



USAID | UZBEKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 44/2021
ISSUANCE DATE: November 24, 2021
CLOSING DATE/TIME: December 15, 2021

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)
Project Management Specialist (Education), FSN-11, USAID/Uzbekistan, Tashkent

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Melinda Roberts
USAID/Uzbekistan Executive Officer

ATTACHMENT TO SOLICITATION NO. 44/2021

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 44/2021
2. **ISSUANCE DATE:** November 24, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 15, 2021 (6 p.m. Tashkent time)
4. **POSITION TITLE:** Project Management Specialist (Education), FSN-11
5. **MARKET VALUE:** \$ 43,589 - \$56,529 gross per annum equivalent to FSN-11 (incl. allowance)
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uzbekistan.
Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
7. **PLACE OF PERFORMANCE:** USAID/Uzbekistan, Tashkent
8. **ELIGIBLE OFFERORS:** All HOST COUNTRY NATIONALS
9. **SECURITY LEVEL REQUIRED:** FSN SBU
10. **STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The Education Project Management Specialist (the Education Specialist) contributes to the management of activities in USAID/Uzbekistan's education portfolio. The Education Specialist has a wide range of responsibilities that cover the full program cycle (i.e., strategic planning, project and activity design and management, implementation, monitoring and evaluation, award closeout), as well as research, budgetary analysis, outreach and communications, and reporting. This includes monitoring a Development Objective Agreement signed with the Government of Uzbekistan. Duties and responsibilities include providing technical and administrative support to basic education activities and initiatives in coordination with the Government of Uzbekistan and international and local development partners active in the education sector. The Education Specialist ensures that USAID investments in the education sector contribute to measurable results that are in accordance with the Agency regulations, assistance objectives, international ethical guidelines and best practices, as well as being aligned with the USAID Education Policy and U.S. Government Strategy on International Basic Education. The Education Specialist will be responsible for designing and implementing multiple education activities, as well as monitoring, evaluating, and reporting on education sector results. The Education Specialist will also serve as an Agreement Officer's Representative (AOR), Contracting Officer's Representative (COR), or as Alternate AOR/COR, as required. In this role, the Education Specialist provides essential oversight of the performance of USAID contracts, cooperative agreements, and/or grants throughout Uzbekistan.

MAJOR DUTIES AND RESPONSIBILITIES:

Education Project and Activity Management

55%

- Serves as Activity Manager, AOR/COR and/or Alternate AOR/COR for USAID/Uzbekistan's basic education contracts, cooperative agreements, and/or grants and fulfills all roles associated with this function as designated by the Contracting Officer or Agreement Officer.
- Liaises with the Government of Uzbekistan to ensure performance under the terms of the Development Objective Agreement.

- Serves as a core team member for project, activity, and evaluation designs.
- Participates in technical reviews of proposals and applications and funding allocation decision-making during the review and development process.
- Conducts site visits and meets with implementing partners, partner country officials, and beneficiaries to monitor program activities and ensure quality and fidelity of implementation.
- Provides budget and pipeline analysis for basic education activities and overall portfolio.

Education Sector Communication and Coordination

30%

- Develops and maintains sound working relationships and ensures effective coordination with senior government officials including the Ministry of Public Education, heads of regional and local education departments, higher education institutes, and other development partners (e.g., UNICEF, World Bank).
- Represents USAID in complex technical, policy, and strategic regional and global dialogues, including meetings that determine program policies and priorities in Uzbekistan.
- Liaises with technical and functional offices across the USAID/Uzbekistan Mission to communicate progress and achievements of USAID education programs and advance coordination.
- Organizes, in coordination with USAID's Development Outreach and Communications team, public outreach events that may include senior level Embassy, USAID and Government of Uzbekistan participants and media.
- Develops and keeps current education project and activity briefers, fact sheets, and other communications materials for a range of audiences.
- Coordinates with U.S. Embassy colleagues to strengthen the whole of U.S. Government support to the education sector.

Education Sector Technical Research, Analysis, and Advice

15%

- Stays current with international development education research and guidance from USAID/Washington serving as an education technical expert for USAID/Uzbekistan.
- Produces data, informational graphics, maps and other materials for staff and assists in designing and producing presentations.
- Conducts research on country context and developments in the education sector to collect any relevant studies or reports, and excerpts pertinent information; summarizes material obtained and drafts reports consolidating all information and noting principal conclusions reached.
- Participates in professional development opportunities related to education programming.
- Responds to requests from USAID/Washington for information about USAID/Uzbekistan's programs; drafts relevant sections of annual USAID planning and reporting documents such as the Operational Plan and Performance Plan and Report.

Supervision Received: This position is under the supervision of the USAID/Uzbekistan Education Office Director, or designee, while also planning and carrying out assignments with a high degree of independence.

Supervision Exercised: Position has no direct supervisory responsibilities.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: At minimum, the possession of a University Degree (e.g., Bachelor's Degree) in the field of education sciences, pedagogy, international development, international relations, or a related field is required.

b. Prior Work Experience: At least five years of experience in project management. Experience should demonstrate progressively responsible work in the educational system development field or education science area. Experience managing, analyzing, coordinating, and guiding significant analytical and project management that involves coordination with an international agency or implementing partner is required. Advanced educational preparation may be substituted for an equivalent portion of the work experience.

c. Language Proficiency: Level IV English and Russian (fluent knowledge) and Level III Uzbek (good working knowledge) are required.

d. Job Knowledge: Must possess comprehensive knowledge and understanding of the current educational systems across Uzbekistan. This background must be complemented by a comprehensive knowledge of 1) the economic, political, and cultural characteristics of, and 2) the social issues, resources, and development challenges/prospects/priorities in Uzbekistan. Knowledge, or the ability to acquire, of the Ministry of Public Education and other relevant institutions' program priorities and regulations is required. Must have good knowledge, or the potential to acquire such knowledge, of U.S. Government legislation relating to the education system; USAID programming policies, regulations, procedures and documentation (in the area of education); and of the objectives, methodology, and status of the program and activities to which assigned. Good working knowledge of team management techniques and a detailed technical working knowledge of administrative, budgeting, and fiscal management systems in support of funding mechanisms such as contracts, cooperative agreements, and grants is required.

e. Skills and Abilities: Strong leadership and interpersonal skills to work with all staff in a productive manner to accomplish program goals are required. Must be able to independently establish and maintain contacts with senior-level government and non-government officials related to education reform in Uzbekistan. Must have ability to: obtain, analyze and evaluate a variety of data and to organize/present it in concise written and oral form; independently plan, develop, manage and evaluate important and complex programs and projects; and furnish information and advice in assigned areas with objectivity. Solid management skills, including budgeting and fiscal management abilities in support of contracts, cooperative agreements and grants is required. Initiative, resourcefulness and dependability are critical to success in the position. Due to the level of responsibility that accompanies this position, integrity, diplomacy, and professionalism are critical attributes of the incumbent. Must be available for travel within Uzbekistan with occasional international travel. Must be willing to travel under rugged circumstances and work on weekends, holidays, and evenings, if needed.

III. EVALUATION AND SELECTION FACTORS

For those applicants who meet the minimum qualifications for consideration, the Selection Factors below will be the basis for their overall evaluation and ranking. Applicants will be scored based on the documentation provided with the application, as well as on the responses provided during an interview.

1. Education (10 points)
2. Prior Work Experience (25 points)
3. Job Knowledge (35 points)
4. Skills and Abilities (30 points)

The best-qualified among those applicants who meet the minimum qualifications for consideration will be short-listed and invited to take an English proficiency test. Only applicants who pass the English proficiency test will be considered for and potentially invited for an interview.

IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing the duties and responsibilities of the position and selection factors as detailed above, with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Wednesday, December 15, 2021** via e-mail: CentralAsiaJobs@usaid.gov and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted.

USAID/Uzbekistan reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. 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.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**. No late submissions will be accepted.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

VI. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

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

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
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> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .