



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066324R10011

ISSUANCE DATE: 04/12/2024

CLOSING DATE/TIME: 04/26/2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC to serve as **USAID Project Management Assistant (Humanitarian Assistance)** in the Office of Humanitarian Assistance (OHA).

Dear Prospective Candidates:

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 I** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates 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 attachment.

Sincerely,

James Cerwinski
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066324R10011
- 2. ISSUANCE DATE:** 04/12/2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 04/26/2024, no later than 5:00 p.m (EAT) (close of business).
- 4. POINT OF CONTACTS:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov.
- 5. POSITION TITLE:** USAID Project Management Assistant (Humanitarian Assistance)
- 6. MARKET VALUE:** \$12,764 – \$22,964 yearly i.e., equivalent to **FSN - 8**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be from 07/01/2024 – 06/30/2029.
- 8. PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facilities access.

II. STATEMENT OF DUTIES**I. *General Statement of Purpose of the Contract***

USAID/Ethiopia’s Office of Humanitarian Assistance (OHA) is responsible for coordinating the USG’s emergency humanitarian response in Ethiopia and supporting Ethiopia’s relief-to-development continuum. In coordination with USAID’s Bureau for Humanitarian Assistance (BHA), In coordination with USAID’s Bureau for Humanitarian Assistance (BHA), OHA provides life-saving humanitarian assistance—including food, water, shelter, emergency healthcare, sanitation and hygiene, and critical nutrition services, and takes a holistic look at humanitarian aid, providing assistance before, during and after a crisis—from readiness and response, to relief and recovery. This includes non-emergency programming that is foundational to linking humanitarian assistance to long-

term development to ensure USG and GoE development gains are protected.

The Program Management Assistant is a key member of OHA. The Jobholder reports to the Deputy Director and has no formal supervisory responsibility.

The Program Management Assistant provides administrative support, program management support and maintains knowledge management systems for OHA. Administrative functions cover essential office support services, including preparation of official correspondence, records management, event planning, and travel, transportation and logistics support. The Assistant provides program management, program monitoring, and related support as an Activity Manager. The Jobholder assists in the budget formulation and pipeline monitoring of Program Funds and Administration and Oversight (A&O).

2. *Statement of Duties to be Performed.*

Administrative Support (50%)

- Assists in the preparation and compilation of reports, activity fact sheets, briefing papers and other documents produced by OHA staff. Assists OHA management with ad hoc information requests from Mission senior staff and outside agencies. Assists in drafting regular communication materials, including preparing letters, memoranda, and cables. This includes providing Amharic-English and English-Amharic translation of documents as needed.
- Facilitates travel, transportation and logistical arrangements for OHA staff, TDYers, and guests, such as eCC clearances, visa issuances, travel requests, and Embassy compound access. Provides support to onboard new staff and TDYers and assists with exit procedures for departing staff, including development of orientation packages and entry/exit checklists.
- Provides office support services to R2 staff, including support on internal platforms to complete administrative and programmatic functions. These include but are not limited to WebTA, MyServices, GLAAS, and E2, among others. Assists in updating other management tools, including office and Mission leave calendars, field travel trackers, telework schedules, activity lists, and partner contact lists.
- Schedules office meetings, workshops, and retreats, and responds to inquiries from the public, government, non-governmental organizations, and donor agencies. Participates in external meetings and engages in event planning to achieve office program objectives.

Program Management Support (40%)

- Assists in developing and monitoring Program and A&O budgets, in collaboration with finance specialist, office management, and relevant technical staff. This responsibility entails developing quarterly and annual A&O budgets, supporting accruals exercises and participating in quarterly financial reviews, and liaising with the BHA Overseas Administrative Team on budget reconciliation processes. Facilitates timely preparation of procurement documents for activities, including preparation of GLAAS requests for personal services contracts, conferences, workshops, retreats, office supplies and equipment orders, and miscellaneous purchase orders.

- Serves as an Activity Manager for designated activities, as needed. This responsibility entails financial management and oversight of the selected activity(s), such as reviewing financial reports, conducting pipeline analysis, developing accruals estimates, participating in periodic field monitoring, reviewing activity performance reports and providing day-to-day backstopping support to the AOR/COR.

Maintain Knowledge Management Systems (10%)

- Assists in the design and maintenance of office information systems for program analysis, reporting functions, and human resource tracking. Maintains a full range of electronic and hard copy files relating to the activities and functions of the Office. This includes consistent follow-up with AORs/CORs, Activity Managers, and Team Leaders to ensure that files are complete and updated in the Agency Secure Image and Storage Tracking System (ASIST) and compiling electronic packages to facilitate clearances in the Action Package E-Clearance System (APECS), including follow up until all clearances are received.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. **Supervision Received:** The employee will report to the Deputy Office Director/and or designate. The scope of the duties will demand a great deal of initiative in providing program management and administrative support and the ability to work as part of a team as well as independently.
4. **Supervision Exercised:** None.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of Two or more years of post-secondary schooling in Secretarial Science or Business Administration, Management, Social Science, or General Studies, equivalent to a US junior college or community college diploma is required.
- b. **Prior Work Experience:** A minimum of three years of progressively responsible experience related to program management and administrative functions and/or systems management is required.
- c. **Language:** Excellent written and spoken English and Amharic (level 4).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates 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 candidates 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>.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (20 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (30 points): Demonstrated ability to quickly gain general knowledge of regulations and procedures, humanitarian assistance, and of good office management practices; and be knowledgeable, or able to quickly become knowledgeable of overall Humanitarian Assistance activities, as well as demonstrated knowledge of standard office procedures and practices.

SKILLS AND ABILITIES (40 points): Demonstrated organizational and management skills, analytical and research; social and professional judgment; as well as interpersonal interaction in cross-cultural and multi-level settings. Demonstrated ability to interact effectively with a variety of government officials and international agencies and to maintain collaborative working relationships within a team structure. Demonstrated computer skills including Microsoft Office, web-based databases, and electronic filing. Demonstrated decision-making ability and judgment in planning and carrying out tasks, using diplomacy and tact. Demonstrated ability to rapidly analyze information, evaluate data, and prepare reports and related documents in English and Amharic.

WRITTEN TEST (20 points)

INTERVIEW PERFORMANCE (80 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. **Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.**

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, and written test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Satisfactory Professional Reference Checks – **Pass/Fail (no points assigned)**. Reference checks will be conducted only for the first-ranked candidate. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit:

1. The offer form DS-174 (Application for U.S. Federal employment) which can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. A resume in English
3. Letter of application (cover letter) that describes your experience with the evaluation criteria (Section III: Evaluation and Selection Factors), and
4. Contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say – **Solicitation 72066324R10011, USAID Project Management Assistant (Humanitarian Assistance)**. Be sure to include your name and the solicitation number at the top of each page.

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES** (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

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/sites/default/files/documents/1868/aidar_0.pdf
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)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - 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.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.