



USAID | MOLDOVA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72011723R00004

ISSUANCE DATE: March 31, 2023

CLOSING DATE/TIME: April 21, 2023 at 11:59 p.m.
Chisinau Time

SUBJECT: Solicitation for a USPSC Senior Democracy and Governance Advisor

Dear Prospective Offerors:

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

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

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 the Attachment 1.

Sincerely,

Reid H. Ahl, CM
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72011723R00004
2. **ISSUANCE DATE:** March 31, 2023
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 21, 2023 at 11:59 p.m. Chisinau Local Time
4. **POINT OF CONTACT:** Cristina Belenco and Diana Mihailov, e-mail at chisinauhr@usaid.gov.
5. **POSITION TITLE:** Senior Democracy and Governance Advisor
6. **MARKET VALUE:** \$117,518 - \$152,771 per year, equivalent to GS-15. Final compensation will be negotiated within the listed market value. USPSCs performing overseas are not entitled to Locality Pay.
7. **PLACE OF PERFORMANCE:** Chisinau, Moldova. Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
8. **PERIOD OF PERFORMANCE:** The base period will be one year, estimated to start o/a May 1, 2023. Based on Agency need, the Contracting Officer may exercise additional four one-year option periods for the dates estimated as follows:

Base period	May 1, 2023 – April 30, 2024
Option Period 1:	May 1, 2024 – April 30, 2025
Option Period 2:	May 1, 2025 – April 30, 2026
Option Period 3:	May 1, 2026 – April 30, 2027
Option Period 4:	May 1, 2027 – April 30, 2028

9. **ELIGIBLE OFFERORS:** United States (U.S.) nationals. U.S. national (USN) means an individual who is a U.S. citizen, or a non-U.S. citizen lawfully admitted for permanent residence in the United States.
10. **SECURITY LEVEL REQUIRED:** Secret
11. **STATEMENT OF DUTIES:**

1. General Statement of Purpose of the Contract

The Senior Democracy and Governance Advisor will be responsible for providing guidance, leadership and supervision of the following key functions performed by the Democracy and Governance Office: (1) Technical Advice, (2) Project Cycle Support, (3) Coordination, Representation, and Reporting, (4) Program/Project/Activity Management; (5) Management Support, and (6) Office Coverage.

2. Statement of Duties to be Performed

A. Technical Advice

Provides technical advice and insights to management, USAID, and Embassy staff on portfolio progress; tracks key political and reform developments to ensure USAID programs are designed and targeted to respond to needs, opportunities, and challenges; conducts research and analysis to support current and future programming; cultivates personal contacts among Moldovan citizens, civil society, international organizations, private sector, and relevant Government of Moldova (GOM) counterparts; briefs USG stakeholders, including Embassy and Mission management. Serves as Mission Point of Contact (POC) for select subject matter areas.

B. Project Cycle Support

Participates and/or leads in the assessment, design, award, and monitoring of activities, projects and strategies. This may include responsibility for drafting concept papers, program descriptions, statements of work, modifications, and other analytical and planning documents; drafting and circulating for approval pre-obligation documents; initiating GLAAS requisitions; coordinating with the Office of Acquisition and Assistance and Program Office on new procurements and modifications; serving on and chairing Technical Evaluation Committees and preparing selection documentation for recommendation and approvals.

C. Coordination, Representation, and Reporting

Meets regularly with Embassy stakeholders, other donors, government counterparts, civil society organizations, implementing partners, and others to share information and coordinate on programming. May be required to represent USAID in external meetings related to assigned portfolio areas. Serves as a primary point of contact and/or activity manager for regional and centrally managed mechanisms. Contributes to reporting for weekly bullets; program briefs; program directory updates; portfolio reviews; operational plans, annual performance plan and reports; scene setters; briefers for USAID and other USG officials; reports from meetings and events; and other reporting as required.

D. Program/Project/Activity Management

The Advisor will assist in the management of technical assistance activities. Serves as the contracting/agreement officer's representative (COR/AOR), alternate, or activity manager for activities under the DG portfolio. Duties include conducting site visits to monitor activities; holding regular meetings; corresponding with partners and program stakeholders; and tracking partner performance against activity objectives and results.

E. Management Support

In the absence of the Office Director and both co-Deputy Office Directors, the incumbent may serve as Acting Office Director. During these periods, incumbent will be responsible for coordinating and directing the work of the DG Office's professional staff, managing the ongoing work of the team towards its objectives, and reporting directly to the Mission Director. The incumbent will prepare for and attend USAID Senior Staff meetings and work closely and collaboratively with Section Chiefs in the Public Diplomacy, INL, and Political-Economic Sections to support DG Office objectives.

F. Office coverage

Assist with providing office coverage in the absence of key staff due to annual leave, training, rest and recuperation travel, or home leave.

3. Supervisory Relationship

The incumbent will report to the Supervisory Democracy and Governance Officer when present, or when absent, to his/her designee. The Supervisor sets the overall assignment objectives, program emphasis, and resources available. The incumbent and the Supervisor, in consultation, develop the deadlines, projects, and work to be done. The position needs only administrative direction in order to complete broadly defined missions or functions. The incumbent, having developed expertise in the technical field, performs planning and oversight functions and day-to-day work independently, decides on priorities and approaches to be taken resolving most of the conflicts that arise, coordinates the work with others as necessary, and interprets policy in terms of established objectives. Recommendations, judgments, and decisions in program areas in which the employee's expertise is acknowledged are considered to be professionally authoritative.

4. Supervisory Controls. The incumbent will provide guidance to assigned staff members and may fill a supervisory role over Cooperating Country National Personal Service Contractors (CCNPSC) as needed. The USAID/Moldova Democracy and Governance Office is authorized a staff of nine, comprising:

- Two U.S. Direct Hire Foreign Service Officers - Democracy and Governance Office Director and Deputy Office Director
- One U.S. Personal Services Contractor (USPSC) who serves as - Senior Democracy and Governance Advisor (this position)
- One CCNPSC who serves as a co-Deputy in the office (to be filled)
- Five CCNPSCs who support the democracy and governance portfolio

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Master's degree in law (or Juris Doctorate), social sciences, international development, political science, international relations, or other relevant fields involving democracy, human rights, and governance.
- b. Prior Work Experience:** A minimum of seven years of experience in providing technical assistance, designing, implementing, managing, analyzing and/or evaluating democracy and governance programs in developing countries is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that

would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee 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.

To meet the basic eligibility requirements for this position the offeror must:

- Be a U.S. citizen or U.S. resident alien lawfully admitted for permanent residence in the United States of America;
- Submit a complete application (Offer) as outlined in the Section IV;
- Be able to attain a security clearance at the Secret level;
- Be cleared medically to work in the U.S. Mission to Moldova.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to be further evaluated. Short-listed candidates will be evaluated based on information presented in the application, skills test (when used), interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below.

Application Review 20 points

The application will be scored based on information provided outlining the quality of experience regarding the following Job Knowledge and Skills and Abilities factors:

Job Knowledge

- Mastery of a very broad field of expertise (democracy, rule of law, anti-corruption, political parties, and civil society, project design, and management functions)
- In-depth knowledge and understanding of development theory and programmatic best practice in one or a combination of the following fields: democracy and governance, anti-corruption, elections, civil society, local development, justice and rule of law, local governance, independent media, digital safeguarding, and public administration
- The incumbent must demonstrate advanced knowledge in understanding the economic, social, cultural, and political characteristics of development and democratic governance

- Expert knowledge in activity design, program management, monitoring and evaluation related to democracy and governance.
- Demonstrated knowledge in managerial and administrative areas, related to project teams and development activity management.

Skills and Abilities

- Technical, analytical, and managerial abilities (project and staff) combined with excellent interpersonal, diplomatic, and leadership skills. This includes learning agility and the ability to effectively adapt to new or changing situations; problem-solving abilities; the ability to establish and maintain effective relations with international and host-country counterparts; sensitivity to others; and balanced judgment.
- Advanced capacity to work successfully in a fast-paced environment and capable of handling tasks with varying deadlines.
- Expert ability to conceptualize, both strategically and programmatically.
- Excellent English writing and editing skills, as well as ability to present cohesive oral presentations (formal and ad hoc) around complex issues in an understandable manner; ability to draft quality and clear documents including briefing papers, project design documents, and reports.
- Demonstrated skills in coordinating and collaborating between teams, offices, and or units within a larger organization.
- Proficiency in the use of MS Office suite, Gmail, and Google suite is essential.

Interview Performance 80 points

Interview questions will be intended to explore the candidate's experience, job knowledge, and skills regarding the requirements and functional roles of the position. There will be at least one question regarding Diversity, Equity, Inclusion, and Accessibility (DEIA) concepts.

Total Possible Points: 100 points

Reference Check Pass/Fail

A "Fail" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references, e.g., not a single critical comment.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit through email all the below documents in order to be considered for the position.
 - a. **Completed AID 309-2** (Offeror Information for Personal Services Contracts with Individuals) which can be retrieved here: <https://www.usaid.gov/forms/aid-309-2>.
 - b. **A cover letter** of no more than two (2) pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in Section III. Excess pages (beyond two) will not be read or considered.

- c. **A CV or standard resume** of no more than four (4) pages.
 - d. Names of **three professional references**, including at least one current/former supervisor, that have knowledge of the offeror's ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.
2. 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**.
 3. Offeror submission must clearly reference the Solicitation number on all documents.

Offerors who do not include all above required documents in their offer submission will not be considered for this position. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites **will not be considered**.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form/ Medical Clearance Update (DS-6561/DS-3057)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (SF-87)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

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, an Off-shore hire USPSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance
 - (c) Pay Comparability Adjustment
 - (d) Annual Increase (pending a satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Annual and Sick Leave

2. ALLOWANCES (If Applicable):

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Post (Cost of Living) Allowance (Section 220)
- (d) Separate Maintenance Allowance (Section 260)
- (e) Education Allowance (Section 270)
- (f) Educational Travel (Section 280)
- (g) Post Differential (Section 500)
- (h) Payments During Evacuation/Authorized Departure (Section 600)

If a Resident Hire USPSC is selected for this position the benefits will be adjusted per the Mission policy and the AIDAR.

VII. **TAXES:** U.S. Personal Services Contractors are required to pay U.S. Federal Income Taxes, FICA, Medicare and applicable State Income Taxes.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:** USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts With a U.S. Citizen or a U.S. Resident Alien 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 Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
1001	Option Period 1 – Compensation, Fringe	1	LOT	\$ TBD	\$TBD at

	Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				Award after negotiations with Contractor
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations with Contractor
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	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>.

Personal Services Contracts

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 22-02 (PDF 327 KB)	Telework and Remote Work Policy for U.S. Personal Services Contracts with Individuals – <i>July 13, 2022</i>	Personal Services Contracts
AAPD 21-05 (PDF 422K)	Revised and Expanded Fringe Benefits for USPSCs – <i>November 23, 2021</i> USPSC Paid Parental Leave Timekeeping/Payroll Process [41K PDF]	Personal Services Contracts

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-04 Revision 4 (PDF 483K)	Executive Order 14042 on Ensuring Adequate COVID-19 Safety Protocols for Federal Awards – <i>December 14, 2012</i> AAPD No. 21-04, ATTACHMENT 4 - Letter for contracts with performance requiring physical access to USAID domestic facilities. [165K PDF] AAPD No. 21-04, ATTACHMENT 5 - Letter to Individuals with Personal Services Contracts [166K PDF] AAPD 21-04 ATTACHMENT 6: Overview of Applicability of FAR 52.223-99 [200K PDF]	Acquisition Management Personal Services Contracts
AAPD 21-01 (PDF 220K)	Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals Under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management
AAPD 18-02 Revision 2 (PDF 77K)	Revisions to Medevac Policies for USPSCs and TCNPSCs – February 16, 2022	Personal Services Contracts
AAPD 10-01 (PDF 47 kb)	Personal Services Contracts: Changes in USG Reimbursement Amounts for Health Insurance and Physical Exam Costs – <i>01/08/10</i>	Personal Services Contracts
AAPD 06-10 (PDF 80 kb)	PSC Medical Expense Payment Responsibility – <i>October 30, 2006</i>	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts – <i>JUNE 23, 2006</i>	Personal Services Contracts

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/OGES%20Regulations>.

5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information [Acquisition & Assistance Ombudsman | Basic Page | U.S. Agency for International Development \(usaid.gov\)](#). The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.