



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066323R00004

ISSUANCE DATE: 12/07, 2022

CLOSING DATE/TIME: 01/06, 2023, 5pm (EAT)

SUBJECT: Solicitation for a **U.S. Personal Service Contractor (USPSC) - Resident Hire Private Sector Engagement and Partnerships Advisor.**

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 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 the Attached 1.

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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ATTACHMENT1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066323R00004
2. **ISSUANCED DATE:** 12/07, 2022
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 01/06, 2023, no later than 5:00 p.m (EAT) (close of business).
4. **POINT OF CONTACT:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at *addisusaidjobs@usaid.gov*.
5. **POSITION TITLE:** Private Sector Engagement and Partnerships Advisor
6. **MARKET VALUE:** \$ 95,973 to \$124,764, equivalent to **GS-14**. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
7. **PERIOD OF PERFORMANCE:** For two years with one-three-year options to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five-year period of performance. Estimated to start on 04/05/2023.

The base period will be 04/05/2023 – 04/04/2025. Based on Agency need, the Contracting Officer may exercise additional one-year option period for a maximum of three years, as noted below:

Base Period:	04/05/2023 – 04/04/2025
Option Period 1:	04/05/2025 – 04/04/2026
Option Period 2:	04/05/2026 – 04/04/2027
Option Period 3:	04/05/2027 – 04/04/2028

8. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.
9. **ELIGIBLE OFFERORS:** U.S. Resident-Hire. Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, (i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or (ii) is a spouse or dependent of a U.S. citizen or resident alien

who resides, or will reside, in the cooperating country for the purpose of U.S. government or non U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S. citizen for purposes of this definition also includes a person who at the time of contracting is a lawfully admitted permanent resident of the United States and have a valid work authorization for Ethiopia.

Applicant must:

- Submit a complete application as outlined in the solicitation titled **SUBMITTING AN OFFER**.
- Be able to obtain facility access security clearance.
- Be able to obtain a medical clearance.
- Be willing to travel to work sites and other offices or locations as/when requested.

10. CLEARANCES: The final selected candidates must obtain both the ‘facility access’ security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract:

The Private Sector Engagement and Partnerships Advisor is part of the Economic Growth and Transformation (EG&T) Office which manages the design and implementation of a robust economic growth, food security, and WASH portfolio, that expands private enterprises and improves the economic empowerment of women and youth. Under the direct supervision of the Office Chief for EG&T or his/her designate, the Private Sector Engagement and Partnerships Advisor (henceforward referred as the "Partnerships Advisor") will support USAID/Ethiopia in working with private sector actors and non-government entities across all sectors to develop and implement a strategy to engage the private sector at scale to sustain development progress through ongoing USG mechanisms, new USAID activity designs, and new USG interagency interventions/instruments. In this capacity, he/she will have an active role building the broader Mission staffs’ ability to partner with these stakeholders. The Partnerships Advisor assists the EG&T Office in providing overarching economic and private sector engagement (PSE) strategic guidance to the Mission and programmatic advice to the Mission Front Office. With the Partnerships Advisor's input, the Office further leads and contributes to interagency economic coordination.

USAID supports and promotes development that leverages the collective power of the private sector and non-traditional, non-government entities as partners in development. USAID/Ethiopia's development strategy looks to focus on private sector-led inclusive economic growth, resilience, and nutrition.

2. Statement of Duties to be Performed:

Working directly with the EG&T Office Chief and Private Sector Team Lead, as well as with other teams, offices, United States Government (USG) agencies, NGOs, the local and

international private sector, the Government of Ethiopia, Donor agencies, multilateral development banks, and other international organizations, the Partnerships Advisor will:

Strategic Management and Coordination (30%)

- a) Work with the EG&T Office Chief, or his/her designee, to develop and maintain Mission policy guidance to outline the Mission's strategic vision and standard operating procedures for engaging and partnering with the private sector and relevant civil society organizations to amplify USAID/Ethiopia's development objectives.
- b) Lead the coordination of an inter-office, potentially interagency, cross-sectoral PSE working group convening relationship managers and other key stakeholders to guide implementation of the PSE action plan. Through the leadership of the inter-office team, the Partnerships Advisor will ensure the group maintains, implements, and regularly updates USAID/Ethiopia's PSE Plan in alignment with the Agency's PSE Policy, and institutionalizes PSE approaches to accomplish the Mission's Country Development Cooperation Strategy (CDCS).
- c) Participate as subject matter expert in, and assist in coordinating, interoffice, interagency, cross-sectoral working groups (Prosper Africa Deal Team, Economic Cluster Working Group, etc.) convening relationship managers and other key stakeholders to guide implementation of the PSE action plan, particularly with the execution and mandate of each.
- d) Facilitate at least 10 Global Development Alliance-like partnerships. Maintain and manage the relationship with each partner, oversee engagement of the partnerships, and directly manage up to \$5 million in Mission awards. Leverage at least \$10 million of private sector resources towards desired development outcomes.
- e) Act as point of contact on PSE for the Mission vis-a-vis the Agency and participate actively in the Agency community of practice. Maintain familiarity with policy imperatives, reforms, and examples of PSE implementation throughout the Agency. Track USAID/Washington PSE initiatives and coordinate with their funded mechanisms. Liaise with high-level members of the U.S. interagency at Post and in Washington to ensure various equities are addressed.
- f) Support the oversight of a Private Sector Landscape Analysis (PSLA) to inform the Mission's strategic approach to PSE that will feed into future Mission strategies.
- g) Analyze the status of policy and governance related to the Homegrown Economic Reform Plan, Agricultural Growth Plan II, and climate change, and steer and guide appropriate Mission interventions.
- h) Serve as a technical advisor in strategic planning exercises and in the design, procurement, evaluation, and management of USAID programs in Ethiopia.

Alliance Building and Relationship Management (40%)

Under the direct supervision of the EG&T Office Director or his/her designee, and in close coordination with technical teams, will research, develop, and manage relationships with Ethiopian and American private sector and civil society actors. The Partnerships Advisor is expected to develop such relationships through his/her own formal and informal outreach, personal contacts, and networking. He/she must sustain close collaborative, professional relationships with key, C- suite level Ethiopian and international business, civil society, university, association, and other leaders, including but not limited to multimillion dollar international corporation members of the American and Ethiopian Chambers of Commerce. This entails identifying project-specific needs and/or opportunities where the interests of

those actors could be leveraged through partnerships to address complex development problems in Ethiopia, and will require gaining familiarity with, and directly influencing the outcomes of projects across multiple sectors throughout USAID/Ethiopia.

- a. Identify primary entities interested in partnering with USAID/Ethiopia and facilitate information sharing and co-creation for partnership development between potential partners and relevant technical and support offices. Coordinate with USAID/Ethiopia technical teams to identify potential partnering opportunities. Serve as conduit for information requests and expressions of interest of potential alliance partners that initiate contact with USAID/Ethiopia.
- b. Work with other alliance representatives to construct alliances that require multi-country networking.
- c. Coordinate initial outreach meetings with private sector entities and continuously maintain visibility on ongoing partnerships managed by relationship managers from other technical or support offices within the mission.
- d. Regularly engage with GOE ministries or Prime Minister's Office as high as the State Minister/Commissioner levels relevant to EG&T's portfolios.

Capacity Building and Support (30%)

- a. Mentor/coach/support Mission staff in best practices for private sector and non-traditional organization engagement. Increase understanding among Mission staff of the value of public and private partnerships to advance the Mission's development agenda (including with the private sector, civil society organizations, associations, think tanks, and NGOs)-especially those with which USAID does not have a prior relationship, or where a relationship could expand to other sectors or dramatically impact development at scale.
- b. Mentor and coach alliance builders and relationship managers throughout the USAID/Ethiopia Mission.
- c. Coordinate training, webinars, and workshops on PSE for Mission staff from both technical and support offices.
- d. Support implementing partners' abilities to utilize the USG "toolkit" of economic development (e.g., Prosper Africa Toolkit), particularly the strengths offered by other agencies.
- e. Create and manage tools to promote and support PSE by Mission staff. Develop and advance analytics and measurements (including monitoring and evaluation, and Collaborating, Learning and Adapting tools), and to demonstrate the leverage/impact of partnerships, particularly with the Private Sector, on the advancement of the Mission's objectives. This is a dual-hatted element the Partnership Advisor will conduct both for EG&T and support to other offices.
- f. Provide support and guidance to alliance builders and relationship managers to formalize partnerships, including assistance in compiling due diligence materials, quantifying leverage, reviewing concepts, and drafting Memoranda of Understanding, among other items to formalize partnerships with the private sector.
- g. Act as the Mission's overall resource person on the PSE policy, advising as requested on the implementing of this policy throughout the Program Cycle. This requires that the incumbent keep abreast of evolving guidelines and policies which affect overall program and budget activities within USAID/Ethiopia, including but not limited to USAID's PSE Modernize agenda, program planning policies as set forth in the Agency's Automated Directives System (ADS), USAID's PSE Policy and guidance, Mission Orders/Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.
- h. Lead or manage process of co-creation when the Mission chooses it as a modality to engage

with the private sector.

3. Supervisory Relationship

The Partnerships Advisor will report to the EG&T Office Chief or his/her designate at USAID/Ethiopia who will prepare his/her performance evaluation report. As required s/he will provide briefings for USAID Mission Management as well as Mission staff. S/he may receive guidance from EG&T Office management as well as senior Mission management as the situation warrants. In collaboration with the incumbent, the immediate supervisor will: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; 3) provide regular feedback to incumbent throughout the Performance Evaluation Period; and 4) prepare the annual Evaluation Report as/when required. The incumbent is expected to work with a high degree of independence and should be able to establish priorities, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little or no follow-up. The incumbent must be proactive as well as self-motivated.

4. Supervisory Controls

The Partnerships Advisor will have no supervisory responsibilities.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Mission Human Resources Office to determine whether they have met the minimum qualifications listed below. All candidates who meet the minimum qualifications requirements will be referred to the Technical Evaluation Committee (TEC) for further consideration and screening.

EDUCATION: A Bachelor's degree from an accredited college or university in a relevant field such as Economics, Business Management, Business Administration, Public Policy, International Development, International Trade and Finance, or related subject.

WORK EXPERIENCE: A minimum of seven (7) years of international development and/or international business work experience.

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>.

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 (40 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, SKILLS, AND ABILITIES (30 points): Knowledge to link the public and private sector, from inception to closing deals and implementation of them. Demonstrated skill in project monitoring and evaluation methodologies and knowledge in the planning and budgeting processes. Demonstrated knowledge of the Government of Ethiopia (GoE) national development priorities, policies and procedures as well as the corporate/private sector in Ethiopia. Understand international development in the context of a lower-middle income country. Experience in developing and designing new program areas in private sector.

A proven ability to work independently with minimal supervision or guidance. Strong interpersonal skills to establish and maintain strong contacts with counterparts in the private sector as well as U.S. government legislation relating to development assistance and corporate social responsibility. High degree of technical, analytical, and quantitative skills in analysis of development activities and policies. Strong quantitative and analytical skills; operational and management skills; computer skills; ability to manage more than one activity skills; operational and management skills; computer skills; ability to manage more than one activity at a time in the performance of project/activity management; and the ability to conceptualize both strategically and programmatically. Be a self-starter and be responsive to client needs with the ability to work calmly, tactfully, and effectively under pressure and adapt to the existing management team. A high degree to entrepreneurial, goal-oriented approach to assistance, and the ability to diplomatically and tactfully confront and resolve institutional bureaucratic problems in managing activities. Demonstrated professional judgment and be able to provide technical direction and management oversight.

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

For your application to be considered, the following documents must be submitted:

1. Offeror Information for Personal Services Contracts with Individuals, available at [AID-309-2 Form](#)
2. Letter of Application
3. Current curriculum vitae (CV).

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: - **72066323R00004 – Private Sector Engagement and Partnerships Advisor**. 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

Once the CO informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Fingerprint Card (FD-258), and either
3. Questionnaire for Sensitive Positions for National Security (SF-86),or
4. Questionnaire for Non-Sensitive Positions (SF-85), whichever is applicable.

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (depending on satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

VII. TAXES

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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 AID309-1** available at <https://www.usaid.gov/forms>.

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (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_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD_	\$ _TBD_ at Award after

	- Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]				negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_

3. Acquisition and 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 **5CFR2635**. 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>.

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

END OF SOLICITATION

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 through continuing diversity enhancement programs.

The EEO complaint procedure is not 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.