



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72012124R00012

ISSUANCE DATE: April 26, 2024

CLOSING DATE/TIME: May 17, 2024 (11:59 p.m. EST)

SUBJECT: Solicitation No.: 72012124R00012 for U.S. Personal Services Contractor (USPSC), Infrastructure and Engineering Advisor, GS-14

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 VIII** 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 attached information.

Sincerely,

David Smale
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72012124R00012

2. ISSUANCE DATE: April 26, 2024

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 17, 2024 (11:59 p.m. EST)

4. POSITION TITLE: Infrastructure and Engineering Advisor

5. MARKET VALUE: \$104,604-\$135,987 per annum, equivalent to **GS-14**.
Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: one (1) year, with one (1) option year. Option may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and USG, continued Mission requirements and the continued availability of funds.

7. PLACE OF PERFORMANCE: Kyiv, Ukraine

8. SECURITY LEVEL REQUIRED: Secret

9. STATEMENT OF DUTIES

BASIC FUNCTIONS OF THE POSITION:

USAID/Ukraine faces many significant challenges in re-establishing the infrastructure that has been destroyed by the war with Russia. As such, USAID/Ukraine is seeking an Infrastructure and Engineering Advisor to help guide the mission to make critical decisions regarding infrastructure. The individual will be the team lead of the non-energy related infrastructure and will serve as the mission's lead technical advisor on topics including horizontal infrastructure (including but not limited to rail and roadway projects), vertical structures, and WASH (water, sanitation and hygiene) related infrastructure. The individual should have a balanced knowledge of all subsets of civil engineering and a high performing project manager. The individual must be familiar with engineering and construction management, federal regulation as related to A&E services and contracting, as well as best practices and standards in construction management and infrastructure related fields.

This position will sit in the Office of Critical Infrastructure which works in tandem with the larger Office of Economic Growth. The individual serves as the team lead of the infrastructure team in charge of managing several Infrastructure specialists, reporting to the Director of the Office Critical Infrastructure, and working in parallel to the Energy Team. The team lead must be able to balance competing priorities between field work, requests from Washington based bureaus, and serving as an COR/AOR on several activities. The individual demonstrates initiative and the ability to manage competing work priorities and works independently. The individual coordinates with a range of technical experts, management, and program staff, and serves as an advocate for establishing best infrastructure practices.

MAJOR DUTIES AND RESPONSIBILITIES:

The Infrastructure and Engineering Advisor performs the below duties and responsibilities with limited guidance from the Office Director of Critical Infrastructure or his/her designee for the assigned area of responsibility. Additionally, as the individual will take on an high level of responsibility for management and coordination of infrastructure activities, planning, and representation in his/her area of responsibility, the incumbent will:

Portfolio Management and Coordination: 30%

- With diverse teams, engage in the design of new activities, particularly for infrastructure programming; and participate in workshops, activity refinement, and technical evaluations; all which may require travel to the field or outside the country.
- Lead the monitoring of the effectiveness and appropriateness of infrastructure in changing economic and political contexts, including conducting in-person or virtual site visits to assess infrastructure quality, impact, and evidence of sustainability.
- Contribute to or oversee (and remain informed about) the development of new literature and ongoing research related to infrastructure with particular emphasis on issues related to infrastructure and energy
- Provide administrative direction in terms of broadly defined missions or functions. Independently plans, designs and carries out projects, studies, and programs. Results of the work are considered technically authoritative. Reports effectively to the office director or other mission leadership.

Serving as an Activity Manager 20%

- Become certified and serve as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) as outlined in [ADS Reference 302mar](#). AOR/CORs are responsible for all related requirements in the COR designation letter and the AOR designation letter.
- Review and approve technical construction designs including statements of work and technical building plans submitted by the Architectural & Engineering (A&E) Service Contractor. Act as an intermediary to relay agency and mission priorities to technicians and contacted engineers.
- Confirm that all delivered works are up on agency and mission quality standards as well as A&E best industry practices. Provide expertise on delivering high standard products that reflect USAID's reputation as a good faith partner who makes high level impacts.
- Conduct site visits to confirm the potential of existing project deliverables or validate potential construction or infrastructure projects.

Policy and Guidance: 20%

- Lead coordination with other USAID bureaus/offices and other USG, United Nations (UN), and/or multilateral agencies/donors, particularly in relation to Agency Construction Policies and Construction Risk Management. Using strong oral and written communication skills, help develop and implement policy and programmatic solutions to improve mission construction risk management.
- Remain informed about literature and ongoing research and standards related to infrastructure with particular emphasis on changes from Soviet to EU standards and best practices.

USAID/Ukraine Technical Expert: 20%

- Guide infrastructure interventions within USAID/Ukraine activities and provide technical assistance and support to USAID and USG colleagues, and cooperating agencies on issues related to infrastructure and construction policies. May include serving as subject-matter expert on specialized infrastructure and engineering topics, as needed.
- Develop and deliver infrastructure guidance materials such as training, reports, case studies, or other media as requested or identified.
- Maintain up-to-date, expert-level knowledge of the organizations engaged in infrastructure activities.

General: 10%

- Consistently model behaviors with a commitment to fostering a welcoming and inclusive work environment free of discrimination, bias, unfairness, exclusion, offensive behaviors, and harassment of any kind.
- Contribute to a collaborative, respectful, and professional work environment by demonstrating partnership and teamwork to accomplish team, division, office, and Bureau objectives.
- Participate in workplace efforts to advance diversity, equity, inclusion, and accessibility, including those related to mission programs, partners, staffing, professional development, and other key areas.
- Work in rapidly changing, high-pressure situations that often exceed normal business hours.

SUPERVISORY RELATIONSHIP:

The incumbent will work under the direct supervision of the Director of the Office of Critical Infrastructure of the USAID Regional Mission for Ukraine and Belarus, or her/his designee.

SUPERVISORY CONTROLS:

This individual will be responsible for supervising work of four local team members.

10. AREA OF CONSIDERATION: U.S. Citizens only

11. PHYSICAL DEMANDS: The work requested may involve physical demands such as accessing and movement in an active construction site.

12. POINT OF CONTACT: All questions and offers must be submitted by email to KyivVacancies@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education/Prior Work Experience:

Bachelor's degree from a U.S. or internationally ABET recognized institution with significant study or pertinent to the specialized field (including: civil or environmental engineering, structural engineering, or other relevant engineering field), plus at least nine (9) years of progressively responsible experience working in infrastructure planning or design, construction, or infrastructure monitoring.

AND

A minimum of three (3) years of international engineering experience in resource-restricted or underserved communities or with donor funding organizations or non-government organizations.

OR

Master's degree from a U.S. or internationally recognized institution with significant study or pertinent to the specialized field (including: civil or environmental engineering, structural engineering, or other relevant engineering or project management field), plus at least seven (7) years of progressively responsible experience working in infrastructure planning or design, construction, or infrastructure monitoring.

AND

A minimum of three (3) years of international engineering experience in resource-restricted or underserved communities or with donor funding organizations or non-government organizations.

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

Security and Medical clearances: The ability to obtain the required security and medical clearances in a reasonable timeframe is considered a minimum qualification. See Section V.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned

minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical tests, interviews, and reference checks to determine the most qualified/highest-ranked offerors. Reference checks may be conducted with the highest-ranked offerors. Reference checks may be conducted with individuals not provided by the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offerors at the conclusion of evaluations.

Education/Prior Work Experience (40 points): Combination of education and professional experience must demonstrate how the candidate can thrive in a fast-paced, complex work environment. Past experiences should demonstrate that the candidate can understand technical components of engineering and infrastructure projects while being able to incorporate understanding of policy and changing development contexts in Ukraine and the Eurasia region.

Skills and Abilities (60 points): Demonstrated Skills and Abilities in the below areas are essential:

- High capacity in managing construction and engineering projects as well as balancing policy and communications requirements.
- Ability to make independent judgments of institutional capabilities and technical and financial risk that may arise as a result of working with various institutions.
- Ability to develop and maintain contacts with high level officials of host country institutions selected to implement projects.
- Ability to collect and present facts and recommendations in a clear, concise manner, both orally and in writing.
- Ability to conduct sound analytical, evaluative and complex engineering drawing, calculations, and documentations.
- Superior analytical, planning and writing ability.
- Ability to work in a team environment within the USAID Mission and to collaborate effectively with partner institutions.
- Strong communication skills and the ability to transfer knowledge to other staff including external and internal entities.
- Familiarity with development approaches and best practices in a wide variety of engineering and construction management areas.
- Firm understanding of the USG program cycle, including project design, implementation, and monitoring and evaluation.
- Computer skills and knowledge of basic software packages (Microsoft Office suite and Google Platform).
- Level V (fluent) in Speaking and Reading English language ability. English writing skills are particularly important.

Total Points: 100 pts

IV. APPLYING

1. Eligible Offerors are required to complete and submit *all* the following documents and information in English in order to be considered for the position. Submit your complete application package to kyivvacancies@usaid.gov:
 - a. ***Completed and signed*** form [Form AID 309-2](#), “Offeror Information for Personal Services Contracts,” available also at [Forms | U.S. Agency for International Development](#). ***Only include base salary information in box 4 of sections B and C.*** Do not include bonuses, differentials, cost of living allowances, or other types of compensation. During negotiations, salary history may be verified through pay slips, earnings and leave statements, or other appropriate documentation.
 - b. A cover letter of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III of this solicitation.
 - c. A resume or *curriculum vitae* (CV) of not more than 3 pages which, at a minimum, describes education, experience and career achievements relevant to the evaluation and selection factors in section III of this solicitation.
 - 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.

Late, incomplete, and/or un-signed offers will not be considered.

2. Offers containing all required documents must be received by the closing date and time specified in **Section I, item 3**, and submitted electronically to the email Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors should prominently reference the Solicitation number in the offer submission.

V. PRE-AWARD DOCUMENTATION / 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 following forms, needed to obtain medical and security clearances.

1. Medical History and Examination Form/ Medical Clearance Update (DS-1843; DS-1622 /DS-3057)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Fingerprint Card (SF-87)

Timely completion and submission of the required documents are needed to obtain the necessary Security and Medical Clearances. 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 offer letter and begin negotiations with the next most qualified/highest ranked offeror. Selected offerors who are unable to obtain required Security and Medical Clearances in a reasonable timeframe are considered un-qualified for this position.

Within 2 weeks after written notice from the CO that all required clearances have been received, or unless another date is specified by the CO in writing, the selected offeror shall proceed to Kyiv, Ukraine to perform the services specified in section I, item 9.

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, an Off-shore hire USpsc is normally authorized the following benefits and allowances:

1. BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual and Sick Leave

2. ALLOWANCES (If Applicable) *:

- Temporary Quarters Subsistence Allowance (Section 120)
- Living Quarters Allowance (Section 130)
- Cost of Living Allowance (Chapter 210) (d)
- Post Allowance (Section 220)
- Separate Maintenance Allowance (Section 260)
- Education Allowance (Section 270)
- Educational Travel (Section 280)
- Post Differential (Section 500)
- Payments During Evacuation/Authorized Departure (Section 600)
- Danger Pay Allowance (Section 650)

- Special COLA
- Hardship Differential (Section 500)

*Dept. of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas

There are additional incentives for service in Ukraine as a critical priority. EFM's are eligible for Involuntary SMA. When in Kyiv, contractors currently receive a 20% hardship differential, 35% danger pay, a special COLA of \$45 per day, 2 R&Rs, and 20 workdays of administrative leave for R&Rs.

As a matter of policy, and as appropriate, a Resident Hire USPSC is normally authorized the following benefits:

BENEFITS:

- Employer's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual and Sick Leave

In accordance with AIDAR, Appendix D, 1 (Class Deviation M/OAA-DEV-AIDAR-21-02c):

(b) Definitions:

(5) Resident Hire U.S. Personal Services Contractor (PSC) means a U.S. citizen or resident alien who, at the time of contract award.

(i) resides in the cooperating country for reasons other than the U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.; or

(ii) is a spouse or dependent of a U.S. citizen or resident alien with U.S. government or non-U.S. government employment, under any contract or employment arrangement that provides repatriation to the U.S.,

VII. TAXES

USPSCs are required to pay 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 [AIDAR, Appendix D](#)
2. **Contract Cover Page** form [AID 309-1](#) available at [Forms | U.S. Agency for International Development](#)

Line Item Table

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation and Fringe Benefits/Other Direct Costs (ODCs) Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		
1001	Option Period (OP) 1 – Compensation and ODCs Award Type: Cost Product Service Code: R497 Accounting Info:	1 year	LOT		

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available are at [Acquisition & Assistance Policy Directives/Contracts Information Bulletins](#)
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 [Standards of Ethical Conduct](#) Standards of Ethical 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: [Ombudsman](#) The PSC Ombudsman may be contacted via: pscombudsman@usaid.gov.

END OF SOLICITATION