



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER:72064123R00001

ISSUANCE DATE: July 12, 2023

CLOSING DATE/TIME: August 11, 2023/17:00 GMT

SUBJECT: Solicitation for Resident Hire U.S. Personal Services Contractor as Education Monitoring and Evaluation (M&E) Advisor, USAID/Ghana

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, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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 any offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to accrapsc@usaid.gov

Sincerely,

Donald

Brady

Donald Brady

Contracting Officer

Regional Executive Office

USAID/West Africa

Digitally signed by
Donald Brady
Date: 2023.07.10 11:56:54

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I. GENERAL INFORMATION

1. SOLICITATION NO.: **72064123R00001**
2. ISSUANCE DATE: **July 12, 2023**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **August 11, 2023
17:00GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Education Monitoring & Evaluation Advisor, USAID/Ghana**
6. MARKET VALUE: **\$84,546- \$109,908** equivalent to **GS-13**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 10/2023 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

Base Period:	o/a 10/2023 to 10/2024
Option Period 1:	o/a 10/2024 to 10/2025
Option Period 2:	o/a 10/2025 to 10/2026
Option Period 3:	o/a 10/2026 to 10/2027

8. PLACE OF PERFORMANCE: **USAID/Ghana, Accra.**
9. ELIGIBLE OFFERORS: **Open to U.S. Citizens (including lawful Permanent legal residents)**
10. SECURITY LEVEL REQUIRED: **Facility Access**

11. STATEMENT OF DUTIES

1. BACKGROUND:

A key member of the USAID/Ghana Education Office team, the Education Monitoring and Evaluation (M&E) Advisor will provide M&E technical expertise, management and support for a new and robust portfolio of mission education activities. This will include a range of M&E education activities implemented by the GoG, Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs) and traditional implementing partners (IP), in close coordination with other bi-lateral and multilateral donors.

The Education M&E Advisor will serve as a subject matter expert in strategic information, monitoring and evaluation and knowledge management to the Education Office team. For the *Partnership for Education* Project, s/he will provide technical leadership and expertise to activities that aim to strengthen and support Ghana education sector human and institutional capacities for improved primary school reading performance. The Education M&E Advisor will focus on strengthening and supporting USAID/Ghana Education Office staff and GoG counterparts' capacity in the area of monitoring and evaluation.

The Education M&E Advisor will be responsible for ensuring the effective development and use of strategic information and performing M&E functions across the Education portfolio. His/her duties will include providing M&E technical guidance and support and, under the leadership of the Education Office Director or his/her delegate, manage portfolio research, evaluation and capacity development, data coordination analysis and management, and project and activity performance monitoring and reporting. S/he will engage with MOE and GES officials at the national, regional and district levels, CSOs, and other donors to achieve project objectives and results including addressing implementation issues, replicating, adapting or otherwise scaling up positive project results and approaches in the country. S/he is expected to play a senior, representative role on the team with respect to education sector collaboration, coordination and representation, with an emphasis on the area of M&E.

2. MAJOR ROLES AND RESPONSIBILITIES:

Technical Guidance and Support (25%)

- Serve as team resource person for technical M&E inputs at all stages of project and activity design and development, including, but not limited to: strategy and project review and modifications or amendments, objectives and results, technical reviews and the suitability of interventions to achieve results.
- Provide technical expertise to support operational and strategic planning processes to develop and implement balanced and transparent education activities, emphasizing the use of host-country systems.
- Provide technical input and management on efforts to strengthen and operationalize MOE/GES M&E systems, working with and liaising between USAID, the GoG and international and local organization partners.
- Provide technical oversight and manage multiple activities simultaneously, including direct funding mechanisms between USAID and the GoG, and Cooperative Agreements, Grants and Contracts between USAID and IPs as Contracting Officer's Representative, Agreement Officer's Representative (COR/AOR)

and Activity Manager, as appropriate.

- Monitor progress of planned results and their achievement in an efficient and timely manner, consistent and compliant with Agency regulations, policies and requirements. Identify and work with partners to seek resolution of issues affecting the achievement of results; advise on and maintain a calendar of important benchmarks to ensure team and partner M&E activities are on schedule.
- Work closely with the mission Technical Evaluation and Monitoring Squad (TEAMS) to enhance the quality of evaluation Statements of Work and Final Reports across the mission, with a particular focus on education-specific evaluations.

Research, Evaluation and Capacity Development (20%)

- Participate in the development and implementation of M&E participatory activities to broaden knowledge and practice of Education programs and related activities, including but not limited to knowledge management capacity building programs and workshops. .
- Conduct Education team trainings in knowledge management, strategic information and M&E. This includes organizing and facilitating meetings with the team, IPs, GoG, and stakeholders in preparation of annual USAID reporting and contributing to GoG education sector reporting for basic education.
- Provide technical guidance, expertise and input to team members and M&E implementing partners to develop, review and update the necessary documentation to ensure the needed *Partnership for Education* Project metrics, including capacity development metrics.
- Manage the conduct of baseline, mid-term and final performance evaluations, and other relevant analytical efforts, such as activity assessments, impact evaluations, studies, keeping close contact and collaboration with M&E contractors and GoG.
- Liaise with the Program & Project Development Office and USAID/Washington on routine M&E tasks and stay updated on USAID strategic information, M&E and knowledge management practices, frameworks and innovations generally and specifically for education.

Data Coordination Analysis and Management (20%)

- Coordinate and lead USAID Annual and Semi-Annual reporting, analysis of monitoring and evaluating progress toward planned milestones, achievements and expected results, and regular reporting on such progress to diverse target audiences including USAID, GoG and public and private NGO partners. Coordinate and consolidate input from activity IPs for the preparation, analysis and timely submission of Annual and Semi- Annual Program Reports and ensure follow-up. This includes tracking, overseeing and verifying large volumes of data collected from IPs prior to consolidation into USG reports and developing M&E-perspective narratives on the submitted results with team members.
- Manage the M&E contractor analyzing quantitative and qualitative data, developing clear ways to represent, summarize and communicate the analysis verbally and in writing (e.g., graphics) to inform reporting requirements and internal and external communications.
- Develop databases, spreadsheets or other tools to ensure data is compiled and readily available.
- Provide focused technical guidance and support to government and local organizations to identify and develop evidence-based, contextually appropriate approaches for education activities, including for expanding and strengthening community-based approaches.

Program Performance Monitoring (15%)

- Manage and track Education Office and IP compliance with M&E policies and procedures, including, but not limited to Mission Orders, AMEPs, data quality assessments, gender equity requirements.
- Develop, maintain and provide support to maintain an updated, relevant and useful USAID/Ghana Education Office PMP, Results Framework and related portfolio and project level documentation, including updating and providing input progress indicators and making adjustments as needed and in collaboration with team leadership.
- Develop “results vs. targets” tracking system by activity area on a quarterly, semi- annual and annual basis for monitoring IP performance linked to MOE/GES education sector M&E system, providing feedback to IPs and CORs/AORs/Activity Managers during IP review meetings. This includes providing quality control for all aspects of M&E for the Operational Plan and Performance Plan and Report.
- Manage the collection, dissemination and sharing of project implementation lessons learned, successes and best practices. This includes written and oral reports on progress, impact, problems, constraints and opportunities, identifying strengths, deficiencies and suggest corrective actions, where necessary and coordinating M&E learning opportunities with M&E contractors.
- Develop Education Office monitoring plan to supervise and conduct periodic site visits to assess IP and GoG data collection methods, and provide support and technical assistance to IPs.

Project and Activity Monitoring and Reporting (10%)

- Lead key tasks to develop and maintain an Education Office knowledge management system and/processes, based on learning and best practices from the Agency and other examples, linked to Agency and Ghana knowledge management systems.
- Conduct strategic exercises to evaluate activity progress and achievement of results and inputs for required USAID monitoring, evaluating and reporting documentation and activities.
- Conduct, support and participate in the oversight of evaluation activities, including assisting with research design, development; advising on performance and impact evaluation, and reporting to GoG and USG officials.
- Identify and work with IPs to seek resolution of issues affecting the achievement of results.
- Prepare and disseminate periodic internal and external updates/status reports on the implementation of education activities. External audiences may include GoG, stakeholders, IPs, host country media, and the general public.

Education Sector Collaboration and Coordination (10%)

- Develop and maintain a collaborative, professional relationship with the Education Office and other mission teams, with relevant members of the USG community and with representatives of other bi-lateral and multilateral donor organizations, and IPs.
- Actively foster and facilitate USG interagency collaboration and cooperation.
- Represent USAID education activities to senior Ghanaian officials at the MOE/GES and its agencies to

promote collaboration and use of partner government systems. This will include coordinating host-country contributions to activities with guidance from the USAID/Ghana Program & Project Development Office, sensitively assessing host-country capabilities, and collaborating with GoG to ensure activities are implemented as planned.

- Enlist input and support from stakeholders to help promote and facilitate education sector coordination and harmonization, including but not limited to, addressing implementation issues, replicating, adapting or otherwise scaling up positive project results and approaches in the country.
- Actively participate in Education Sector Working and/or Technical Working Groups and the Education Sector Development Partner Group, to advocate for close donor coordination and alignment with MOE/GES priorities and programs.
- Develop and maintain relationships with counterparts at USAID/Washington and regional education and related teams (e.g. PPL, LPA, etc.).
- Prepare speeches for USAID and other representational officials. Prepare publicity materials for public events in consultation with USAID staff. This may include providing technical support to visiting delegations.
- Travel internationally to education workshops, activities and events as part of the USAID/Ghana Education team and/or to represent the USAID/Ghana Education Office.

3. POSITION ELEMENTS:

Supervision Received: The Education M&E Advisor reports to Education Office Director or direct hire designate, and at times acts as Acting Office Director in his/her absence. The direct hire supervisor will provide guidance on USAID strategic, and management and administrative requirements, discuss assignments, and evaluate his/her accomplishments. The incumbent is expected to work independently and exercise considerable judgment in carrying out his/her responsibilities. Work is assigned primarily relative to desired results, suggested approaches and performed in consultation with the direct hire supervisor who will approve incumbent's annual work objectives. Performance is evaluated primarily in terms of accomplishments. The incumbent will receive minimal to moderate oversight in carrying out his/her daily tasks and achieving longer-term work objectives.

Supervision Exercised: The incumbent is not currently anticipated to supervise staff. However, s/he will provide technical direction, guidance and coaching for the entire team and provide substantial "360" input for the performance evaluations of USAID and non-USAID staff. S/he will also oversee the work of selected short-term technical assistants and consultants who will provide ad hoc assistance and collaboration to the Education Office team throughout the year.

Exercise of Judgment: The Education Advisor must demonstrate sound and mature judgment, particularly when presenting USAID policies or positions. S/he will exercise a high degree of independent judgment in providing guidance and assistance to a wide range of host country counterparts and implementing partners in Ghana. S/he will independently plan, prioritize and carry out the duties and responsibilities of the position. The incumbent will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues). The use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the incumbent when working with internal and external colleagues and implementing partners to resolve challenges for which there may be no clear or immediate solutions. In the event that

no formal guidance exists, the incumbent will propose solutions in consultation with his/her supervisor and/or other relevant senior colleagues.

Authority to Make Commitments: The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID direct hire colleagues who have such decision-making authority regarding funding commitments and obligations.

4. MINIMUM QUALIFICATIONS REQUIRED:

Education and Work Experience: Advanced degree (masters or higher) in public sector administration, international development, education, law, or other relevant training in education program management and a minimum of five years' experience in international development programming and/or implementation, or an bachelors degree and at least 7 years of progressively more senior experience managing education or bi-multilateral assistance projects in a developing country context.

Language Proficiency: Excellent written and oral English communication skills

5. EVALUATION FACTOR/SELECTION CRITERIA:

Experience (60 points):

- 1) At least seven years' experience designing, implementing and monitoring development programs, of which at least five years have been on programs in developing countries.
- 2) Knowledge of the range of best practices from prior donor/development education experiences from around the world.
- 3) Demonstrated ability to successfully cultivate and maintain a wide range of contacts with senior government, donor and civil society counterparts.
- 4) Demonstrated ability to manage multiple complex projects simultaneously in a high-paced environment.
- 5) Proven familiarity with international education development issues.
- 6) First-hand experience in developing country education sector programming, program management and evaluation.
- 7) Understanding of donor organization or similar organization policies, procedures, regulations, and reporting requirements.
- 8) Familiarity with USAID, USG and/or other development/donor agency systems and implementation mechanisms

Communication and Interpersonal Skills (40 points):

- 1) Professional-level English speaking, presentation, reading and writing proficiency (to include providing a writing sample if requested and writing test and/or presentation if shortlisted or interviewed).
- 2) Demonstrated ability to work collegially and effectively communicate with team members, senior government and other officials and to successfully lead and/or work with a multi-cultural team.
- 3) Demonstrated ability to cultivate and maintain a wide range of contacts with senior counterparts.
- 4) Demonstrated experience in operating effectively in cross-cultural environment and working with host country government counterparts.

Total: 100 points

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to accrapsc@usaid.gov

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. BENEFITS

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

1. BENEFITS:

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

*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

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

- a. **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.

b. ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR22-01c)

(a) Definition. As used in this clause - United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and

(5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) Authority. This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

c. 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:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: R497 - Accounting Info: TBD	2	LOT	\$ TBD	\$TBD at Award after negotiations

1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

- d. 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>.
- e. **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> .

[END OF SOLICITATION]