



Vacancy Announcement  
(Announcement Number: 19-13)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Acquisition and Assistance (A&A) Specialists, Foreign Service National (FSN) Grades 9-11 in the Office of Acquisition and Assistance (OAA), under a FSN Personal Services Contract (PSC) subject to availability of funds.

**OPEN TO:** All interested and qualified candidates

**POSITION:** The full performance level of this position is equivalent to FSN-11. However, if USAID's evaluation does not result in an award at the full performance level, USAID may make an award at a lower level with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to FSN-9, and the intermediate level of this position is equivalent to FSN-10.

**NO. OF POSITIONS:** Multiple

**OPENING DATE:** October 3, 2019

**CLOSING DATE:** October 18, 2019– 5:00 P.M Kathmandu time

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**BASIC FUNCTION OF THE POSITION:**

This position is established as Acquisition and Assistance Specialist “Ladder” position, which includes positions at the FSN-9, FSN-10, and the full performance level of FSN-11. At the full performance level, the selected candidate/s will perform the following general duties:

a. The Specialist provides professional-level procurement planning advice and guidance to USAID/Nepal, Technical Offices, Development Objective (DO) Teams, and any designated Regional clients, including advice on procurement policy and procedures in the design and implementation of Mission activities. The Specialist coordinates the development of procurement objectives for assigned portfolios in terms of potential Implementing Partner (IP) organizations, competitive issues, and socioeconomic issues, and identifies and constructs appropriate contract and/or grant instruments. Negotiations are to ensure acquisition plans are current, have appropriate milestones, and related schedules are adequate.

b. The Specialist reviews Global Acquisition and Assistance System (GLAAS) Requisitions (REQs) requesting acquisition/assistance for major and complex programs/projects/activities and/or services. The Specialist analyzes requirements, and determines instrument selection or procurement approach, if Statement of Works (SOWs) or other program descriptions are complete, and if the request meets Federal Acquisition Regulation (FAR), Automated Directive Systems (ADS), Agency for International Development Acquisition Regulation (AIDAR), and/or other Mission, Agency, or United States

Government (USG) policies; ensures that necessary Mission clearances have been obtained, and that waivers and other supporting documentation are complete; recommends revisions regarding SOWs, budgets, classification of terms, reporting requirements, and any special conditions, and ensures that required performance indicators are developed and included in the initial Request for Proposal or Request for Application; and, develops solicitation documentation in accordance with all appropriate regulations, selects and includes correct required clauses, and transmits solicitations for proposal using Internet-based technology. The Specialist responds to offeror questions during the proposal submission phase; and, determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with partners to fully explain the Agency and counterpart's needs, and to discuss solicitation documents. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

c. The Specialist evaluates applications and offers for responsiveness to particular solicitations, and documents the relative strengths and deficiencies of each proposal; guides DO Teams in the practice of 'best value' selection, and in performance-based technical approaches; and, obtains reports and references, ensuring that past performance of the offeror is relevant and of a high quality. The Specialist ensures that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts. The Specialist requests audit reports or pre-award surveys from the Office of the Inspector General, and/or the Defense Contract Audit Agency, and obtains clearance from the Department of Labor and/or the Small Business Administration on a variety of Equal Employment Opportunity (EEO) and workplace issues. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, establishes the competitive range and presents documentation for signature to the Contracting Officer/Regional Contracting Officer. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver. The Specialist coordinates issues of technical weakness and excessive cost with DO Teams prior to commencement of negotiation; and, clarifies and, as necessary, instructs the members of the Team, host-country counterparts, and other Mission staff on the USAID procurement process. The Specialist designs the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors; conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern, and persuading offerors to upgrade technical deficiencies and reduce costs where appropriate; requests submission of Revised Final Proposals, and prepares appropriate contract or grant instruments for award; coordinates the last stages of selection with DO Teams and/or the technical evaluation committee(s); negotiates and awards grants and cooperative agreements with U.S.-based and indigenous Private Voluntary Organizations (PVOs) and Non-Government Organizations (NGOs), colleges and universities, and other non-profit organizations; analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status; and, coordinates contracting activities with other government agencies, frequently negotiating and drafting interagency agreements. The Specialist presents award decisions of ultimate contractor/recipient to the Contracting Officer/Regional Contracting Officer, with all the appropriate supporting documentation, including the development of appropriate performance indicators, in conjunction with DO teams; and, organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all terms and conditions of procurement instruments are clear and well-understood by all parties. The Specialist provides support debriefings to unsuccessful offerors.

d. The Specialist monitors contractor performance in relation to the completion schedule required by the contract or assistance instrument; ensures timely submission of technical progress reports, making periodic visits to contractor work sites, and representing the Office at performance-related meetings held by other Mission Offices; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

e. The Specialist analyzes, and takes action to resolve, audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and, presents documentation to the Contracting Officer/Regional Contracting Officer for signature. The Specialist reviews completed (after full performance) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing annual anniversaries or final completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment.

e. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and file clerks on basic principles of USG and USAID acquisition, general procurement management, procurement policy direction, new/changed procurement policies, etc., as required.

f. As required, the Specialist may be called upon to provide information and advice to the Contracting Officer/Regional Contracting Officer and/or his/her designee on critical procurement issues, or on the effect of new or revised USG, USAID, or host-country requirements. The Specialist attends key Mission meetings on behalf of the Office, as assigned.

Performs other duties as assigned or required.

The Position Descriptions for each level are attachments to this announcement.

## **REQUIRED QUALIFICATIONS:**

### **Full Performance Level (FSN -11)**

- a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, economics, organizational management or a social science is required.
- b. Prior Work Experience: Five or more or progressively responsible work in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level.
- c. Post Entry Training: The Specialist must have previously successfully completed all mandatory Federal Acquisition Certification – Contracting (FAC-C) Level I and Level II courses in accordance with a formal individual development plan (IDP). Level III training will be provided, in person or online, over a period of time as a part of the continuing requirement for all A&A professionals to

complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist will be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, Code of Federal Regulation (CFR), OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.

- d. Language Proficiency: Level IV (Fluent) English and Nepali, both oral and written, is required.
- e. Job Knowledge: Knowledge of US Federal and USAID Acquisition Regulations, and knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.
- f. Skills and Abilities: The ability to plan and administer large acquisition activities and provide adequate acquisition assistance and support for agency programs/projects/activities in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to individual complex acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

#### **Intermediate Performance Level (FSN -10)**

- a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, economics, organizational management or a social science is required.
- b. Prior Work Experience: Four or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level.
- c. Post Entry Training: The Specialist (Advanced Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level II, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-11 level; along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist, as an advanced Trainee will be provided other formal and/or on-the-job training as considered appropriate, based on availability of course offerings, and availability of funds.
- d. Language Proficiency: Level IV (Fluent) English and Nepali, both oral and written, is required.
- e. Job Knowledge: Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding

of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

- f. **Skills and Abilities:** The ability to plan and administer acquisition activities and provide adequate acquisition assistance and support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is required.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

#### **Entry Level (FSN -9)**

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, economics, organizational management or a social science is required.
- b. **Prior Work Experience:** Three or more years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization the Host Government, the private sector, or within an international or donor organization, in an English-language work environment.
- c. **Post Entry Training:** The Specialist (Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level I, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-10 level; along, with at least a Fully Successful or equivalent performance evaluation. In addition, the Specialist (Trainee) will be provided formal and/or on-the-job training in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Mission and Office operating and administrative procedures. Formal training, other than FAC-C Level I, will be provided based on availability of course offerings, and availability of funds.
- d. **Language Proficiency:** Level IV (Fluent) English and Nepali, both oral and written, is required.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.

- f. **Skills and Abilities:** The potential to acquire the ability to plan and administer acquisition activities and provide acquisition assistance and support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is desired.

Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

#### EVALUATION AND SELECTION FACTORS:

A detailed job description for each level in the career ladder can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting a copy from USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should complete and submit the attached application (AID Form 309-2) and any other documentation that addresses the qualification requirements of the position as listed in the detailed job description. In Box 1 of the application form, clearly indicate the name of the position and the grade level that USAID should consider. Please also provide names of three references and their contact numbers and email addresses. Applications can be submitted through the mail or in person or via email, at the addresses below:

Mail: Attention: USAID/Nepal Human Resources Office,  
U.S Embassy Maharajgunj,  
G.P.O. Box. 295,  
Kathmandu, Nepal.

Electronically: [USAIDNepalHR@usaid.gov](mailto:USAIDNepalHR@usaid.gov)

Only short-listed applicants will be contacted to participate in the hiring process.

Applicants seeking consideration for the full performance level will be considered in isolation first. Each Applicant being considered for an appropriate grade level must meet all the required minimum qualifications listed for that level. **USAID reserves the right to designate the appropriate grade level based on the applicant's qualifications.** The Evaluation committee will review all applications below the full performance level on an equal basis for their potential to rise to the full performance level.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged caste, under-represented ethnic groups, and women are especially encouraged to apply.