



USAID | INDIA

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SOLICITATION NO.: USAID/India/386-11-101
ISSUANCE DATE: January 5, 2011
CLOSING DATE: January 28, 2011, 5:00 p.m., New Delhi Time

SUBJECT: Solicitation for Personal Services Contractor (PSC) – Senior Energy and Environment Policy Advisor

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking proposals (Optional Form 612) from **U.S. citizens** interested in providing the PSC services described in the attached document.

Submissions shall be in accordance with the attached information and delivered to the undersigned in New Delhi, India, at the place and by the time specified. Email submissions shall be sent to: indiaper@usaid.gov. Applications materials 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 as email attachments or by fax, if possible. Late applications may be considered per USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds.

Only short-listed candidates will be contacted. Any questions regarding this position should be directed to Patrick Robinson, Contracting Officer, or Banita Negi, Human Resources Specialist, who may be reached at the following email address: indiaper@usaid.gov. Applicants should retain for their record copies of all enclosures which accompany their applications.

Sincerely,
/s/

Patrick Robinson
Contracting Officer
USAID/India

Mailing Address:

USAID/India
Executive Office
American Embassy
Shantipath, Chanakyapuri
New Delhi 110021
India

ATTACHMENT 1 TO SOLICITATION NO. 386-11-101

SOLICITATION NUMBER: 386-11-101
ISSUANCE DATE: 01/05/2011
CLOSING DATE/TIME SPECIFIED
FOR RECEIPT OF APPLICATIONS: 01/28/2011 (5 p.m. Delhi Time)
POSITION TITLE: USpsc Senior Energy and Environment Policy Advisor
MARKET VALUE: \$99,628 - \$129,517 per annum (GS-15 equivalent)
PERIOD OF PERFORMANCE: 24 months, renewable subject to the availability of funds
and Mission requirements
PLACE OF PERFORMANCE: Clean Energy and Environment Office (CLEEO),
USAID/India, New Delhi
SUPERVISOR: Director of CLEEO, USAID/India
SECURITY ACCESS: Security clearance (minimum of an Employment
Authorization) must be initiated prior to travel to post of
duty
AREA OF CONSIDERATION: U.S. Citizens

POSITION DESCRIPTION: Senior Energy and Environment Policy Advisor, USAID/India

I. INTRODUCTION:

This is an exciting time for USAID/India's climate change portfolio. In response to President Obama's Global Climate Change (GCC) Initiative, in January 2010 USAID/India established the new Clean Energy and Environment Office (CLEEO) at its overseas Mission at the U.S. Embassy compound in New Delhi. With a fiscal year 2010 budget of U.S. \$22 million, CLEEO is developing new initiatives in clean energy, sustainable landscapes, and water. This new programming represents the agency's largest bilateral climate change portfolio in the world. To launch these new initiatives, at the end of September 2010 USAID/India signed new bilateral agreements with the Ministry of Power (MOP), Ministry of New and Renewable Energy (MNRE), and the Ministry of Environment and Forests (MOEF).¹ In addition to new programming, CLEEO manages ongoing energy and urban water and sanitation programs with a life of project value of \$134 million.

During his visit to New Delhi in November 2010, U.S. President Obama launched the massive new Partnership to Advance Clean Energy (PACE) program. Working with a substantial team of other U.S. agencies, USAID will have the lead role in implementing the deployment phase of this program through its bilateral agreements with MNRE and MOP. The visit was also used to launch USAID/India's new Partnership for Land Use Science (Forest-PLUS) program, which will be implemented in conjunction with MOEF.

The Senior Energy and Environment Advisor will provide leadership to the joint GCC strategy between India and the U.S. concerning clean energy, sustainable landscapes, and water. The position provides broad country policy, strategic program planning, implementation guidance, and advisory support to USAID/India's senior management. This support will ensure that program activities contribute to overall

¹ See copies of the bilateral agreements on USAID/India's website at www.usaid.gov/in.

Indo-U.S. GCC goals as well as to USAID/India's Assistance Objective (AO): "Accelerate India's transition to a high performing, low emissions, and energy secure economy."

The position includes an emphasis on providing advisory functions for USAID/India's new clean energy program - Partnership to Advance Clean Energy Deployment (PACE-D) – as well as existing projects in the Mission's energy portfolio. To this end, the incumbent will serve as the lead USAID technical representative in the U.S.-India Strategic Dialogue on Energy and Climate Change, and closely coordinate the planning and implementation of the PACE-D project with other concerned U.S. Government agencies. The position will provide advisory services for PACE-D program activities including the design and supervision of various implementation instruments such as direct USAID contracts with institutional contractors, inter-agency coordination, and other related activities.

On a regional level, the incumbent will provide advisory support services to USAID's South Asia Regional Initiative for Energy (SARI/E) in connection with cross-border energy cooperation, energy markets development, and clean energy application to help engage India with its neighbors.²

The incumbent will also provide input and guidance into the Mission's sustainable landscapes program, as well as the design of future water management and conservation programs.

The position involves fostering teamwork and extensive coordination with USAID/India's partners in collaboration with resident contractors, U.S. Direct Hires, and Foreign Service National (FSN) staff.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

The incumbent shall:

- a. Advise the Director of CLEEO on national strategic planning and implementation of programs dealing with clean energy, sustainable landscapes, and water;
- b. Provide key advisory services for the PACE-D program and the Forest-PLUS program including their design, supervision and implementation;
- c. Serve as the senior-most USAID technical representative in the US-India Strategic Dialogue on Energy and Climate Change, and closely coordinate the planning and implementation of the PACE-D project with all other concerned U.S. Government agencies.³
- d. Provide technical and design support to programs of national significance that advance environmental policy;
- e. Provide technical and design support to national water management and conservation programs in the urban, industrial and agricultural sectors;
- f. Provide advisory services for ongoing USAID bilateral projects such as:
 - Energy Conservation and Commercialization-Phase III (ECO-III)⁴

² <http://www.sari-energy.org/>

³ These agencies include the Department of Energy (DOE), Department of Commerce, (DOC), Department of State (DOS), Overseas Private Investment Corporation (OPIC) Trade and Development Agency (TDA), and Export-Import Bank of the United States.

⁴ <http://eco3.org/>

- Greenhouse Gas Pollution Prevention Program (GEP)
 - Water-Energy Nexus Activity (WENEXA)⁵
 - Distribution Reform, Upgrades and Management (DRUM) Program⁶
- g. Mentor FSN staff and other professional/technical staff in the conduct of their technical and programmatic work and functions;
 - h. Maintain professional contacts at the highest levels of Indian central, state governments, public and private sector organizations including NGOs, and other bilateral and multilateral agencies.
 - i. Coordinate with the U.S. Embassy's Economics (ECON) Section and Environment, Science, and Technology (EST) Section, as well as other U.S. Government agencies in India, including the interagency groups responsible for implementing the U.S. GCC strategy.
 - j. Represent USAID/India by participating as a featured speaker in national and international workshops, conferences and seminars.
 - k. Foster teamwork and extensive coordination with USAID/India's partners in collaboration with resident contractors, US Direct Hire and FSN staff.

III. SKILLS AND QUALIFICATIONS

The successful candidate must be able to establish and maintain contacts with appropriate counterparts in the GOI, donor organizations, bilateral agencies and private sector organizations. Strong technical skills are required to develop and implement program activities involving technical assistance, training, and commodity procurement. Administrative skills are required to oversee and evaluate the performance of multi-disciplinary teams of technical advisors, institutional contractors, and other implementing partners.

The successful candidate must possess good analytical skills to evaluate and interpret data and prepare precise, accurate and complete reports as needed. The advisor must be able to recognize significant trends in collected data and to bring these to the attention of Mission management.

The incumbent is expected to direct and lead FSN professionals and support staff. The incumbent is expected to have mastery of a very broad field of expertise (e.g. clean energy, sustainable landscapes, and water management). The incumbent is expected to exhibit strong intellectual and conceptual skills to overcome regulatory, policy and operating constraints as needed to advance USAID's clean energy, environment, and water sector goals in India; strong management skills to develop and implement program activities; strong interpersonal skills including demonstrated ability to work collaboratively with a range of professional counterparts at all levels, and from a range of cultural backgrounds.

The position demands superior written and oral communication skills including the ability to meet tight deadlines with concise documents and verbal interpretation. Strong computer skills (e.g. Word, Excel, Power Point, etc.) are also required.

A. Specific Skills and Competencies. The successful candidate will demonstrate:

⁵ <http://www.watereenergynexus.com/>

⁶ <http://www.drumindia.org/>

- Capability to design and implement major advocacy programs in support of USAID's climate change agenda;
- The ability to coordinate USAID's climate change programs with those of other bilateral and multilateral development agencies;
- An in-depth knowledge of the concepts, principles, techniques, and practices in clean energy (energy efficiency and renewables), environmental management, and water resources management;
- Demonstrated project development and management skills;
- Strong intellectual and conceptual skills to develop strategies to overcome legal, regulatory and operating constraints in India's complex environment;
- A good knowledge of Indian economic and political development is preferred, but not mandatory;
- Good knowledge of, or the potential to readily acquire knowledge of, USAID policies, regulations, methodologies, and documentation;
- Excellent verbal communication skills, tact and diplomacy, and the ability to establish and develop productive working relations at the highest levels;
- Excellent written communication skills; and
- Ability to work effectively in a team environment.

B. Education: The incumbent must have a Master's degree/diploma in Engineering, economics, finance, or energy/environment-related areas.

C. Work experience: 20 years of experience of which at least 10 years must be at the energy/environmental project and program management level.

IV. POSITION ELEMENTS

A. Supervisory Control Over Position

This position reports to the Director of the Clean Energy and Environment Office. The overall country program and expected results are established collaboratively in a team forum with the incumbent facilitating discussions. Deadlines, specific results and action plans are developed in consultation with the Office Director. The incumbent is an expert in the field and thus carries out much of his/her work independently, providing technical leadership to FSN staff, other contractors, partners and customers in the development, implementation and monitoring/evaluation of program activities. The work is reviewed in terms of achievement of established milestones, effectiveness in facilitating teamwork, and appropriateness of program activity focus.

B. Guidelines Used and Judgment Required in Their Application

Guidelines used include, but are not limited to, Agency Directives, Mission Orders, standard accounting, auditing and financial management operating procedures and system requirements. The incumbent will have to interpret and adapt any and all guidelines to country specific activities. In particular the political, social, and cultural uniqueness of India will have to be understood to appropriately interpret guidelines to design country program expectations, milestones and expected results. In most cases the incumbent will be required to conceptualize new approaches, new judging criteria and propose new policies for both USAID operations and for the customers.

C. Complexity

The GCC initiatives are broad in scope and touch on many levels of society. The impact of programs managed by other USAID/India offices (e.g. Health Office, Food Security Office) must be taken into consideration at each phase of activity development and implementation to ensure a coordinated country program which in turn ensures that maximum results are achieved.

D. Authority to Make Commitments

The Senior Energy and Environment Advisor is authorized to make final program activity commitments with counterparts, partners and government officials in keeping with the authority of a Contracting Officer's Technical Representative (COTR). Commitments to policy and funding will require the signature of the CLEEO Director. The Advisor's technical determination on directly-managed program activities will be relied upon heavily.

E. Supervision Exercised

The incumbent may supervise and/or oversee the work of:

- TDY and consulting teams;
- Institutional contractors; and
- Professional FSN staff (technical guidance and mentoring).

F. Nature, Level and Purpose of Contacts

The nature of personal contacts is negotiating or coordinating program activities with high level Government of India officials, the U.S. Embassy, USAID-funded contractors, international organizations, etc. The Advisor is expected to motivate and influence counterparts and customers at the highest levels. The Advisor thus will require excellent negotiation skills to obtain substantive cooperation. The full range of contacts is required, from the individual citizen to the mid-level government official, up to the Ministerial levels in the government.

V. SELECTION CRITERIA

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application, gleaned from interviews, and obtained through reference checks.

Selection/Evaluation factors (Maximum points: 100):

- a. Work experience: 30%

- b. Education and Skills: 20%
- c. Project Management: 25%
- d. International experience: 25%

VI. SELECTION PROCESS

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications that 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 a reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidate(s) must obtain security and medical clearances within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate(s). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

VII. APPLYING

Qualified individuals are requested to submit an Optional Application for Federal Employment OF-612 including experience, salary history, curriculum vitae (resume), list of references, and recent sample of his/her written work (maximum 1-3 pages, i.e. policy memo) no later than COB (5 p.m. New Delhi time) Friday, January 28, 2011. The OF-612 form is available at the USAID website, <http://www.usaid.gov/forms/> or Internet <http://www.gsa.gov/portal/forms/type/TOP>, or at Federal offices. Applications, recent supervisor reference and three (3) personal references, and writing sample (1-3 pages) may be submitted by e-mail, fax, DHL or FedEx air courier by the closing date, above, to:

Executive Office
USAID/India
American Embassy
Shantipath, Chanakyapuri
New Delhi, India
Email: indiaper@usaid.gov
Fax: 91-11-2419-8612

Email or faxed documentation is preferred as mail delivery may be untimely. To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter.

USAID/India expects to award a personal services contract for an off-shore US Citizen for a two-year period commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is New Delhi, India.

Benefits include post differential, housing, and other benefits per USAID regulations. Basic household furnishings will be available in quarters to be provided by USAID.

For more information about USAID/India see Mission's website <http://www.usaid.gov/india>

ATTACHMENT 2 TO SOLICITATION NO. 386-11-101

PSC Contractor Benefits (As allowable under applicable regulations)

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF AN OFFSHORE HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS:

Benefits

1. Employee's F.I.C.A and MEDICARE contributions
2. Contribution toward Health and Life Insurance
3. Shipment and Storage of Household Effects
4. Shipment of POV (Privately Owned Vehicle)
5. Pay Comparability Adjustment
6. Annual Step Increase except if at the top step of the grade
7. Eligibility for Worker's Compensation
8. Annual and Sick Leave

Allowances

- A. Temporary Lodging Allowance (Section 120)
- B. Living Quarters Allowance (Section 130)
- C. Post Allowance (Section 220)
- D. Supplemental Post Allowance (Section 230)
- E. Separate Maintenance Allowance (Section 260)
- F. Education Allowance (Section 270)
- G. Education Travel (Section 280)
- H. Post Differential (Chapter 500)
- I. Payments during Evacuation/Authorized Departure (Section 600)
- J. Danger Pay (Section 650)

Federal Taxes: USPSCs are not/not exempt from payment of Federal Income taxes.

List of REQUIRED Forms for USPSCs

- a. Optional Form 612 (is available at the USAID web site:
[http://contacts.gsa.gov/webforms.nsf/0/41A93F1A1771761B85256A720061344C/\\$file/of612.pdf](http://contacts.gsa.gov/webforms.nsf/0/41A93F1A1771761B85256A720061344C/$file/of612.pdf))

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.)

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 to determine which CIBS and AAPDs apply to this contract: http://www.usaid.gov/business/business_opportunities/psc_solicitations.html.