



# USAID | ARMENIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 7201112410004  
**ISSUANCE DATE:** May 2, 2024  
**CLOSING DATE/TIME:** May 16, 2024 (17:00 Armenian time)

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC)** for the **FSN-10 USAID Project Management Specialist** (under the Local Compensation Plan)

Dear Prospective Offerors:

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

Offers must be in accordance with 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 solicitation.

Sincerely,

Chris Daly  
Supervisory Regional Executive Officer  
USAID/Caucasus

*U.S. Agency for International Development  
Tel: (37410) 464-700 Fax: (37410) 464-742  
1 American Avenue, 0082 Yerevan, Armenia*

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 7201112410004
2. **ISSUANCE DATE:** May 2, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 16, 2024 (17:00 Armenian time)
4. **POINT OF CONTACT:** HR office, e-mail at [YerevanJobs@usaid.gov](mailto:YerevanJobs@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist
6. **MARKET VALUE:** AMD 20,160,866 - AMD 29,233,237 equivalent to **FSN-10** level in accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of the U.S. Embassy - USAID/Armenia. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:**

Estimated to start o/a 06/02/2024 through o/a 09/30/2028 (adjusted to the end of the fiscal year). The contract start date will be dependent on the receipt of security and medical clearances.

*NOTE- 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:**

Yerevan, Armenia with possible travel as stated in the Statement of Duties.

**9. ELIGIBLE OFFERORS:** Cooperative Country Nationals (CCNs)

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

*(6) "Cooperating country" means the country in which the employing USAID Mission is located.*

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

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

## **11. STATEMENT OF DUTIES**

The Project Management Specialist (post-title Economic Growth Specialist) will provide programmatic and technical guidance in business enabling environment, digital economy, rural development, tourism, private sector partnerships, public financial management, agriculture value chain, capacity building, workforce development, and development finance. The jobholder will serve as an Agreement Officer's Representative/Contract Officer's Representative (AOR/COR), Alternate AOR/COR, or Activity Manager, and provide oversight and direction to programs conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The jobholder will work collaboratively with other staff in the Economic Growth Office, other offices in the Mission, cooperating country officials in the Ministry of Economy, and/or other relevant Ministries, and other development partners, and donor agencies to support a coordinated, strategic approach to economic growth programming.

The Specialist is a key member of the Economic Growth Office. The jobholder reports to the Office Director and has no formal supervisory responsibility.

The Economic Growth Specialist provides a high level of technical guidance on economic growth related development programming, as follows:

### **A. Technical and Strategic Leadership - 60%**

The Economic Growth Specialist is a technical resource on economic policies and governance, business enabling environment, digital economy, rural development, tourism, private sector partnerships, public financial management, agriculture value chain, capacity building, workforce development, and development finance. He/she advises Mission management, USAID/Washington, State Department, Congress, and the Armenian government on strategic program planning. He/she regularly provides independent analyses and critical think pieces to Mission management on a variety of politically sensitive and complex issues in the context of strategic and policy objectives. He/she is an important resource in resolving policy and programmatic issues related to the Economic Growth portfolio, and is an advisor to Mission management in bilateral and multilateral meetings where program issues are negotiated. He/she also works as part of the Economic Growth Office team that represents USAID in a wide range of public and private sector forums, and donor meetings outside of the USG, including meetings with high-level host government officials, local institutions and private sector, as well as donor coordination groups. He/she collaborates with other USAID staff to respond quickly and effectively to ad hoc requests for information and to prepare frequent and regular reporting, including to USAID/Washington, State Department, Congress, and other relevant stakeholders. He/she utilizes strategic communication skills to disseminate USAID strategic goals through briefers, cables, and other communication products.

The Economic Growth Specialist plays a role in the development and review of USAID's strategic plans, including the Country Development and Cooperation Strategy, the Integrated Country Strategy, and other cross-cutting and sector-specific strategies. During comprehensive planning and adaptive learning processes, he/she recommends necessary adjustments to strategies, policies, and activities to strengthen systems and enhance the impact of USAID programs across the portfolio.

### **B. Project Planning, Management, and Monitoring and Evaluation - 40%**

The Economic Growth Specialist provides guidance on new project designs in business enabling environment, digital economy, rural development, tourism, private sector partnerships, public financial management, agriculture, workforce development, and development finance. He/she actively identifies and pursues opportunities to integrate private sector engagement into activity design and implementation. He/she

leverages internal and external resources, including independent analysis and stakeholder consultations, to develop strategic and innovative designs that further USAID's objectives and identifies/ leverages external funding opportunities, including USAID/Washington, private sector partnerships, and other external resources.

The Economic Growth Specialist oversees technical implementation of on-going projects as AOR/COR on selected activities throughout the Mission's Economic Growth portfolio. He/she directs implementing partners to prepare, update, and implement annual work plans, budgets, monitoring and evaluation plans, reporting requirements, and communications plans. He/she provides technical direction to implementing partners to ensure programming reflects best practices, leverages other USAID, donor, and private sector resources, and aligns with the Mission's strategic interests. He/she also leverages other USAID activities to advise and guide systematic reforms by the host government. He/she ensures compliance with USAID and USG strategic directions and actively informs future decision-making.

The Economic Growth Specialist supports the Mission's Monitoring, Evaluation, and Learning (MEL) efforts to review project activities and ensure requirements such as data-disaggregation, and standard and custom indicators are in place to measure meaningful results. He/she reviews field reporting and participates in field monitoring visits to ensure integration of sustainable approaches and alignment between activities across USAID's portfolio, in order to achieve the development objectives outlined in the Mission's Country Development and Cooperation Strategy. He/she employs adaptive learning and management to course correct as needed.

***The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.***

#### Supervisory Relationships/ Supervisory Controls

The Economic Growth Specialist works under the supervision of the Director of the Mission Economic Growth Office or his/her designee. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of Mission and Economic Growth Office goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. The supervisor works with the incumbent to: (1) establish annual work objectives and performance measures; (2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; (3) provide regular feedback to incumbent throughout the Performance Evaluation Period; (4) prepare the annual Evaluation Report; and (5) obtain input from the appropriate USAID/Armenia technical offices and team members. He/she is expected to work with a high degree of independence and must be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and limited follow-up.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

### **a) Education:**

A minimum of a bachelor's degree or the local equivalent formal education in business administration, economics, finance, public policy, or other relevant degree is required.

***b) Prior Work Experience:***

Minimum of three (3) years of progressively responsible, professional-level experience in developing and managing economic development activities is required. Experience must include designing and implementing economic growth-related projects, and conducting monitoring and evaluation for economic growth projects in a development setting is required.

***c) Language Proficiency***

Level IV (fluent) English and Level IV (fluent) Armenian, both oral and written, is required.

***Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.***

Foreign Service National Security Certification and medical clearance: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See **section V** below.

**III. EVALUATION AND SELECTION FACTORS**

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

The applicants meeting the minimum qualifications will be further evaluated through the applicant's submitted application packages and the combination of interviews, English-writing testing and/or skills test per the Technical Evaluation Committee discretion per the selection criteria provided below. The interview will be one of the determining factors in the final selection. Candidates will be evaluated and ranked based on the following selection criteria:

**Prior Work Experience**

- Demonstrated three (3) years of progressively responsible, professional-level experience in developing and managing economic development activities, including the business enabling environment, digital economy, rural development, tourism, private sector partnerships, public financial management, agriculture, workforce development, and development finance. Experience must include designing and implementing economic growth-related projects, and conducting monitoring and evaluation for economic growth projects in a development setting.
- At least three (3) years of this professional experience must involve program management, planning and monitoring evaluation work for developing organizations such as USAID, other international development agencies, non-governmental organizations, or similar institutions.

### **Knowledge, Skills and Abilities**

**Knowledge:** The candidate must demonstrate in depth and professional knowledge of development principles, concepts, and practices, especially as they relate to the economic growth sector, the business enabling environment, digital economy, rural development, tourism, private sector partnerships, public financial management, agriculture, workforce development, and development finance. The candidate must demonstrate a thorough understanding of the development problems and policies of the host country from business, political, civil society, and social perspectives directly relating to the above mentioned economic sectors.

**Skills:** The candidate must possess exceptional technical, analytical, and problem-solving skills, political savvy, and out of the box thinking necessary to inform the development of strategies, policies, and activities; verbal and written communication skills including public speaking skills; and computer and software skills (e.g., Microsoft and Google) to manage assigned activities both technical and financial.

**Abilities:** The candidate must possess the ability to communicate orally or in writing concisely; organize, manage and evaluate activities; work independently as well as effectively in a collaborative team environment; exercise flexibility to be able to accept and react to evolving planning and implementation contexts; and make individual judgment and timely decision-making in planning and carrying out tasks.

### **Language (Pass/Fail):**

Fluent (level IV) English language proficiency and native fluency in Armenian, both written and spoken, is required, in addition a proven ability to communicate quickly, clearly and concisely, both orally and in writing, including technical reports, think pieces, and briefings, is required.

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### **Reference Verification (Pass/Fail)**

Reference checks may be conducted with individuals not provided by the applicant and without prior notification to the applicant. Any applicant not receiving satisfactory reference checks will no longer be considered for the position.

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

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit a Curriculum Vitae (CV) and application form DS-174 in English.

DS-174 application form in English is available on the following link:

<https://eforms.state.gov/Forms/ds174.PDF>

2. Additionally, applicants must provide a one-page Cover Letter in English as part of their application package discussing how the Offeror's qualifications meet the evaluation and selection criteria.

***The applicants who do not submit any of the required documents (CV, DS- 174 application form and cover letter) as mentioned above will not be considered further.***

3. Applicants are required to include the copy of the driving license into the application package.
4. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**: [YerevanJobs@usaid.gov](mailto:YerevanJobs@usaid.gov)
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the forms required to obtain medical and security clearances.

#### **VI. BENEFITS/ALLOWANCES**

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

1. BENEFITS:
  - Health Insurance Coverage for the selected candidate and immediate family members (spouse/children)
  - Defined Contribution Fund 12%
  - Bonus payment- 1/12 annual salary
  - AMD 100,720 annually
2. ALLOWANCES: N/A

#### **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 and TCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. <b>R497</b> ] - Accounting Info: <b>[USAID/Armenia PR funding]</b>	1	LOT	\$ _TBD	\$ _TBD at Award after negotiations with Contractor

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
  - **AAPD 24-04** - FASCSA Orders to USAID PSCs with Individuals Under the AIDAR Appendices D and J- January 08, 2024
  - **AAPD 21-04** - Executive Order 14042 in Ensuring Adequate COVID-19 Safety Protocols for Federal Awards- December 14, 2012  
**This AAPD has been rescinded.**
  - **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](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](mailto:PSCOmbudsman@usaid.gov).

6. FAR Clause Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	June 2023
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