

RFP No. 486-10-012
ISSUANCE DATE: May 3, 2010
CLOSING DATE: June 1, 2010
4:00 p.m. Bangkok Time

SUBJECT: Solicitation for Resident Hire Personal Services Contractor (PSC) – MCC Threshold Country Program (TCP) Manager and Corruption Advisor, USAID/Timor-Leste, Dili, Timor-Leste

To All Interested Applicants:

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

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

Any questions regarding this position should be directed to Kornpreeya Paoluglam, email: kpaoluglam@usaid.gov and Maria Rosario Arenas, email: marenas@usaid.gov.

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

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

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

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

Attachment 1

Solicitation No. 486-10-012 for U.S/TCN Resident Hire Personal Services Contractor, MCC Threshold Country Program (TCP) Manager and Corruption Advisor, USAID/Timor-Leste, Dili, Timor-Leste

1. **SOLICITATION NUMBER:** 486-10-012
2. **ISSUANCE DATE:** May 3, 2010
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** June 1, 2010 at 4:00 p.m., Bangkok time
4. **POSITION TITLE:** MCC Threshold Country Program (TCP) Manager and Corruption Advisor, USAID/Timor-Leste
5. **MARKET VALUE OF POSITION (Base Pay):** GS-14 (ranging from \$84,697 to \$110,104 per year). Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. As a resident hire position, the selected candidate will NOT be entitled to receive an off-shore hire benefits such as post differential, cost of living allowance, international travel and shipment benefits.
6. **PERIOD OF PERFORMANCE:** To start o/a December 2010 for a period of two years with the possibility of extensions. Extensions will depend on the need for continuation of such services, availability of funds, satisfactory performance, and the needs of the USAID/Timor-Leste Mission.
7. **PLACE OF PERFORMANCE:** Dili, Timor-Leste
8. **JOB DESCRIPTION:**

A. Position Title: MCC Threshold Country Program (TCP) Manager and Corruption Advisor

B. Organizational location of the position: USAID/Timor-Leste, Dili, Timor-Leste

C. Supervisory Control: The position will be supervised by, and will report directly to the USAID/Timor-Leste General Development Officer (GDO).

D. Introduction and Background:

The U.S. Agency for International Development (USAID) plays the lead role in providing bilateral assistance from the United States to Timor-Leste, a new nation struggling to establish a democratic state with an open and free economy. Timor-Leste became independent in 2002, after 24 years of Indonesian occupation and two years of UN stewardship. The “new country of the new millennium” has come a long way since the violence and destruction of 1999, but much remains to be done: despite its significant offshore oil reserves, it is one of the world's poorest countries; its newly established public institutions are still weak; and it has some of the highest rates of maternal, infant, and child mortality in the world.

Since 2000, the U.S. Government has provided over \$270 million of assistance to Timor-Leste, a vast majority of which was managed by USAID. While the first year of assistance was devoted mostly to post-conflict recovery, the next four years aimed to transition the country to long-term sustainable development. Unfortunately, violence broke out anew in 2006, displacing over 150,000 people from their homes. USAID spent the following years assisting the Government of Timor Leste (RDTL) with humanitarian aid and post-conflict programming oriented around the primary factors that induced the conflict and underlying discontent: an exploding population with lack of governance opportunities, poor accountability and rule of

MCC Threshold Country Program (TCP) Manager and Corruption Advisor

law in public institutions, and limited role of public services, particularly in the health sector. While the period of conflict has largely waned, the same issues remain.

Currently, the USAID program in Timor-Leste includes three areas of strategic focus:

1. Accelerating Governance Growth;
2. Strengthening Key Foundations of Governance; and
3. Improving the Health of the Timorese People, especially women and children.

Meanwhile, the Millennium Challenge Account (MCA) was conceived in 2002 to provide development assistance to those countries that rule justly, invest in their people, and encourage governance freedom. The MCA is administered jointly by the MCC and USAID and is based on the following principles:

- aid is most effective when it reinforces sound political, governance and social policies to encourage private capital investment and increase trade;
- development of plans supported by a broad range of stakeholders where countries have primary responsibility leads to ownership of the plan and are more likely to succeed; and
- integrating monitoring and evaluation into the design of activities boosts effectiveness, accountability, and transparency of taxpayer resources

The MCC Board decided not to offer Timor Leste Compact status in 2008, and instead offered it the opportunity to apply for a Threshold Country Program (TCP) in 2009. The Threshold Program is designed to assist countries that are on the "threshold," meaning they have not been selected for MCA Compact funding, but have demonstrated a significant commitment to improve their performance on the eligibility criteria for MCA Compact funding. Threshold Program assistance is used to help selected countries address the specific policy weaknesses. The RDTL prepared a TCP proposal for consideration by the MCA that focused on increasing anti-corruption efforts and improving immunization rates by strengthening Timorese government institutions and civil society. The MCC Board is expected to approve the RDTL proposal by the end of March 2010 with a grant of nearly \$10 million which will be administered by USAID. [The MCC selects countries for Threshold Program assistance based on their demonstrated commitment to meet the eligibility criteria for MCA Compact funding, including improvement of their scores on sixteen policy indicators, based on public information, in the three general categories noted above.

General Role of the MCC TCP Manager & Corruption Advisor

The incumbent will be responsible for managing contractor and/or grantee performance in delivering the objectives and outputs specified in the RDTL's TCP: working to establish and enhance the skills and responsibilities of public institutions that fight corruption; assisting non-Government actors that expose corruption to build and expand their range of activities; and working with the Ministry of Health's Immunization Department to penetrate remote population areas where children are not properly immunized. The incumbent coordinates with other donors ensuring that the technical assistance and training provided complements RDTL initiatives and other donors' efforts. The incumbent will employ similarly close coordination with RDTL counterparts to ensure that the inputs provided under the TCP effectively address corruption issues highlighted in the TCP. The incumbent will play a key role in planning, managing, monitoring and reporting the progress of the TCP, with special focus on anticorruption activities. The incumbent will have primary responsibility for the management and guidance of TCP activities that will be implemented through two or more implementing instruments, including grants, contracts, and agreements with other USG agencies. If the RDTL improves its performance on the indicators relative to other countries, it may be selected for the MCA Compact Program. In that case, the incumbent is responsible for helping the RDTL develop a multi-year plan for achieving development objectives and identifies the responsibilities of the U.S. and RDTL governments in achieving those objectives. The incumbent will be responsible for managing a budget of approximately \$10 million for activities over a three year timeframe. S/he will oversee a staff of two FSNs in carrying out these responsibilities.

E. Major Roles and Responsibilities:

The incumbent shall be responsible for planning, directing and administering the MCC TCP Program as a part of USAID Timor Leste and monitoring the overall performance of the TCP and MCC Team. The incumbent is charged with ensuring that Mission programmatic and operational procedures comply with USAID regulations and United States Government (USG) statutory requirements.

The MCC Team Leader position requires professional knowledge and technical expertise in the fields of democracy and governance with an area of expertise in anti-corruption. The ideal candidate will have a deep appreciation for, and understanding of, the delicate balance between prevention and enforcement in the field of anticorruption. Major duties and responsibilities involve the development, implementation and monitoring of the MCC TCP assistance projects in Timor-Leste. These include, but are not limited to, the following:

1) Representation, Coordination, Technical Advice, Policy Dialogue

The incumbent represents USAID in Timor-Leste in the governance sector in areas involving the Anti-Corruption Commission, Prosecution and Inspection, Procurement Reform, Parliamentary Oversight, Internal/External Audit, Civil Society, and Outreach as well as the Ministry of Health for immunizations where appropriate.

S/he shall participate in, coordinate, and manage MCC inputs into governance sector assessments conducted in conjunction with the RDTL and other USG agencies, international organizations, key donors in the sector and local NGOs.

The incumbent will be expected to independently develop and maintain close and collaborative contacts with key players in the governance sector; provide sound technical advice; and engage in policy dialogue with cabinet level officials of the RDTL, senior representatives and staff of international organizations, senior US Embassy officials and missions (e.g., United Nations), high-ranking international military officers, and other bilateral and multilateral donors. In addition, s/he must work closely with senior officials representing Timorese governance institutions, non-governmental groups, professional associations and the media.

S/he communicates USAID issues and interests, gauges counterpart commitment to governance development and anticipates the outcomes of actions taken by counterparts. The ability to make corrective actions based on sound judgment is a must.

The incumbent coordinates with USAID assistance partners to ensure the most effective use of USG resources and avoid potential duplication of efforts. The incumbent may also be required to interact with senior officials of the Department of State, Congress and other U.S. Government agencies.

2) Strategy Development

The incumbent provides planning, analysis; evaluation and technical advice/recommendations to senior Mission management on directions the MCC and USAID will/may take in anti-corruption activities. S/he tracks and regularly reports on progress toward achieving the goals of the MCC program in Timor-Leste. S/he will participate in the development of the Mission Strategic Plan, Annual Reports, Congressional Notifications, and other strategic planning and reporting documentation for Timor-Leste.

The incumbent determines what additional analyses, assessments, or reviews are required to implement and achieve TCP objectives in the area of anti-corruption and immunizations for Timor-Leste; designing and overseeing the implementation of such analyses or assessments; and following-up as necessary strategy or program adjustments.

3) Program Management and Oversight

The incumbent will manage and provide technical oversight of the TCP corruption activities as well as more supervisory leadership with the TCP immunization activities. Responsibilities include: determination of work priorities; making decisions on activity implementation matters; identifying and resolving programmatic issues; facilitating conflict resolution as it relates to project implementation; assuring that all activities are carried out in a technically-sound, timely, and cost-effective manner; working closely with Timorese Foreign Service National staff and providing technical advice on international best practices; and assigning responsibility for program management and implementation actions to FSN staff as appropriate; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.

The incumbent serves as a Manager / COTR regarding the implementation of development activities planned or being carried out in Timor-Leste. S/he takes the lead on RDTL and other donor working groups including the RDTL National Priority Program (National Priority #6 for Clean, Effective Government), as well as other meetings related to implementation of governance programs. The incumbent will be expected to contribute to the effectiveness of program implementation through monitoring via site visits and review of technical reports.

S/he actively participate in Mission's Senior Executive Group (Chief of Party) meetings, as well as Mission Town Hall meetings, conferences, team-building events, and other meetings/events deemed important by Mission Management.

S/he manages financial matters related to program activities such as providing administrative approval of vouchers, planning and preparing for annual incremental funding amendments, accruals and other financial administrative activities as needed to ensure that fiscal needs of the recipient Government of Timor-Leste and U.S. and local contractors are met in a timely manner.

The incumbent ensures that all activities are appropriately documented in required reports and through regular updates given to USG stakeholders and external development partners, including the Mission Strategic Plan, Portfolio Reviews, annual budget and pipeline analyses, Congressional Budget Justification, briefings and talking points. S/he reviews annual work plans, negotiates program and activity agreements with counterparts in the Timor-Leste government and civil society.

The incumbent ensures indicators to measure program impact are tracked accurately and used to revise strategy as necessary. S/he coordinates with members of the USAID Democracy and Governance (DG) team to ensure data submitted on activities are complete and consistent for reporting purposes.

S/he keeps the DG team, GDO and USAID Mission Director abreast of current events and policy development in Timor-Leste that are relevant to the program's implementation. S/he conducts consultations with stakeholders and tracks legislative developments related to governance and immunizations. S/he collects, analyzes and synthesizes information to inform and strategically guide program planning.

The incumbent develops scopes of work, coordinates TDYs, and manages evaluations and assessments of the TCP program.

S/he identifies programming gaps or constraints to program success, design and implementation of new initiatives to meet these needs.

S/he plans, coordinates, and participates in audits of Mission activities in Timor-Leste and be responsible for close out of mission activities and previous SO programs.

4) General Management

The incumbent will continuously gather and report on information about the corruption situation in Timor-Leste for a variety of audiences including USAID/W, US State Department and other USG organizations, US Congress, and for general public information.

S/he provides direct mentoring and staff development to two (2) Foreign Service National (FSN) professional staff. S/he ensures staff meets all criteria to serve as COTR and GLAAS officers. A successful candidate for this position must be a team player and have strong interpersonal skills.

S/he will work closely with, and in her absence, assume the duties of, the current Democracy and Governance (D/G) Team Leader including supervision of two D/G FSN Program Management Specialists. Upon the departure of the current D/G Team Leader (2011) the incumbent will assume D/G Team Leader responsibility.

The incumbent prepares all necessary internal USAID program implementation documentation for smooth program implementation, including Program Implementation Letters (ILS), GLAAS actions (virtual procurement system) and other required reporting. S/he prepares and submits the annual evaluation of contractors' performance to Washington for inclusion in their central database on contractors.

S/he manages all assigned work either independently or, as required, as part of a team according to established Mission policies, practices and programmatic guidance; and in accordance with all applicable USAID regulations and guidance. The incumbent is expected to make independent judgments that can be defended as necessary. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will resolve problems that arise by determining the approaches to be taken and methodologies to be used. Developing, coordinating, and clearing proposed solutions with all necessary parties and then taking appropriate actions necessary to resolve the problem is a key aspect of this position.

The incumbent will be based in Dili, Timor-Leste. Minimal travel throughout Timor-Leste may be required. The MCC team Leader shall carry out such other tasks related to Mission programming as may be assigned by the USAID GDO in Dili.

The successful candidate is one who has strong negotiation and management skills. One who can work as a team player, possessing solid interpersonal skills. Strong writing and verbal communication skills is a must.

5) Reporting Requirements

The incumbent shall be required to prepare and provide reports as required to effectively carry out the duties and responsibilities described above. The incumbent will also provide, orally or in writing, such reports on work progress as may be required by the MCC, USAID, or other Mission management. S/he will develop an annual work plan covering all or part of the contract period for review and approval of the USAID GDO and/or Mission Director for Timor-Leste.

F. Qualifications

This position requires a combination of analytical, technical and managerial skills. The incumbent must have management and supervisory skills and be able to work under severe time pressures. The incumbent must be familiar with, and be able to work well in, an overseas environment and with a wide range of governmental and non-governmental counterparts. The successful applicant shall have the following qualifications, training and skills. Note that in order to be considered those marked "required" must be met.

Education: A Masters degree, preferably in Economics, Political Science, International Relations, Business or related equivalent experience is required.

MCC Threshold Country Program (TCP) Manager and Corruption Advisor

Relevant Experience: At least 7 - 10 years demonstrated successful experience in a democracy and governance role is required. Three or more years of Anti-Corruption programming are highly preferred. Proven experience in independently planning, designing and carrying out donor development programs is required. Previous experience with the USG is strongly desired. Familiarity with public health activities preferred.

Technical Knowledge: Mastery of the democracy and governance sector, specifically anti-corruption and good governance, is required. Knowledge of strategic planning, program implementation, and monitoring and evaluation should be demonstrated by a capacity to execute development programs that control corruption. Proven coordination and organizational skills within a fast-paced, multi-cultural work environment are required. Familiarity with USG Foreign Affairs regulations is highly desirable.

Skills: Proven ability to communicate and work cross-culturally in a challenging environment is required. Excellent written and oral communications skills in English are absolutely critical. Portuguese is preferred. Strong interpersonal skills and the proven ability to multi-task and work on diverse technical teams are required. Knowledge of MS Outlook is required.

G. Supervision Received:

The incumbent will report directly to the USAID/Timor-Leste General Development Officer and indirectly to the Mission Director. Incumbent has decision making authority in a broad area of administration and operations.

H. Available Guidelines:

Foreign Affairs Manual (FAM), Foreign Affairs Handbook (FAR), USAID Automated Directives System (ADS), Mission Orders and Mission Notices.

I. Exercise of Judgment:

The incumbent plans and executes major administrative, fiscal and operational programs that demonstrate extraordinary achievement, with wide latitude for exercise of independent judgment and decision making.

In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID/Timor-Leste personnel, as well as representatives from other organizations, including the Government of Timor-Leste, to resolve problems that arise during the course of work for which there is often no clear or immediate solution. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

J. Authority to Make Commitments:

The incumbent will have no independent authority to commit U.S. Government (USG) (USAID/Timor-Leste) funds on behalf of the U.S. Government, unless warranted by the U.S. Government. The incumbent's decision will form basis for such commitments and obligations. In other instances, the incumbent will participate in and contribute to decisions made by the USAID/Timor-Leste management team.

K. Nature, Level and Purpose of Contacts:

Personal contacts are with Senior Mission Staff, Senior Embassy colleagues and host country government counterparts; international and local contractors; Senior MCC and USAID staff in headquarters and regional support Missions, all Mission staff, and governmental and non-governmental authorities.

L. Supervision Exercised:

The MCC Team Leader directly supervises a team of one (1) Senior Project Management Specialist FSN who will manage the immunizations program and one (1) Program Manager FSN who will assist in

MCC Threshold Country Program (TCP) Manager and Corruption Advisor managing budgets, preparing reports and tracking administrative and operational actions. In the absence of the D/G team Leader the incumbent will supervise a further (2) Program Management Specialists.

M. Limitations on Personal Services Contracts:

- (1) Personal services contracts may only be used when adequate supervision is available.
- (2) Personal services contracts may be used for commercial activities. Commercial activities provide a product or service which could be obtained from a commercial source. See Attachment A of OMB Circular A-76 for a representative list of such activities.
- (3) Notwithstanding any other provision of USAID directives, regulations or delegations, U.S. citizen personal services contractors (USPSCs) may be delegated or assigned any authority, duty or responsibility delegable to U.S. citizen direct-hire employees (USDH employees) except that:
 - a. They may not supervise U.S. direct-hire employees of USAID or other U.S. Government agencies. They may supervise USPSCs and non-U.S. citizen employees.
 - b. They may not be designated as Contracting Officers or delegated authority to sign obligating or sub-obligating documents.
 - c. They may represent the agency, except that communications that reflect a final policy, planning or budget decision of the agency must be cleared by a USDH employee.
 - d. They may participate in personnel selection matters, but may not be delegated authority to make a final decision on personnel selection.
 - e. Exceptions to the limitations in this paragraph (b)(3) must be approved by the Assistant Administrator for Management (AA/M).

N. Selection Criteria:

Education: 20 points

- Evidence of possession of Masters degree or equivalent, preferably in Economics, Political Science, International Relations, Business or related equivalent experience is required.

Relevant Experience: 40 points

- Demonstrated evidence at least 7 - 10 years successful experience in a democracy and governance role, at least 3 years in Timor-Leste, highly preferred.
- Three or more years of Anti-Corruption programming are highly preferred. Proven experience in independently planning, designing and carrying out donor development programs is required.
- Demonstrated previous experience with the USG is strongly desired.
- Demonstrated familiarity with public health activities is preferred.

Technical Knowledge: 20 points

- Demonstrated mastery of the democracy and governance sector, specifically anti-corruption and good governance, is required.
- Knowledge of strategic planning, program implementation, and monitoring and evaluation should be demonstrated by a capacity to execute development programs that control corruption.
- Proven coordination and organizational skills within a fast-paced, multi-cultural work environment are required.
- Demonstrated Familiarity with USG Foreign Affairs regulations is highly desirable.

Skills: 20 points

- Proven ability to communicate and work cross-culturally in a challenging environment is required.
- Excellent written and oral communications skills in English are absolutely critical. Portuguese is preferred.
- Demonstrated strong interpersonal skills and the proven ability to multi-task and work on diverse technical teams are required. Proficiency of MS Outlook is required.

TOTAL: 100 points

O. Selection Process:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. A qualified US citizen will be selected. A Third Country National (TCN), even if they are better qualified than the US citizen, will not be chosen unless there is no qualified US candidate. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

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

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF OFFSHORE HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. Benefits

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
 - 50% of Health Insurance Annual Premium (not to exceed \$7,750 for a family and \$3,410 for employees without dependents)
 - 50% of Life Insurance Annual Premium (not to exceed \$500)
- (3) Pay Comparability Adjustment
 - Annual across the board salary increase for USG employees and USPSCs
- (4) Eligibility for Worker's Compensation
- (5) Vacation & Sick Leave

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

3. List of REQUIRED Forms for USPSCs

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

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

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

4. Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs

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