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RFP No. SOL-486-13-000039
ISSUANCE DATE: May 09, 2013
CLOSING DATE : May 30, 2013 at 16.00hrs
Bangkok Time

SUBJECT: Solicitation for Resident Hire U.S Citizens Personal Services Contractor (USPSC) – Regional Learning, Monitoring and Evaluation (LME) Advisor, USAID/RDMA, Bangkok, Thailand

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking an application (Optional Form 612 and resume) from U.S. citizens interested in providing the PSC services described in the attachments.

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: Ms. Suthicha Chussananalin, Acquisition Specialist, at the e-mail address schussananalin@usaid.gov which shall include salary history for the prior three years and the names and contact points (telephone/fax numbers, email addresses) of at least three references with knowledge of the applicant's prior work skills. Applications 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. If an applicant does not have ready access to an Optional Form 612, the same information may be initially submitted in resume form so long as the items stated above are provided at a minimum. Late applications will not be considered. The award of a contract hereunder is subject to the availability of funds.

Permanent residence status and/or requisite visas and work permits for Thailand is required.

Only short listed candidates will be contacted. Any questions regarding this position should be directed to schussananalin@usaid.gov.

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

Sincerely,

Paul Seong
Regional Contracting Officer
USAID/RDMA, Bangkok, Thailand

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

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

Attachment 1: SOLICITATION NO. SOL-486-12-000039 FOR PERSONAL SERVICES CONTRACTOR, REGIONAL LEARNING, MONITORING AND EVALUATION (LME) ADVISOR, USAID/RDMA, BANGKOK, THAILAND

1. **SOLICITATION NUMBER:** RFP no. SOL-486-13-000039
2. **ISSUANCE DATE:** May 09, 2013
3. **CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** May 30, 2013, at 4.00 P.M. Bangkok Time
4. **POSITION TITLE:** USPSC Regional Learning, Monitoring and Evaluation (LME) Advisor
5. **MARKET VALUE OF POSITION (Base Pay):** GS-14 equivalent (\$84,697 - \$110,104)
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.
6. **PERIOD OF PERFORMANCE:** To start as soon as possible, for a period of one year with the possibility of extensions depending on the need for continuation of such services, availability of funds, and satisfactory performance and the needs of the USAID Mission.
7. **PLACE OF PERFORMANCE:** Bangkok, Thailand
8. **JOB DESCRIPTION:**

A Position Title:

USPSC Regional Learning, Monitoring and Evaluation (LME) Advisor, USAID/RDMA

B Supervision:

The position is directly supervised by the Supervisory Program Officer, USAID/RDMA, Bangkok, Thailand.

C Introduction and Background:

The USAID Regional Development Mission for Asia (RDMA) was established in 2003 in Bangkok, Thailand. USAID/RDMA manages regional programs and non-presence bilateral programs in China, Laos, and Thailand. USAID/RDMA's regional programs benefit countries across South and Southeast Asia, and the Pacific Islands. They are unique in their regional approach as they address issues that do not recognize borders, strengthen regional institutions and networks, promote regional standards, robustly engage emerging civil society, and build capacity of local organizations. RDMA also serves as a forward operating base for USAID Forward, a growing regional learning platform, and a provider for technical services for other USAID bilateral missions in the region.

The Regional Learning, Monitoring and Evaluation (LME) Advisor's main role is to provide expert advice, guidance, and leadership toward the implementation of USAID/RDMA as a growing and learning platform for the Asia region. S/he will build the Learning, M&E capacity of the RDMA and USAID Asia Missions by advising on the set-up of learning practices and essential M&E systems. Key to his/her role will be the mentoring of staff, including a new Foreign Service National M&E specialist. The LME Advisor provides direct support to the Program Development Office (PDO) Evaluation and Learning unit, PDO Portfolio Implementation and Monitoring Unit, and the mission-wide M&E Working Group in the operationalization of the RDMA M&E Action Plan and Performance Management Mission Order. The Regional LME Advisor supports the coordination of RDMA's program monitoring, evaluation, assessment, and reporting activities, and strategically links M&E findings to continuous learning and decision-making. S/he plays an important quality assurance role, advising technical teams in all sectors and offices on Agency and Mission policies, procedures, and guidelines related to performance management, as well as advising on new systems which foster learning.

The RDMA is currently defining a new, five-year Regional Development Cooperation Strategy (RDCS) to guide its work in the region. Key to the success of the RDCS will be evidenced-based approaches, the management of high-level evaluation questions, robust performance indicators that reflect appropriate targets, well-planned baselines and sound data collection and analysis approaches. The Regional LME Advisor will serve as an

advisor in the RDCS design and implementation by facilitating coherence of vision and focus among the technical teams, and linking evidence and results to strategy.

The initial performance period will be one year. Based on programmatic results achieved and possible required programmatic follow-up, an extension of this Contract will be considered based on availability of funds and satisfactory performance.

This position will be located in the PDO of USAID/RDMA in Bangkok, Thailand. Regional travel may approximately 10 – 20 percent of his/her time.

D MAJOR ROLES AND RESPONSIBILITIES:

The LME Advisor will provide expertise and technical assistance focusing on USAID program outcomes and impact and integrating that information into RDMA's existing monitoring and evaluation systems, programming decisions, and collaboration with partners. S/he contributes to the Mission's intellectual leadership by helping to coordinate and implement RDMA's analytical and evaluation agenda. The incumbent will use his/her monitoring, evaluation, and reporting knowledge skills and experience to build RDMA's capacity in the following areas: Performance Monitoring and Evaluation, Documentation and Reporting, and Program Coordination.

The specific duties of the Regional Learning, Monitoring and Evaluation Advisor will include but are not limited to the following:

A Performance Management Guidance and Learning Systems Development (60%)

- 1 Devise and lead the implementation of an overall approach to assess capacity, fill in information gaps and recommend specific improvements for RDMA's monitoring and evaluation system and the setting up of new systems related to learning.
 - Conduct an initial review to determine RDMA Learning and M&E status by assessing available information on RDMA's M&E systems, staff capacity, and the linkages of M&E information to decision-making. Provide recommendations on ways to improve Learning M&E capacity and procedures.
 - Advise on concept for, and set up initial systems of RDMA as a learning platform for Asia, together with PDO's Monitoring, Evaluation and Learning Unit.
 - Coordinate closely with technical teams and relevant support offices on the integration of learning approaches into portfolios.
 - Advise on and oversee the setting up of an M&E data collection, knowledge management and analysis system in RDMA that promotes better performance management and learning. This includes the incorporation of Geographic Information Systems (GIS) technology in a manner that strengthens the Mission's programmatic monitoring, coordination and evaluation.
 - Provide input to the operationalization of a revised Performance Management Mission Order, particularly aspects related to Mission systems on effective performance monitoring which are linked to learning.

- 2 Serve as an advisor and mentor to both USAID/RDMA staff and USAID Asia mission staff in learning, monitoring, and evaluation.
 - Mentor and help train the incoming FSN M&E specialist, together with PDO's Evaluation and Learning unit and PDO's Portfolio Implementation and Monitoring Unit, particularly in regards to USAID performance management policies and procedures.
 - Serve as an advisor and mentor to RDMA's Evaluation Corps (a team of M&E trained USAID staff available to support M&E in Asia missions) members. Closely mentor RDMA staff as they provide evaluation support to the region.
 - Advise and provide technical support to USAID Asia missions, as requested, to help improve their Learning, M&E capacity and systems. This effort may be accomplished through information sharing, mentoring, TDY support and more formal training or workshops.
 - Identify training needs and opportunities and provide training for Mission staff and/or implementing partner staff on performance monitoring tools, evaluation methodologies, reporting, and lessons learned in activity and program assessment. As needed, facilitate M&E trainings and workshops, both formally and informally at RDMA and in the region.

- 3 Propose, design, and conduct (as applicable) studies, strategic analyses, performance and impact evaluations related to RDMA projects, programs and strategy using rigorous data collection and analysis methods.
 - Analyze evaluations findings and lessons learned, together with the M&E specialist and M&E working group chairs, for applicability to mid-course corrections and future programs, and to ensure that these findings are communicated effectively to Mission staff, partners and USAID/Washington. Provide recommendations based on key findings from evaluations and assessments for Mission processes and procedures. Identify crosscutting issues and opportunities for coordination and leveraging interventions and results across development objectives.
 - Contribute to internal reporting documents and externally required reports that relate to RDMA program performance and results as well, as responding to ad hoc information requests.

B. Strategy and Project Design Development: (25%)

- 1 Serve as an advisor in the RDCS by facilitating evidence-based decision-making which links research and results to strategy.
 - Advise on the identification of and addressing high-level evaluation questions and impact evaluation opportunities, working with the PDO M&E unit and technical offices.
 - Advise on the drafting and management of a high-level Performance Management Plan and subsequent layers of Performance Management Plans, together with the PDO and technical offices.
 - After the completion of the RDCS, provide expert M&E insights to the Portfolio Transformation, wherein the RDMA program portfolios will be modified to align with the new strategy.
 - Provide continued analysis and input on the strategy as a “living document,” further promoting learning and encouraging adaptation of the strategy, as appropriate.
- 2 Advise technical offices on M&E plans in project and activity designs, together with M&E specialist.

C. Learning, M&E Documentation and Reporting (15%)

- 1 Propose and coordinate innovative ways to manage knowledge and use information gathered to more strategically inform decision-making and program development.
 - Collaborate and coordinate as needed with the Learning, Evaluation, & Research office in the Bureau of Policy, Planning and Learning.
 - Advise on and oversee the warehousing and analysis, as appropriate, of monitoring and evaluation data.
- 2 Coordinate closely with the Development Outreach Communication team by providing information related to performance and impact for a variety of internal and external audiences. This information-sharing will help maximize internal and external learning and contribute to the improved effectiveness of USAID programs, especially in the Asia region. The LME Advisor may engage other development partners who are addressing similar assistance objectives, to promote effective knowledge sharing and use of information.

E QUALIFICATIONS:

Education: The applicant must have a graduate-level degree or higher in international development, international relations, statistical analysis, or other international M&E-related field.

Experience: This position requires a minimum of five years of relevant experience with a proven track record of programmatic accomplishment and professional achievement. Experience with USAID/International development organizations is highly desired. The candidate must have a demonstrated practical experience in the following areas:

- i M&E and research systems development and maintenance, including the development of program impact indicators, data collection and analysis, performance reporting, and ability to utilize GIS in programmatic monitoring, coordination, and evaluation;

- ii Development of program related evaluations and statistical analysis;
- iii Program or project management experience in a developing country context;
- iv Strategy design and program policy development;
- v Successful leadership experience in a team environment.

Knowledge, Skills and Abilities: Exceptional leadership and interpersonal skills and demonstrated ability to work in a collegial and persuasive fashion in a team environment are required. The candidate should have strong management skills as evidenced by previous experience.

Exceptional leadership, communication and inter-personal skills are critical. In addition, the incumbent must be able to interact effectively with a broad range of internal and external partners and USAID clients, international organizations, and host country government officials or NGO counterparts. S/he must be able to function collaboratively and productively as a member of a multi-disciplinary and multi-functional team, and must have the ability to work effectively in a team environment to achieve consensus on policies, activities and administrative matters.

The LME Advisor must possess a mastery of the professional field in research, monitoring, and evaluation in international development and be able to advise on experimental theories monitoring and evaluating regional development priorities.

In-depth knowledge and experience in U.S. government systems, priorities, and business practices is highly desired.

Language: Excellent English writing and speaking ability is required. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

F EXERCISE OF JUDGMENT:

The incumbent exercises a high level of independent work. S/he must be highly familiar with United States Government and Agency policies and procedures as they relate to U.S. development assistance, and their implications on RDMA's M&E systems. S/he must be able to react to changing priorities in U.S. foreign policy in the Asia region and the RDMA strategy, and exercise professional judgment regarding their effects on Learning, M&E priorities for the region. S/he plays a key role in providing expert advice to the Program Office M&E unit and wider mission for team decision-making on Learning, M&E approaches. The LME Advisor will lead the overall concept for and implementation of an action plan which operationalizes learning into USAID/RDMA's core procedures.

G SUPERVISION RECEIVED:

The LME Advisor will report to the Supervisory Program Officer (FS-01). As the capacity of the PDO grows, s/he may be transitioned to report to the head of the PDO Evaluation and Learning unit (FS-02 or FS-03), but will remain as a mission-wide learning advisor to staff of all levels and in all offices.

The LME Advisor independently plans, designs, and carries out Learning and M&E project tasks, in close coordination with his/her supervisor and the M&E unit to set the overall objectives for Learning and M&E at RDMA and in the region.

H AVAILABLE GUIDELINES:

The LME Advisor will draw upon the following guidelines in his/her work: Automated Directives System (ADS), USAID Evaluation Policy, Foreign Affairs Handbook (FAR), and Mission Orders and Mission Notices.

S/he must be able to use initiative and resourcefulness in deviating from traditional methods or in researching patterns and trends to develop new methods and regional approaches for effective Learning and M&E.

I NATURE, LEVEL AND PURPOSE OF CONTACTS:

The LME Advisor develops and maintains monitoring and evaluation contacts, including senior professionals/officials, in communities such as the host government, donors, NGO sector, professional groups, local organizations and other USAID Missions. S/he may represent USAID at meetings with partners and other donors. The LME Advisor must be skillful in establishing rapport with a wide range of development stakeholders in order ensure the usability of M&E information.

J OTHER REQUIREMENTS:

The incumbent must be:

- A U.S. Citizen;
- Available and willing to work outside the regular 40-hour workweek when required/necessary; and
- Willing to travel to work sites and other offices as/when requested.
- Able to obtain a security clearance at the level of "Secret" and a medical clearance within a reasonable period of time.

K SELECTION CRITERIA:

Applicants will be tested, evaluated, and ranked on the extent and quality of their education, relevant work experience, technical knowledge, and professional presentation as they relate to this position against the following criteria:

1. EDUCATION (15 points):

- A graduate-level degree or higher in international development, international relations, statistical analysis, or other international M&E-related field.
- Specialized trainings on data analysis, GIS, and/or USAID-sponsored M&E trainings a plus

2. WORK EXPERIENCE (25 points):

- Minimum of five years of relevant experience in international development and M&E
- Proven experience, preferably in an advisory and/or management role, in the following areas:
 - Performance management systems development and maintenance;
 - M&E planning and implementation in more than one development sector;
 - Program or project design and management experience in a developing country context;
 - Strategy design
- Extensive experience advising, mentoring, and/or supervising junior through senior-level staff
- Previous work experience with USG agencies related to program management, social science research or M&E highly desired

3 TECHNICAL SKILLS AND ABILITIES (30 points):

- Demonstrated skills, preferably with the ability to advise others, in the following areas:
 - Rigorous research methods, including both quantitative and qualitative
 - Performance and impact evaluation design
 - Performance Management Plan development, including developing indicators, baselines, and targets
 - M&E data collection and analysis methods
 - GIS and/or other technologies in program monitoring
- Ability to effectively communicate (both written and orally) M&E findings into strong recommendations
- Demonstrated skills in applying M&E analysis to inform program planning and implementation

4 MANAGEMENT AND TEAMWORK SKILLS (30 points):

- Exceptional leadership skills to creatively identify and lead others in implementing innovative solutions and practices
- Demonstrated ability to manage multiple, complex tasks, including the ability to oversee and motivate others in successfully completing these tasks
- Strong teamwork and interpersonal skills within a multi-cultural and interdisciplinary environment

The applicant must also be able to successfully pass a reference background check.

Maximum Points Available: 100

Education:	15 points
Work Experience:	25 points
Technical Skills and Abilities:	30 points
Skills:	<u>30 points</u>
Total:	100 points

L 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. 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.

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

AS A MATTER OF POLICY, AND AS APPROPRIATE, A RESIDENT HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

1. BENEFITS

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
 - 72% of Health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
 - 50% of Life Insurance Annual Premium (not to exceed \$500)
- (3) Eligibility for Worker's Compensation

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

3. LIST OF REQUIRED FORMS FOR USPSCs

- a. Optional Form 612. (see Appendix I)

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