



**ISSUANCE DATE: FEBRUARY 28, 2024**

**CLOSING DATE/TIME: MARCH 13, 2024 / 23.59 HRS. INDIAN STANDARD TIME (IST)**

**SUBJECT: SOLICITATION FOR USAID/INDIA INTERNSHIP PROGRAM**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to participate in the USAID/India Internship as described in this solicitation.

Offers must be submitted in accordance with **Attachment 1** 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 an internship opportunity, 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 Attachment 1.

Sincerely,

R. Christopher Gomes  
Contracting Officer

## **Attachment 1**

### **I. GENERAL INFORMATION**

- 1. ISSUANCE DATE: February 28, 2024**
- 2. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: March 13, 2024 / 23.59 hours Indian Standard Time (IST)**
- 3. POINT OF CONTACT: Ms. Vandana Sharma, Supervisory Human Resources Specialist, e-mail at [indiaper@usaid.gov](mailto:indiaper@usaid.gov)**

### **II. STATEMENT OF PURPOSE AND SCOPE OF WORK:**

The United States Agency for International Development (USAID) Mission in India (USAID/India) welcomes applications from disadvantaged, underrepresented, and/or underserved individuals in India irrespective of caste, disability, ethnicity, gender identification, geographic origin, religion, and/or sexual orientation, among other factors.

USAID/India announces opportunities for internships for interested and qualified individuals to participate in internship program for a period of up to six months, in the following areas:

#### **1. HEALTH OFFICE INTERN**

##### **Position Summary:**

The overall objective of the internship is for the incumbent to gain an understanding of the public health profession and health development issues from a donor perspective, and to prepare him or her for employment or further education in the field of public health. This position will be based at the Health Office (HO) within the Mission. The incumbent reports directly to the HO Mentor for matters relating to the internship program.

##### **SCOPE OF WORK:**

##### **BASIC FUNCTION OF POSITION**

The overall objective of the internship is for the incumbent to gain an understanding of the public health profession and health development issues from a donor perspective, and to prepare him or her for employment or further education in the field of public health. This position will be based at the Health Office (HO) within the Mission. The incumbent reports directly to the HO Mentor for matters relating to the internship program.

##### **MAJOR DUTIES AND RESPONSIBILITIES**

- 1. 60 % Time: Work with Health sub-teams on specific tasks and projects: HIV/Social Marketing/Family Planning team and Maternal, Newborn, and Child Health, Tuberculosis and Global Health Security.**

- Participate in HO staff meetings;
  - Participate in sub-team technical meetings, as appropriate;
  - Participate in technical meetings with Ministry of Health and Population and USAID implementing partners, as relevant;
  - Complete technical tasks that have been assigned by sub-teams;
  - Obtain an understanding of HO core programs;
  - Plan and facilitate an event as appropriate;
  - Perform “mini” technical reviews with the HO team.
  - Support and advice on inclusive development for vulnerable populations across the health program
2. 25% time: Office Management Assistance
- Assist with note-taking, typing minutes, updating regular team meeting checklists;
  - Assist with HO administrative tasking in coordination with Office Support Staff;
  - Receive computer related training and skills as needed
  - Initiate drafts for official letters;
  - Upgrade and maintain the library on an ongoing basis;
  - Distribute to HO staff publications, books, reports and documents received.
3. 15 % Time: Field visits to USAID’s contractor and grantee project sites to develop an understanding of the following:
- Tribal Health Collaborative
  - The HIV/AIDS Program;
  - The basics of social marketing;
  - The Family Planning/Reproductive Health Program;
  - The Maternal, Newborn and Child Health/nutrition Program;
  - The Environmental Health Program;
  - The Tuberculosis Program
  - The Global Health Security Programs
  - The coordination and preparation needed for activity events.

### **QUALIFICATIONS REQUIRED**

- Bachelor’s level studies in public health or clinical health is required.
- Basic computer skills.
- Must be able to work in English (speaking, reading and writing).

### **POSITION ELEMENTS**

Supervision received: The position will report directly to the HO Mentor with additional supervision by all staff. The intern will rotate proportionately between the sub-teams with a formal handover at an HO Office meeting. The intern carries out the above described responsibilities following a pre-approved work plan.

### **PERFORMANCE PERIOD AND HOURS OF DUTY**

- Up to six months
- 40 hour work week

## **SELECTION CRITERIA/ELIGIBILITY**

Please refer to the USAID/India Internship Program solicitation. For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in India irrespective of caste, disability, ethnicity, gender identification, geographic origin, religion, and/or sexual orientation, among other factors.

## **2. DEVELOPMENT PARTNERSHIPS AND INNOVATIONS OFFICE INTERN**

### **Position Summary:**

The Development Partnership and Innovation Office (DPIO) intern will support USAID/India development assistance activities in private sector partnership oriented regulatory, innovation and finance sectors. The intern will be a highly motivated individual interested in the development field, especially in private sector partnerships, and wishes to continue further education or seek employment upon completion of the Internship program. The DPIO includes activities involving all areas of the Mission's portfolio including health, climate change, digital and information technologies, finance, sustainable business, natural resource management, livelihoods, and education. The intern will report directly to the designated mentor during the six-month internship program. Here is the link to the

### **SCOPE OF WORK**

### **BASIC FUNCTION OF POSITION**

The Development Partnership and Innovation Office (DPIO) intern will support USAID/India development assistance activities in private sector partnership oriented regulatory, innovation and finance sectors. The intern will be a highly motivated individual interested in the development field, especially in private sector partnerships, and wishes to continue further education or seek employment upon completion of the Internship program. The DPIO includes activities involving all areas of the Mission's portfolio including health, climate change, telecommunications and information technologies, finance, sustainable business, natural resource management, livelihoods, and education. The intern will report directly to the designated mentor during the twelve-month internship program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- A. Work with different team members within DPIO on a rotational basis and meet with the respective implementing partners to learn about USAID activities from different perspectives.
- B. Participate in outreach activities including drafting agendas, preparing for events, compiling information regarding external private sector and social enterprise organizations, drafting notes, preparing and sending emails, preparing success stories, documenting partnership and project information across the mission, writing regular updates, contributing to the weekly newsletter, Facebook postings, site visit reports, and photographing event.

- C. Assist assigned development advisors in coordinated outreach to prospective and established partners by maintaining records on partner discussions, calculating resource contributions, compiling information regarding upcoming events.
- D. Assisting Agreement/Contracting Officers' Representative (A/COR) in day-to-day management of activities, including maintenance of files, tracking progress of work plans, attending relevant meetings with A/COR, conducting field visits, and reporting, monitoring and evaluation of activities, as well as the close-out preparation of completed activities.
- E. Learn and use online systems to file access requests, travel requests, etc.
- F. Participate in the selection of new agreements/awards and the hiring of new staff as an a non-voting member (e.g., serve on technical evaluation committees, selection panels, and participate in post-award briefs).
- G. Update Mentor and team members about the achievement/progress made on a weekly basis.
- H. Perform other duties as assigned by the Mentor in consultation with the DPIO Director.

### **QUALIFICATIONS REQUIRED**

- Completion of bachelor's degree in relevant field
- Basic computer knowledge
- Knowledge of India's political, economic, social and cultural characteristics
- Strong critical thinking skills
- Must be able to work in English (speaking, writing, and reading) at Level II.

### **Desirable**

- Previous experience with non-governmental organizations, donors, or the media
- University diploma/degree
- Enjoys reading the newspaper and is aware of current events
- Ability to research and write reports in English

### **POSITION ELEMENTS**

**Supervision Received:** The position reports directly to the assigned Mentor and liaises with other staff as appropriate. The intern carries out the above described responsibilities and performance will be rated based on negotiated work objectives and performance measures including the willingness to take initiative, ability to work as a member of a team, and ability to maintain a positive attitude.

### **Performance Period and hours of duty:**

- Up to 6 months
- 40 hour work week

## **SELECTION CRITERIA/ELIGIBILITY**

Please refer to the USAID/India Internship Program solicitation. For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in India irrespective of caste, disability, ethnicity, gender identification, geographic origin, religion, and/or sexual orientation, among other factors.

## **3. EXECUTIVE OFFICE INTERN**

### **Position Summary:**

The intern will be housed in the Executive Office (EXO). As EXO intern the incumbent will engage in various administrative support functions carried out by the Human Resources, General Services, and Information Management teams. The EXO Intern reports directly to the designated EXO mentor on matters relating to the program.

### **SCOPE OF WORK**

### **BASIC FUNCTION OF POSITION**

The intern will be housed in the Executive Office. As EXO intern the incumbent will engage in various administrative support functions carried out by the Human Resources, General Services, and Information Management. The EXO Intern reports directly to the designated EXO mentor on matters relating to the program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. As part of the Human Resources (HR)Team
  - Be familiar with the HR office activities on the recruitment process, filing, and the employment practices.
  - Assist in recruitment efforts, organizing logistics for written test and interviews.
  - Assist with events management and logistics.
  - Serve as the back-up for Roving Secretary.
  - Assist HR office with the sorting, labeling and disposal of old records, under the supervision of HR mentor.
  - Assist HR office in day-to-day HR functions as assigned by the mentor.
2. As part of the General Services team
  - Assist with FSN medical claims submission.
  - Follow Up with Bajaj Allianz on the claims processed, approved and shortfalls if any.
  - Assist in conducting compilation of market research for the procurements being conducted at the Mission.
3. As part of the Information Management team
  - Familiarize with existing computing environment and assist in help desk operations.
  - Assist in providing audio visual support for internal and external events.
  - Assist in upkeep of printers, monitors and other endpoint equipment.

- Assist in inventory management - physical inventory and disposal of old equipment.

### **QUALIFICATIONS REQUIRED**

- Completion of bachelor's degree or final year bachelor's level education in relevant field.
- Basic computer skills
- English Language proficiency at least Level – II

### **POSITION ELEMENTS**

**Supervision received:** The position reports directly to the EXO Mentor.

**Performance Period and hours of duty:**

- Up to six months
- 40 hour work week

### **SELECTION CRITERIA/ELIGIBILITY**

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## **4. OFFICE OF PROGRAM SUPPORT INTERN**

### **Position Summary**

The intern will be housed in the Office of Program Support (PS). As PS intern the incumbent will engage in various functions carried out by the budget, project design, monitoring and evaluation, development outreach and communication teams. The PS Intern reports directly to the designated PS mentor on matters relating to the program.

### **SCOPE OF WORK**

### **BASIC FUNCTION OF POSITION**

The intern will be housed in the Office of Program Support (PS). As PS intern the incumbent will engage in various functions carried out by project development, monitoring and evaluation, project design, development outreach and communications team. The PS Intern reports directly to the designated PS mentor on matters relating to the program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Serve as the key POC to update the donor's database.
- Draft cables highlighting how USAID/India's programs advance the United States Government priorities.

- Lead brown bag sessions on relevant inclusive development or activity design processes for the team or broader USAID Mission.
- Support co-created activity design processes.
- Work with Gender and Inclusive development advisors to advance Agency Policy goals.
- Collaborate with the GIS Specialist and the Monitoring, Evaluation, and Learning team to provide data visualizations to support activity design and decision-making.
- Support the team on tasks as assigned, including but not limited to note-taking for meetings or events; organization of briefers for high-level meetings; logistical support for high-level official visits; etc.

### **QUALIFICATIONS REQUIRED**

- Completion of bachelor's degree or final year bachelor's level education in relevant field.
- Basic computer skills
- English Language proficiency at least Level – II

### **POSITION ELEMENTS**

**Supervision received:** The position reports directly to the PS Mentor.

**Performance Period and hours of duty:**

- Up to six months
- 40 hour work week

### **SELECTION CRITERIA/ELIGIBILITY**

Please refer to the USAID/India Internship Program solicitation. For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in India irrespective of caste, disability, ethnicity, gender identification, geographic origin, religion, and/or sexual orientation, among other factors.

## **5. REGIONAL FINANCIAL MANAGEMENT OFFICE INTERN**

### **Position Summary**

The intern will be housed in the Regional Financial Management Office (RFMO). As RFMO intern the incumbent will engage in a limited series of functions carried out by the voucher examining, financial analysis, and budgeting teams. The RFMO Intern reports directly to the designated RFMO mentor on matters relating to the program.

### **SCOPE OF WORK**

### **BASIC FUNCTION OF POSITION**

The intern will be housed in the Regional Financial Management Office (RFMO). As RFMO intern the incumbent will engage in a limited series of functions carried out by the voucher examining, financial analysis, and budgeting teams. The RFMO Intern reports directly to the designated RFMO mentor on matters relating to the program.



## **MAJOR DUTIES AND RESPONSIBILITIES**

- Compile the details of all the pre-awards that have done in the past 5 years and enter and prepare the database for entry into the CACS system.
- Compile details of all the financial reviews that have been conducted in the last 5 years into a database table for ready reference.
- Prepare a project wise binder of USAID funded projects with basic details for easy reference at any future point in time.
- Prepare a graphical representation of the budget versus actual utilization of all the active projects and extrapolate the projection to determine the need for additional funds.
- Prepare an RFMO binder for presentation to all visitors.

## **QUALIFICATIONS REQUIRED**

- Completion of bachelor's degree or final year bachelor's level education in relevant field.
- Basic computer skills
- English Language proficiency at least Level – II

## **POSITION ELEMENTS**

**Supervision received:** The position reports directly to the RFMO Mentor.

**Performance Period and hours of duty:**

- Up to six months
- 40 hour work week

## **SELECTION CRITERIA/ELIGIBILITY**

Please refer to the USAID/India Internship Program solicitation. For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in India irrespective of caste, disability, ethnicity, gender identification, geographic origin, religion, and/or sexual orientation, among other factors.

## **6. INDO-PACIFIC OFFICE INTERN**

### **Position Summary**

The Indo-Pacific Office (IPO) intern will support USAID/India development assistance activities related to accelerating the energy transition and the achievement of net-zero carbon emissions in India and throughout the region. The intern will be a highly motivated individual interested in the development field, especially in the energy sector, and wishes to continue further education or seek employment upon completion of the Internship program. The IPO engages in the energy sector in support of the Indo-Pacific Strategy. The intern will report directly to the designated mentor during the internship program.

## **SCOPE OF WORK**

### **BASIC FUNCTION OF POSITION**

The Indo-Pacific Office (IPO) intern will support USAID/India development assistance activities related to accelerating the energy transition and the achievement of net-zero carbon emissions in India and throughout the region. The intern will be a highly motivated individual interested in the development field, especially in the energy sector, and wishes to continue further education or seek employment upon completion of the Internship program. The IPO engages in the energy sector in support of the Indo-Pacific Strategy. The intern will report directly to the designated mentor during the internship program.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- A. Assist assigned Agreement/Contracting Officers' Representative (A/COR) in day-to-day management of activities, including maintenance of files, tracking progress of work plans, attending relevant meetings with A/COR, conducting field visits, and reporting, monitoring and evaluation of activities, as well as the close-out preparation of completed activities.
- B. Participate in the co-creation, technical evaluation, and monitoring of new and existing agreements/awards. Participate in the hiring of new staff as a non-voting member (e.g., serve on technical evaluation committees, selection panels, and participate in post-award briefs)
- C. Participate in outreach activities including drafting success stories, documenting project information, writing regular updates, contributing to the weekly newsletter, Facebook postings, site visit reports, and photographing event.
- D. Update Mentor and team members about the achievement/progress made on a weekly basis.
- E. Work with different team members within IPO on a rotational basis and meet with the respective implementing partners to learn about other USAID activities.
- F. Perform other duties as assigned by the Mentor in consultation with the IPO Director.

### **QUALIFICATIONS REQUIRED**

- Completion of at least three years of coursework towards a bachelor's degree in relevant field
- Basic computer knowledge
- Knowledge of India's energy sector
- Strong critical thinking skills
- Must be able to work in English (speaking, writing, and reading) at Level II.

#### **Desirable**

- University diploma/degree
- Ability to research and write reports in English
- Technical skills related to energy: green/renewable, power grids, e-mobility

### **POSITION ELEMENTS**

**Supervision Received:** The position reports directly to the assigned Mentor and liaises with other staff as appropriate. The intern carries out the above-described responsibilities and performance will be rated based on negotiated work objectives and performance measures

including the willingness to take initiative, ability to work as a member of a team, and ability to maintain a positive attitude.

**Performance Period and hours of duty:**

- 3 months
- 40 hour work week

**SELECTION CRITERIA/ELIGIBILITY**

Please refer to the USAID/India Internship Program solicitation. For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in India irrespective of caste, disability, ethnicity, gender identification, geographic origin, religion, and/or sexual orientation, among other factors.

**III.EVALUATION AND SELECTION FACTORS:**

USAID/India may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

**SELECTION PROCESS:**

**Phase-I:** Offerors who meet the minimum education requirements will advance to Phase II - Evaluation. Offerors that do not meet the minimum educational qualification will not be further considered.

**Phase-II:** Applicants that have met Phase I requirements will be evaluated and ranked based on the following factors for the maximum score of 100 points.

- Technical Knowledge (30 points)
- Ability and Skills (30 points)
- Open ended questions (40 points):
  - What Indian languages do you speak?
  - How has diversity or lack thereof in your personal and professional endeavors affected you?
  - Diversity is multi-faceted and encompasses characteristics such as gender, ethnicity, sexuality, culture, and social background. Diversity enriches the workplace. Are there any unique perspectives or insights that you think you could bring to USAID?
  - What challenges or opportunities influenced your decision to seek a higher education, professional opportunities, etc?

- Drawing on your personal and professional experiences, what are some ideas or recommendations you have on how to make a workplace more inclusive? Please describe how this internship will help you advance your personal goals or objectives, and please comment on any interest or advocacy regarding diversity and inclusion in your profile.

The most highly rated application will advance to Phase III.

**Phase-III:** The Applicants determined to be most highly rated will be interviewed and asked to complete a written exercise. The interview and written exercise performance will be evaluated based on the evaluation factors given below and ranked for the maximum score of 100 points:

- Technical Knowledge (30 points)
- Ability and Skills (50 points)
- Writing Skills (20 points)

#### **IV. SUBMITTING AN OFFER:**

Interested applicants should submit a recent resume, an application letter that outlines your interest and qualifications for the internship with USAID/India, and responses to the Open-ended questions mentioned above under Phase-II.

**Please clearly specify the position you are applying for and send your application to the attention of USAID/India Human Resources Office no later than March 13, 2024.**

Please send the applications electronically to the USAID/HR email address at: [indiaper@usaid.gov](mailto:indiaper@usaid.gov). Applications received after the deadline will not be considered.

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

***The interns selected to participate in the program will be provided a monthly stipend during the internship program.***