



USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10019

ISSUANCE DATE: May 08, 2024

CLOSING DATE/TIME: May 22, 2024, 11:59PM PST

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan)**

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** 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 Attachment 1.

Sincerely,

**Lorraine Sherman
Contracting Officer**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72049224R10019
- 2. ISSUANCE DATE:** May 08, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 22, 2024 / 11:59 PM, Philippine Standard Time (PST)
- 4. POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines e-mail at aidmnlhr@usaid.gov
- 5. POSITION TITLE:** **USAID Project Management Specialist (Monitoring, Evaluation and Learning [MEL]), FSN-11**
- 6. MARKET VALUE:** **PHP 1,578,396.00 to PHP 2,446,506.00** basic salary equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Philippines. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to the availability of funds, the need for services and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID/Philippines (Mission) requirements and the continued availability of funds. The probationary period is six months.
- 8. PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:**

Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
- 10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

The USAID Project Management Specialist (Monitoring, Evaluation, and Learning [MEL]) is located in the Health Office, HIV/AIDS PEPFAR Team, and plays a lead role in the development of effective strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representative (C/AOR) managing Mission Health programs/projects/activities.

The Specialist applies evaluation research to the monitoring of program/project/activity implementation in order to document results, and to translate MEL and other data into meaningful policy and program improvements. The Specialist serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing senior-level technical guidance to Health Office leaders, the broader USAID Mission, implementing partners (IPs) involved in program monitoring and evaluation, and within the cooperating country government. The Specialist serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities.

The Specialist is a key member of the Health Office, HIV/AIDS PEPFAR Team. The jobholder reports to the USAID Project Management Specialist (HIV Team Lead) and has no formal supervisory responsibility.

MAJOR DUTIES AND RESPONSIBILITIES:

Program/Project/Activity Performance Management and Reporting (30%)

- Provides senior/high level technical guidance to Health Office, Mission staff, IPs, and other USG agencies on MEL concepts, processes, design, training, and best practices.
- Provides expert direction and technical guidance in the implementation of the Health Office portions of the Mission Performance Management Plan (PMP), and Health Office responsibilities from Mission PMP; and, MEL services and support to IPs in the development and implementation of program/project/activity Monitoring, Evaluation, and Learning Plans.
- Provides guidance to IPs in understanding of the Performance Monitoring Plan systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
- Provides technical monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies in order to plan and manage Health Office responsibilities related to the PMP, including collection, assessment of validity, and improving data quality.
- Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities,

indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.

- Provides technical leadership to C/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and Health Office topics. Briefs Health Office and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
- Provides expert guidance to Health Office technical staff on defining measurable indicators and targets for desired results addressed by their program / project / activity, and edits quarterly, semi-annual, and annual performance reports.
- In collaboration with the Mission Program Office, leads the Health Office compilation and reporting on the annual Performance Plan and Report (PPR) to Congress and ensures all required indicators have appropriate targets and data are collected and reported on by IPs.
- Leads USAID's support to the cooperating country government for the development and management of a national information system, and a central repository (data warehouse) for Health data; and, serves as USAID point of contact for health data and information systems.

Evaluation and Organizational Learning (30%)

- Provides technical guidance and leadership to ensure evaluations are properly planned and carried out in a high quality and professional manner, by aiding Health Office C/AORs to draft appropriate Scopes of Work (SOWs) for evaluation Teams, by actual participation in and/or leading evaluation Teams, and by ensuring that Team comments on draft evaluation reports are reflected in final reports.
- Leads a team in the development and execution of an evaluation plan that ensures compliance with USAID Evaluation Policy. Advises thematic teams/working groups and technical specialists on planning, designing, and implementing appropriate Evaluation Plans.
- Provides technical guidance and leadership to other USG agencies in the development, preparation, and dissemination of results of Public Health evaluations, Demographic Health Surveys, etc.
- Leads cross-cutting evaluations, and supports prioritization and implementation of recommendations, as required.
- Manages the Collaborating, Learning, and Adapting (CLA) component of Health Office activities.
- Organizes and leads roundtables and consultations with Health Office staff, IPs, and other stakeholders to develop a Learning Agenda for Health interventions; identifies

mechanisms for implementing research; and, manages implementation of research and evaluation activities and dissemination of results.

- Provides technical leadership and oversight to the Ministry of Health and other cooperating country government staff to ensure that national-level data is available and reliable, and works with inter-agency Heads of Departments and senior technical staff to ensure that USG data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are attributable to USAID (and USG) interventions.

Project Management (30%)

- Serves as a C/AOR and/or Activity Manager for MEL programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conducts site visits and data quality audits, as required, in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of USG funding.

Representation (10%)

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, and in consultations with other social sector donors, government officials, and IPs.
- Provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

SUPERVISORY RELATIONSHIP: The incumbent works under the direct supervision of the Director of the Environment Office.

SUPERVISORY CONTROLS: Supervision of other staff is not contemplated.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – Master’s degree or local equivalent from an accredited program in social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.
Note: Additional education may NOT be substituted for experience.
- b. **Prior Work Experience** – Five (5) years of progressively responsible job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two (2) years of this experience in a development-oriented workplace, or a related field, for other donor agencies, cooperating country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.
Note: Additional experience may NOT be substituted for education.
- c. **Language Proficiency/Communication Skills** – Level IV (advance professional proficiency) language proficiency in English and in Tagalog (local language) in speaking, reading, and writing is required. With this level of proficiency, the Specialist is expected to: prepare regular and ad hoc reports, project documentation, and briefing papers, develop and deliver professional quality reports and presentations, and possess the ability to translate, on occasion, when the Specialist may need to act as an interpreter.
- d. **Job Knowledge** – The Specialist must have in depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring and evaluation. The Specialist must have excellent knowledge of MEL systems, public health programming, and international donor operations in the sector. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the cooperating country; development problems in the health sector in the cooperating country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the cooperating country and the region. The Specialist must have working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.
- e. **Skills and Abilities** – The Specialist must have the ability to plan, organize and execute complex MEL activities, including the ability to provide technical leadership and apply this ability to programming in the cooperating country and the region. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and

speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in Excel, SPSS, STATA, R and/or other analytical databases.

III. EVALUATION AND SELECTION FACTORS

The Government 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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

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 tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

In the event, USAID receives a significant number of offers for this solicitation as deemed by the Contracting Officer, Offerors will be evaluated holistically for all criteria on a red (reject), yellow (review only if inadequate green), and green (move on to full review) basis. Green ranked offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (20 points)
4. Job Knowledge (40 points)
5. Skills and Abilities (40 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following: (**NOTE:** As stated in the cover letter: **Incomplete or unsigned offers will not be considered.**)
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
 - d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**May 22, 2024/11:59PM PST**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.
3. Offeror submissions must clearly reference the Solicitation number (**72049224R10019**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. 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 forms needed to obtain medical and security/facility access.

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 salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus
- d. Paid leaves (annual and sick leave) – leave earning starts after six months of employment
- e. membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

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 <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

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: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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