

Three-Month Assignment

Project Planning and Design

(River Basin and Associated Infrastructure Focus)

Bangkok, Thailand

Fall 2013

OPPORTUNITY: The U.S. Department of the Interior's (DOI) International Technical Assistance Program (ITAP) is seeking a project planning and design specialist, with a background in river basin and associated infrastructure management, to provide approximately three months of technical assistance in Bangkok, Thailand. Travel to other Southeast Asian countries will be required.

BACKGROUND: DOI-ITAP provides assistance to developing countries on subjects of Departmental expertise on a reimbursable basis. The program is currently operating across the globe with support from the U.S. Agency for International Development (USAID), the State Department, the World Bank, the Inter-American Development Bank, and the Millennium Challenge Corporation. DOI-ITAP has managed short- and long-term multi-partner projects in over 50 countries since 1995.

DOI-ITAP and USAID/RDMA are developing a plan to engage DOI support for the Lower Mekong Initiative (LMI). Launched in 2009, LMI is a partnership among the five Lower Mekong River countries (Cambodia, Laos, Burma, Thailand, Vietnam), and the United States to promote trans-national cooperation within this important Asian sub-region. As an LMI support tool, USAID will soon launch the "Smart Infrastructure for the Mekong" (SIM) project. SIM, announced by Secretary of State John Kerry in July 2013, will provide the LMI countries with rapid, demand driven technical and scientific assistance to promote the sustainable development of large scale infrastructure (e.g., hydroelectric dams) and environmentally sound land use projects.

ASSIGNMENT: ITAP is seeking one specialist for a three month assignment with the U.S. Agency for International Development's Regional Development Mission in Asia (USAID/RDMA) Regional Environment Office (REO). The ideal candidate will have a very strong project management/project planning background, with some level of expertise in river basin and associated infrastructure (e.g., hydropower dams) management. The DOI Specialist will be located within the USAID/RDMA Mission in Bangkok, with 25-40% of his/her time consisting of Asia regional travel.

The selected DOI project planning and design specialist will help map DOI involvement in SIM, with major duties and responsibilities focused on the following:

1) Activity Approval and Implementation Process Streamlining – 25%

Working very closely with DOI-ITAP U.S.-based managers, the specialist will develop streamlined activity approval and implementation processes. The specialist will also solicit feedback from relevant project partners to ensure all timeline estimates and procedures are applicable to key implementing entities.

2) Counterpart Feedback Collection / Needs Assessment – 50%

The DOI-ITAP Specialist will meet with officials from all relevant LMI governments to both help inform them on the SIM program and activity process, as well as solicit feedback regarding potential areas of assistance or proposed activities. Feedback will be aggregated into an overall SIM Assistance Needs Assessment, which will propose both a SIM first-year estimated budget and work-plan, as well as expected human and financial resource allocation levels for DOI and any other potential implementing entities.

3) First-Year Budget and Work-plan Development – 25%

Based on the needs assessment, an estimated first-year budget and work-plan will be developed in close coordination with DOI-ITAP managers. These documents will inform USAID's incremental funding of SIM's interagency agreements, as well as DOI's and other key partners expected levels of effort so they allocate human and technical resources to the SIM program effectively.

Upon completion of the three month assignment, expected deliverables may include, but not be limited to, the following:

- 1) Activity Approval and Implementation Process Report / Flowchart
- 2) SIM Assistance Needs Assessment
- 3) First-Year Estimated Budget (including USAID, DOI anticipated funding allocation levels)
- 4) First-Year Work-Plan Development (DOI engagement).

SCHEDULE: This assignment is expected to cover a three-month period in Fall 2013. The technical assistance will be based out of Bangkok, Thailand. Planning trips to LMI countries will be an integral part of this assignment, as noted under "Assignment".

PRE- AND POST-TRIP DUTIES: All travel and in-country logistics will be handled by DOI-ITAP and/or our in-country counterpart. Background material and briefings will be provided to the selected individuals prior to departure. The selected individuals will be expected to work in collaboration with DOI-ITAP project managers and USAID staff on the preparation and follow-up over phone and email to discuss technical aspects of the

project.

Within three weeks of the completion of the trip, the individual will provide the DOI-ITAP managers a brief draft trip report of the trip events, evaluations made, recommendations for future actions, and copies of any assignment related products. NPS travelers will also submit this report to their Office of International Affairs.

COSTS: DOI-ITAP will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, medical insurance, immunizations, per diem, etc.). DOI-ITAP will reimburse the salary of the selected specialist. DOI retiree candidates will be provided a stipend. Please note that travel expenses will **NOT** count against Bureau travel ceilings.

APPLICATION REQUIREMENTS

Competitive applicants for this assignment will:

- Be a current or retired employee of DOI;
- The ideal candidate will have regional experience within Southeast Asia, preferably the LMI sub-region, and have a strong grasp of the water resources and infrastructure development issues.
- The candidate should have a minimum of two years of budget development experience, preferably for infrastructure-focused activities.
- The candidate should have a basic understanding of river-basin management and appropriate infrastructure related issues. He/she does not need to be a technical expert.
- Please note if you have had experience in implementing USAID technical assistance projects and/or DOI international programs, including participation in DOI-ITAP assignments.
- Have demonstrated ability to work with and adapt to the needs and abilities of agencies and professionals of different ethnic or cultural groups;
- No language proficiency is required;
- Previous international experience is desirable, particularly experience with a very strong project management/project planning background, with some level of expertise in river basin and associated infrastructure (e.g., hydropower dams) management in other countries.

Upon selection, candidates must submit a current physician-signed letter or medical review form indicating fitness for duty.

If you are selected for this assignment you will be responsible for obtaining your supervisor's approval to participate in this program, as well as additional approvals up your supervisory chain of command as necessary (see below).

HOW TO APPLY

Persons interested in being considered for this international assignment must:

- Send a resume and cover letter summarizing direct, relevant work experience, related to the skills listed under application requirements. Please submit electronically to **Kathy Lui** (Kathy_lui@ios.doi.gov) and **Marc Weitzel** (marc_weitzel@ios.doi.gov) with the subject: "River Basin and Associated Infrastructure Management"
 - Cover letter and resume should be send as one document (preferably a PDF) with the file name "FULL NAME_BUREAU_JOB TITLE"
- If your supervisor has already given approval, please indicate this.
- All applications should be submitted as soon as possible but no later than **August 28, 2013**. Applications will be reviewed on a rolling basis.

Any and all questions can be directed to the contact information above Please contact Jason Riley or Marc Weitzel with any questions regarding this assignment. Marc can be reached at Marc_Weitzel@ios.doi.gov and (805) 671-9746 and Jason can be reached at Jason_Riley@ios.doi.gov and (805) 225-1161.

All NPS applicants should copy their applications to Rudy D'Alessandro (rudy_dalessandro@nps.gov) in the NPS Office of International Affairs. All NPS applicants must have the approval to apply from their Associate Director or Regional Director. *ADs/RDs fully encourage qualified NPS staff to apply; securing the approval of the ADs/RDs before applying is intended to ensure that supervisory chains are aware of the potential for ITAP engagement.*

All BLM applicants should copy their applications to Olivia Sierra (osierra@blm.gov) in the BLM Office of International Affairs. BLM applicants **must** have the approval of their immediate supervisor to apply.

Employees of the U.S. Fish and Wildlife Service, Office of Law Enforcement are required to have supervisory approval prior to submitting an application.

Please note that ITAP travel does not require the use of a field office credit card and travel will not count towards 'travel caps'.

Application Process

The entire selection process may take several weeks. A short list of candidates will be interviewed by telephone. All candidates will be notified of the results of the selection process by telephone, email or letter. The position is open to all applicants that meet the stated requirements. If applicants do not receive an email acknowledgement of receipt of their application, please inquire with the Project Managers listed above.