country, external/regional environment, and political situation is required. In-depth knowledge of the international Humanitarian Response Framework, Humanitarian Principles and best practices is required. Familiarity with remote program management in humanitarian operations is required.

**f. Skills and Abilities:** Specialist is expected to have a demonstrated ability in performing at high levels, with minimal supervision and with initiative. Must be able to independently establish/maintain contacts with senior level officials of the host government, other donor representatives, and with influential persons in both the private and public sectors. Well-developed oral and written skills are needed in order to explain and defend program objectives and procedures and to transmit and interpret host country attitudes/concerns to senior officials. Specialist must have the ability to analyze and evaluate a variety of technical data and to organize/present them in a concise written/oral form. Also important is the ability to independently plan, develop, manage, and evaluate important and complex programs/projects; and the ability to furnish information/advice in assigned areas with detachment and objectivity. Coordination and organizational skills for application within multicultural work environments are required. Specialist must be able to manage multiple tasks simultaneously, to work under pressure and produce results, and to work effectively in a collaborative team environment. Must have capacity to manage a variety of complex awards and relationships, identifying and resolving program issues, and ensuring that all activities are carried out in a technically sound and cost-effective manner. Computer skills in Microsoft Word, Excel, and PowerPoint are required.

**POSITION ELEMENTS:**

**a. Supervision Received:** The BHA Country Lead will work under the direct supervision of the Director of the USAID/Nepal REO Office, or his/her designee, with a dotted line reporting to the BHA/SCA Office. The supervisor sets overall objectives in coordination with BHA. Specialist and supervisor together develop deadlines, projects and work to be done. Specialist independently plans, designs, and carries out project, studies, and programs. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements, or expected results. Technical problems are generally resolved without reference to supervisor.

**b. Supervision Exercised:** The supervision of other USAID BHA CCNPSC staff is contemplated on a regular basis. When a Specialist deploys on a DART (Disaster Assistance Response Team) or RMT (Response Management Team) the Specialist may supervise Planning Section staff.

**c. Available Guidelines:** The Specialist is required to understand Mission and Agency-specific policies and procedures for the established administrative operating procedures, policies and formats. Verbal guidance from the supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The Specialist will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall activities, including but not limited to the Automated Directives System (ADS); Federal Acquisition Regulation (FAR); Federal Travel Regulations (FTR); Code of Federal Regulations (CFRs); Office of Acquisition and Assistance (OAA) Intranet; USAID Acquisition Regulation (AIDAR), and Mission Orders, Mission Notices, US Government Procurement regulations, and USAID Program Strategy and Policy Documents. In

addition, the Regional Director and other team members including other RDMA's technical support staff and counterparts in USAID/BHA Washington are available as resources to provide advice and guidance. The Specialist is also required to understand and comply with Response Management Systems (RMS) Essential Guidance and other BHA-specific technical, operational and programmatic guidance.

- d. **Exercise of Judgment:** In instances not clearly covered by written guidelines, the Specialist will use his/her own personal, well-informed judgment in devising approaches to resolving programmatic, technical administrative, managerial and/or policy problems. Excellent, balanced judgment must be exercised in setting priorities and maintaining discretion and diplomatic engagement. The use of initiative, discretion and patience is expected from the Specialist in dealing with USAID and Embassy personnel, as well as with representatives from other organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The Specialist will also be required to follow and adhere to the Agency's Code of Ethics and Conduct and Commitment to Prevention of Sexual Exploitation and Abuse.
- e. **Authority to Make Commitments:** The Specialist will have no independent authority to make any resource commitments or commit U.S. Government (USG) funds on behalf of USAID. However, because of his/her expertise and standing as a highly qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so. The Specialist exercises the authority given to all USAID activity managers and CORs/AORs and may make administrative arrangements consistent with ADS guidance and BHA and Mission policies.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist will maintain contacts with a wide array of senior-level host government and technical officials. The job holder will officially represent the BHA and the USAID Mission at host government, multilateral organizations, international agencies, NGOs, donors, U.S. Embassy, private sector, and professional meetings and functions. Specialist will be responsible for obtaining and analyzing information on host country priorities with regard to a strategic fit with U.S. humanitarian assistance, interpret USAID policies and strategies, and provides advice to counterparts at USAID Missions, the BHA Regional Office for South and Central Asia, BHA Washington in these areas. Provides advice to USAID officials on humanitarian assistance constraints, plans and priorities; works on a collegial basis with USAID technical and staff officers on matters relating to USAID priorities and activities in the respective country.
- g. **Time Expected to Reach Full Performance Level:** One year.