



USAID | NEPAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72036724R10008
ISSUANCE DATE: 7/12/2024
CLOSING DATE/TIME: 8/02/2024/11:30 PM Nepal Time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - Acquisition and Assistance Specialist

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 this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 this solicitation.

Sincerely,

Signature
Phillip M. Cherry
Contracting Officer

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

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72036724R10008
2. **ISSUANCE DATE:** 7/12/2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 8/02/2024/11:30 PM Nepal Time
4. **POINT OF CONTACT:** USAID/Nepal HR office, email at usaidnepalhr@usaid.gov
5. **POSITION TITLE:** Acquisition and Assistance Specialist
6. **MARKET VALUE:** The full performance level of this position is equivalent to **FSN-11**. However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a selected CCN qualified at the closest next lower level, with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to **FSN-9**, and the intermediate level of this position is equivalent to **FSN-10**.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Nepal final compensation will be negotiated within the listed market value of the performance level.

7. **PERIOD OF PERFORMANCE (INCLUSIVE OF OPTIONS):** 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.

8. **PLACE OF PERFORMANCE:** **Kathmandu, Nepal** with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating country national (CCN) - an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Facility and computer access.

11. STATEMENT OF DUTIES

This position is established as an Acquisition and Assistance Specialist "Ladder" position, which includes positions at the FSN- 9, FSN-10, and the full performance level of FSN-11.

At the full performance level, the CCNPSC will perform the following general duties:

- a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices and DO Teams. USAID programs are diverse and multi-sectoral. The Specialist is required to guide

designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

- b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

- i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-

million- dollar issues, often with significant political and/or legal implications.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with potential partners to fully explain the Agency's needs, and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and, prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with

implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the CO/AO for signature.

iii. Award Closeout: The Specialist reviews completed (after physical completion) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Intermediate Level (FSN-10):

At the intermediate performance level, the CCN PSC will perform the following general duties:

a. The Specialist (Intermediate Level/IL) is responsible for providing acquisition and assistance (A&A) support to Mission Technical Offices and DO Teams. USAID programs are diverse and multi-sectoral. The Specialist is required to provide assistance with acquisition and assistance processes to designated Technical Offices, and/or DO Teams, and to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide more advanced experience with the intent that the Specialist will be responsible for all phases of the A&A process for complex actions in the future. The Specialist performs complete A&A transactions for activities involving moderate complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (IL) must understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism and apply these requirements to make recommendations to the supervisor or higher-level Specialist/Officer regarding the appropriate instrument type for

the situation at hand. The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist should have an operating knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.

c. The Specialist (IL) performs his/her assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist, with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher-level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure

targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

Entry Level (FSN-9):

At the entry performance level, the CCN PSC will perform the following general duties:

a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices and DO Teams. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures. Specific developmental duties include:

i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level.

Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

ii. Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

The Position Descriptions for each level are attachments to this solicitation.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Full Performance Level (FSN-11):

- a. Education: Possession of a Baccalaureate Degree or the host-country equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*

- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. *Note: Additional experience will NOT be substituted for Education.*
- c. **Post Entry Training:** In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Level Professional, and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. Additional FAC-C courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of one-hundred (100) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds. S/he must participate in diversity, equity and inclusion trainings.
- d. **Language Proficiency:** Level IV (fluent) in written and spoken English and proficiency in both oral and written Nepali.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A professional level of knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods is required. S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.
- f. **Skills and Abilities:** The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical

problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

Intermediate Performance Level (FSN-10):

- a. Education: Possession of a Baccalaureate Degree or the host-country equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*
- b. Prior Work Experience: A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. *Note: Additional experience will NOT be substituted for Education.*
- c. Post Entry Training: Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Level Professional, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Professional certification is not required to achieve the FSN -10 level, only that the required training has been completed in accordance with the ILTP. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Professional. S/he must participate in diversity, equity and inclusion trainings.
- d. Language Proficiency: Level IV (Fluent) in written and spoken English and proficiency in both oral and written in Nepali.
- e. Job Knowledge: Knowledge of public and/or private-sector business processes is required.

An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods, is required. S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.

- f. **Skills and Abilities:** The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

Entry Level (FSN- 9):

- a. **Education:** Possession of a Baccalaureate Degree or the host-country equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. *Note: Additional experience will NOT be substituted for Education.*

- c. **Post Entry Training:** There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Professional. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Professional certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP. S/he must participate in diversity, equity and inclusion trainings.
- d. **Language Proficiency:** Level IV (fluent) in written and spoken English and proficiency in both oral and written Nepali.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.
- f. **Skills and Abilities:** The ability to plan and administer simple A&A activities, and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments, is required. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

III. EVALUATION AND SELECTION FACTORS

The technical evaluation committee 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.

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

1. Work Experience/30 points:

- A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required.
- One year of work experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.
- Demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality.

2. Knowledge/30 points:

- Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required.
- An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.
- S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming.
- S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.

3. Skills and Ability/40 points:

- Demonstrated ability to plan and administer simple A&A activities, and provide A&A support for Agency programs and projects in a timely manner, is required.
- Demonstrated ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required.
- Demonstrated skill in solving practical problems relating to A&A is required.
- Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required.
- Demonstrated ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments, is required.
- Demonstrated skill in the use of most elements of the Microsoft Office suite is required.
- Demonstrated ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

- S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

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TOTAL: 100 points

Reference check (*Pass/Fail*)

The TEC will consider all offerors at the entry level (FSN 9) on an equal basis for their demonstrated potential to rise to the full performance level.”

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 150 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.

Please also note that candidates are expected to maintain integrity and honesty throughout the test – if discovered otherwise, the respective candidate will be disqualified at that point from further consideration for the position.

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

1. The CO will provide instructions about how to complete and submit the forms required to obtain medical, security clearance and employment forms after an offeror is selected for the contract award.
2. **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. BENEFITS AND ALLOWANCES

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

1. **BENEFITS:**
 - Health Insurance Coverage for the selected candidate and immediate family members.
 - Variable Contribution Fund (18.33% of the annual base salary)- Employer.
 - Annual Bonus payment (1/12 of annual base salary).
2. **ALLOWANCES** (as applicable):
 - Miscellaneous allowance NRs. 68,000 annually

VII. TAXES

Local Employed Staff are responsible for paying local income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC 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/ads/policy/300/aidar>

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	Base Contract- FSN – 9 Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [USAID/Nepal funding]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
1001	Option 1 – FSN – 10 (Attachment A) Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [USAID/Nepal funding]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
2001	Option 2 – FSN – 11 (Attachment B) Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [USAID/Nepal funding]	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/resources_standards-of-conduct

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.

6. FAR Provisions Incorporated by Reference

[Insert the applicable FAR date in the format **3-LETTER MONTH, 4-DIGIT YEAR**]

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	MAY, 2024
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Position Description
USAID Acquisition and Assistance Specialist (EntryLevel)-FSNPSC-9
USAID/Office of Acquisition and Assistance

BASIC FUNCTION OF THE POSITION:

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the USAID/Nepal Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission.

Contracting/Agreement Officer, by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

At the entry performance level, the CCN PSC will perform the following general duties:

- a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices and DO Teams. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the

Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.

- c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties include:

- i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level

Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

- ii. Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

- iii. Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Possession of a Baccalaureate Degree or the host-country equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. Note: Additional education will NOT be substituted for Experience.
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. Note: Additional experience will NOT be substituted for Education.
- c. **Post Entry Training:** There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Professional. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Professional certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP. S/he must participate in diversity, equity and inclusion trainings.
- d. **Language Proficiency:** Level IV (fluent) in written and spoken English and proficiency in both oral and written Nepali.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.
- f. **Skills and Abilities:** The ability to plan and administer simple A&A activities, and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments, is required. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical, negotiating, and time

management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

POSITION ELEMENTS:

- a. **Supervision Received:** The Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist, who makes assignments with general instructions about what is to be done, time frames, and priorities, including discussing anticipated problems. When aspects of the work are new or unusual, the Supervisor specifies sources of information or precedents. The Specialist will independently initiate necessary coordination with requesting Mission Contracting Officer and/or Agreement Officer Representatives (CORs/AORs), technical offices, Office of Financial Management (OFM), and DO Teams, providing basic policy guidance on how to best fulfill requirements, but must obtain advice from the supervisor or senior specialist about unanticipated problems. The Specialist will keep the higher-level Specialist/Officer, and/or the CO/AO, updated through status reports and verbal briefings. The supervisor or a higher grade contract specialist monitors the work in progress, and reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.
- b. **Supervision Exercised:** This is a non-supervisory position.
- c. **Available Guidelines:** At this level the Specialist will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID policies, US Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist will use limited judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.
- d. **Exercise of Judgment:** The Specialist will exercise limited judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with Implementing Partners (IPs) to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/recipients, to ensure A&A objectives are achieved. The Specialist uses judgment in recommending among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when guidelines are not directly applicable or deviations are proposed.

- e. **Authority to Make Commitments:** At this level, the Specialist will primarily participate in discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets, under the guidance of a higher-level Specialist/CO/AO. The Specialist may be delegated the authority to conclude negotiations and to structure the final terms and conditions of less-complex USAID acquisition and assistance awards. The agreements will be reviewed by a higher-level Specialist or CO/AO, and approved and signed by a warranted CO/AO, in order to obligate funds. The Specialist is not authorized to make formal commitments.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors in order to exchange and/or collect information, and to provide advice relating to program implementation.
- g. **Time Expected to Reach Full Performance Level:** Fully Successful performance at the FSN-9 level may be achieved in one year. However, this will not necessarily indicate that the Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-10 level.

Position Description
USAID Acquisition and Assistance Specialist (Intermediate Level)-FSNPSC-10
USAID/Office of Acquisition and Assistance

BASIC FUNCTION OF THE POSITION:

The Acquisition and Assistance Specialist (Intermediate Level/IL) is located in the USAID/Nepal Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

At the intermediate performance level, the CCN PSC will perform the following general duties:

- a. The Specialist (Intermediate Level/IL) is responsible for providing acquisition and assistance (A&A) support to Mission Technical Offices and DO Teams. USAID programs are diverse and multi-sectoral. The Specialist is required to provide assistance with acquisition and assistance processes to designated Technical Offices, and/or DO Teams, and to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide more advanced experience with the intent that the Specialist will be responsible for all phases of the A&A process for complex actions in the future. The Specialist performs complete A&A transactions for activities involving moderate complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

- b. The Specialist (IL) must understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism and apply these requirements to make recommendations to the supervisor or higher-level Specialist/Officer regarding the appropriate instrument type for the situation at hand. The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist should have an operating knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.
- c. The Specialist (IL) performs his/her assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

- i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist, with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher-level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

- ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract

performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Possession of a Baccalaureate Degree or the host-country equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*
- b. **Prior Work Experience:** A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. *Note: Additional experience will NOT be substituted for Education.*
- c. **Post Entry Training:** Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Level Professional, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Professional certification is not required to achieve the FSN -10 level, only that the required training has been completed in accordance with the ILTP. The Specialist will be provided additional formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Professional. S/he must participate in diversity, equity and inclusion trainings.
- d. **Language Proficiency:** Level IV (Fluent) in written and spoken English and proficiency in both oral and written in Nepali.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods, is required. S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply

knowledge of USG and GON context and policies on diversity, inclusion, and equity.

- f. **Skills and Abilities:** The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities, is required. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

POSITION ELEMENTS:

- a. **Supervision Received:** The Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist/Contracting Officer, who assigns work in terms of objectives and priorities; assistance is provided on new or unusual assignments. The Specialist exercises initiative and judgment in developing and coordinating the A&A package up to recommendation for award, in accordance with standard practices and established procedures. The Specialist will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, Office of Financial Management (OFM), and DO Teams, providing policy guidance on how to best fulfill requirements, obtaining advice from the supervisor or senior specialist on unanticipated problems or complex issues. The Specialist will keep the higher-level Specialist/Officer, and/or the CO/AO and/or his/her designee, updated through status reports and verbal briefings. The supervisor or a higher grade contract specialist reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.
- b. **Supervision Exercised:** This is a non-supervisory position.
- c. **Available Guidelines:** At this level the Specialist will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID policies, US Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist is expected to use limited judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.
- d. **Exercise of Judgment:** The Specialist will exercise a developed degree of judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with implementing partners (IPs) to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/recipients, to ensure A&A objectives are achieved. The Specialist uses judgment in selecting among

authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when decisions on very complex issues are needed or deviations are proposed.

- e. **Authority to Make Commitments:** The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned as long as they are within the approved pre-negotiation objectives. The agreements must be approved and signed by a warranted Contracting Officer/Regional Contracting Officer, in order to obligate funds. The Specialist is not authorized to make formal commitments.

- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors, in order to exchange and/or collect information, and to provide advice relating to program implementation.

- g. **Time Expected to Reach Full Performance Level:** Fully Successful performance at the FSN-10 level should be achieved in one year, however, this will not necessarily indicate that the Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-11 level.

Position Description
USAID Acquisition and Assistance Specialist (Full Performance Level)-FSNPSC-11
USAID/Office of Acquisition and Assistance

BASIC FUNCTION OF THE POSITION:

The Acquisition and Assistance Specialist (Full Performance Level/FPL) is located in the USATD/Nepal Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer (CO/AO), by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to procurement instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts requests for proposal or quotations; performs cost and price analysis; analyzes proposals or quotes received; drafts contracts and contract modifications; analyzes budgets; recommends special contract requirements; writes Memoranda of Negotiation; and, prepares other required documentation. The Specialist maintains up-to-date contract files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeouts. The Specialist provides guidance to supported Teams related to award modifications.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract "ladder" awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

At the full performance level, the CCN PSC will perform the following general duties:

- a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices and DO Teams. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

- b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

- i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with potential partners to fully explain the Agency's needs, and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and, prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

- ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the CO/AO for signature.

- iii. Award Closeout: The Specialist reviews completed (after physical completion) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- a. **Education:** Possession of a Baccalaureate Degree or the host-country equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*

b. Prior Work Experience: A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. S/he must have demonstrated experience fostering a work environment that promotes equity, diversity, and inclusion and that does not tolerate harassment, exclusion or inequality. *Note: Additional experience will NOT be substituted for Education.*

c. Post Entry Training: In order to qualify at the FSN-11 level, the Specialist must be certified at the Federal Acquisition Certification in Contracting (FAC-C) Level Professional, and have additionally completed USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. Additional FAC-C courses may be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of one-hundred (100) Continuous Learning Points for every two-year period. In addition, the Specialist may be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds. S/he must participate in diversity, equity and inclusion trainings.

d. Language Proficiency: Level IV (fluent) in written and spoken English and proficiency in both oral and written Nepali.

e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. Professional level knowledge of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A professional level of knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods is required. S/he must demonstrate an understanding of and be able to explain diversity, equity, and inclusion principles, relate them to their work and how to incorporate these concepts into programming. S/he must have the ability to gain and apply knowledge of USG and GON context and policies on diversity, inclusion, and equity.

f. Skills and Abilities: The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs, is required. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and Regional business community, and with colleagues in USAID Missions and/or host governments, is required. Skill in the use of most elements of the Microsoft Business suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict

CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required. S/he must be able to demonstrate leadership in integrating and achieving equity, diversity, and inclusion in the workplace.

POSITION ELEMENTS:

- a. **Supervision Received:** The CO/AO, and/or his/her designee, makes assignments in terms of a portfolio of A&A actions to be performed. The Specialist plans and implements the procurement approach, and exercises initiative and judgment in developing and coordinating the A&A package up to recommendation for award. The Specialist will independently initiate necessary coordination with requesting Mission CORs/AORs, Technical Offices, Office of Financial Management (OFM), DO Teams, and legal officers, providing policy guidance on how to best fulfill requirements, obtaining advice from the supervisor on unanticipated problems or complex issues when necessary. The Specialist will keep the CO/AO and/or his/her designee, informed of progress, potentially controversial issues, or matters that affect policy. The supervisor reviews the final work product of the Specialist to ensure that thorough analysis has been made, and that the determinations are supported by sound judgment and adequate justification. The Specialist has considerable latitude in dealing with problems arising during pre-award or post- award phases of the action.
- b. **Supervision Exercised:** This is a non-supervisory position, but the Specialist provides support and guidance to lower level Specialists. Continuing supervision of other office staff is not contemplated.
- c. **Available Guidelines:** At this level the Specialist will be familiar with the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID Policies, US Department of State Standardized Regulations, Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist will use judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.
- d. **Exercise of Judgment:** The Specialist will exercise a developed degree of judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with IPs to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and potential contractors/ recipients, in order to ensure achievement of A&A objectives. The Specialist uses judgment in selecting among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when decisions on very complex issues are needed or deviations are proposed.
- e. **Authority to Make Commitments:** The Specialist is required to hold discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets. The Specialist has the authority to conclude negotiations and to structure the final terms and conditions of USAID acquisition and assistance instruments, as assigned, as long as they are within the approved pre-negotiation objectives. The awards must be approved and signed by a warranted CO/AO in order to obligate funds. The Specialist is not authorized to make formal commitments.
- f. **Nature, Level, and Purpose of Contacts:** The Specialist is in daily contact with staff throughout the Mission, with managers of any serviced Missions/Offices in the Region, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. **Time Expected to Reach Full Performance Level:** Fully Successful performance at the FSN-11 level should be achieved in one year. Although this is the full performance level of this “ladder” position, the Specialist is required to continue his/her professional development.