



SOLICITATION NUMBER: [CCN12/2023]

ISSUANCE DATE: 8/28/2023

CLOSING DATE/TIME: 9/19/2023

SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - *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 I.

Sincerely,

Shelby Hunt
Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: CCN12/2023

2. ISSUANCE DATE: 8/28/2023

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 9/19/2023 at 4:30 pm
Cairo time.

4. POINT OF CONTACT: USAID Human Resources Office, e-mail at usaidhr@usaid.gov

5. POSITION TITLE: Project Management Specialist (Trade) – OEG

6. MARKET VALUE: USD20,405– USD32,645. This is the Gross Annual salary before deducting taxes equivalent to FSN 10.

"Per a special and temporary authorization, the salary is currently denominated in US dollars and paid in EGP at the applicable rate of exchange according to the State Department Payroll Office’s official international currency exchange rate. When the conditions are met that the special and temporary authorization should be removed, the salary scale will revert to denomination and payment in EGP, as previously authorized."

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Egypt. Final compensation will be negotiated within the listed market value. Please check in AIDAR and ADS.

7. PERIOD OF PERFORMANCE: One year with option to renew estimated to start on **October 2023**. “The base period will be from the estimated start date till **December 31, 2023**”. Based on Agency need, the Contracting Officer may exercise (an) additional **option period(s)** for 4 additional years for the date(s) estimated as follows:”

Base Period	October 1, 2023 – December 31, 2023
Option Period 1:	January 1, 2024 – December 31, 2024
Option Period 2:	January 1, 2025 – December 31, 2025
Option Period 3:	January 1, 2026 – December 31, 2026
Option Period 4:	January 1, 2027 – December 31, 2027

8. PLACE OF PERFORMANCE: Cairo, Egypt
with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: Egyptian Citizens or non-Egyptians lawfully admitted for permanent residence in Egypt.

10. SECURITY LEVEL REQUIRED: Employment Authorization

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

BASIC FUNCTION OF POSITION

The USAID Project Management Specialist (Trade) position is located in the Trade and Investment Team, Economic Growth Office, USAID/Egypt, Cairo. Its primary purpose is to provide technical and managerial expertise needed for the development, implementation, and evaluation of strategies, programs, and projects in international trade and related fields. It involves the management of an annual budget ranging from \$5 to \$10 million per year. The Specialist reports to the Sr. Project Management Specialist for Trade and Macroeconomics or their designee or their designee. The position involves four major activities: assessment and analysis; strategy development; program management; and implementing mechanism management. The Specialist is expected to maintain contacts with key officials in the government and private sector, to whom he/she provides advice and guidance regarding his/her area of expertise and USAID policies and procedures. The Specialist will also advise USAID senior managers concerning issues, officials, and stakeholders involved in his/her area of expertise.

2. Statement of Duties to be Performed

MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

A. Implementing Mechanism Management - 40%

1. Scopes of Work: Drafts scopes of work and program statements for the full range of USAID implementing mechanisms, including contracts, grants, and cooperative agreements. This covers all phases of strategy development and program management, including, design, implementation, and evaluation. Consults with host country officials and other USAID officials as needed.
2. Selection: Forms and chairs Technical Evaluation Committees to analyze and evaluate offerors' proposals. Through this process develops a recommendation to the Acquisition and Assistance staff on the selection of implementing entities based on their suitability and responsiveness of their proposed technical intervention, as well as their ability to successfully implement a particular project.
3. Implementing Mechanism Management: Manages and monitors awards. Provides guidance to the Chiefs of Party and their program/ financial/administrative heads through all phases of implementation. Provides technical and administrative oversight of the awards, monitors the contractor's progress in achieving the objectives of the implementation mechanism; approves hiring of their key personnel; reviews and approves the implementing institutions' work plans and recommends to the Contracting or Agreement Officer any changes desired in the Scope of Work or Program Description and/or technical provisions of the award.

Reviews periodic progress reports and supplements these with site visits to ensure that benchmarks and goals are being met and to monitor progress and contribution made towards the higher level results. Identifies and assists in resolving problems, and

provides guidance on USAID policies and procedures. Prepares meeting and trip reports with findings and recommendations and supplements these with oral briefings to the Office Director and, on request, to other Mission officials including the Mission Director and Deputy Director. Evaluates implementation progress and prepares semi-annual reviews for USAID management. Oversees implementation closeout.

B. Program and Project Management - 25%

1. Design: Assesses the need for new USAID programs and projects and develops concept papers for internal review. Designs projects that have been approved in concept. Prepares the full range of program and project design documents, including budgets and analyses, in conformance with USAID policy and guidance received from Program, Legal, Financial, and Acquisition / Assistance personnel.
2. Implementation: Acts as the principal USAID interlocutor with selected host country partners in the public and private sectors for the implementation of programs and projects. Drafts the full range of project implementation documents, including memoranda of understanding and implementation letters. Resolves routine implementation issues and reports all major issues to USAID management for the purpose of developing and implementing remedial actions.
3. Evaluation: Determines the need for program and project evaluations in collaboration with the Program Office evaluation staff. Develops scopes of work for independent internal and external evaluations showing the degree to which program and project objectives are being met. Focuses on results, lessons learned, and recommendations.

C. Assessment, Analysis, and Advice - 20%

1. Assesses and analyzes trends in the Egyptian economy with a specific focus on international trade including trade policy and facilitation, and global competitiveness. Analyzes the policy, institutional and technical constraints to the development of the sectors and the roles of other donors and investors.
2. Provides oral and/or written analyses, advice, and recommendations to the Team Leader, Office Director, Deputy Director, and Mission Director, senior USAID staff, and host country officials based on his/her assessments and analyses.
3. Works closely with USAID technical office directors and staff and with other USG program managers to ensure that objectives related to trade are integrated in USG development programs.
4. Keeps abreast of relevant national, regional and international EG issues, including real or perceived shifts in GOE policies and regulations related to trade. Monitors trends and important events, analyzing and evaluating them and recommending actions / responses to Mission management, the Embassy, and USAID/Washington.
5. Maintains productive and professional relationships and networks among USAID/Egypt's partner and customer entities, including key GOE ministries, Egyptian

research and academic institutions, business organizations, donor representatives, the U.S. Embassy, institutional contractors and grantees, and other institutions relevant to EG activities. Key Government of Egypt (GOE) ministries and agencies include the Ministry of Trade and Investment, Qualifying Industrial Zones, General Authority for Investment and Free Zones, Customs Authority, and National Food Safety Authority among others.

6. Facilitates dialogue and arranges for members of the EG team and USG official visitors to meet and interact with a wide array of actors on the Egyptian economic stage, and represents and advocates for the objectives of the Office of Economic Growth in Egypt with all concerned USG entities.

D. D. Strategy Development - 15%

Develops program strategies related to trade and related areas of the economy based on internal and external assessments and analyses. Advises USAID management concerning changes to existing strategies. Develops the Performance Management Plan and coordinates the design of results frameworks. In conjunction with the Team Leader and the Program Office, develops and manages budgets.

POSITION ELEMENTS

- a. **Supervision Received:** The Specialist reports to the Sr. Project Management Specialist for Trade and Macroeconomics or their designee. In consultation with the supervisor, the Specialist plans his/her own work and establishes priorities. Work is assigned primarily in terms of desired results and suggested approaches. Performance is evaluated primarily in terms of accomplishments.
- b. **Supervision Exercised:** The Specialist also plans, organizes and oversees the work of implementing entities through their Chiefs of Party; provides guidance and technical expertise; and reviews the work produced and evaluates the accomplishments of such contractors or grantees. The Specialist also supervises TDY personnel providing assistance to the Mission.
- c. **Available Guidelines:** Relevant guidelines include the Federal Acquisition Regulations (FAR); USAID Acquisition Regulations (AIDAR); Automated Directives System (ADS); Contract Information Bulletins (CIBs); U.S. Department of State Standardized Regulations; Office of Management and Budget (OMB) Circulars; Mission Orders and Notices and grant format requirements; Foreign Affairs Manual (FAM); Egyptian laws; USAID programming policies, regulations, and methodologies, the current Country Development Cooperation Strategy; the Mission Performance Plan (MPP); and other strategy and project documents for assistance and acquisition activities.
- d. **Exercise of Judgment:** The Specialist should be knowledgeable in trade, trade policy and trade facilitation. A high degree of professional and managerial judgment, technical and programmatic originality and creativity, as well as considerable tact and diplomacy are involved in the resolution of daily project problems and in the extensive range of important, high level personal contacts.

- e. **Authority to Make Commitments:** Within the context of the field of responsibility and with the approval of the direct supervisor, the Specialist can initiate discussions that lead to financial commitments. No direct financial commitments of U.S. public funding are authorized; however, recommendations on budgeting for new initiatives and/or modifications to contracts and cooperative agreements are considered to be authoritative and given considerable weight when decisions on financial commitments are made.
- f. **Nature, Level, and Purpose of Contacts:** Contacts are maintained with all levels of Mission personnel to advise and develop strategies for elements of the Economic Growth program, projects and related activities, and corresponding bureau staff in USAID Headquarters. The Specialist shall maintain extensive and frequent contacts, both formal and informal, with high level Egyptian public and private sector officials and civil society leaders in order to develop, implement, and evaluate strategies and programs in his/her area of expertise.
- g. **Time Expected to Reach Full Performance Level:** One year.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- 3. **Supervisory relationship:** The Specialist reports to the Sr. Project Management Specialist for Trade and Macroeconomics or their designee. In consultation with the supervisor, the Specialist plans his/her own work and establishes priorities. Work is assigned primarily in terms of desired results and suggested approaches. Performance is evaluated primarily in terms of accomplishments.
- 4. **Supervisory controls:** The Specialist also plans, organizes and oversees the work of implementing entities through their Chiefs of Party; provides guidance and technical expertise; and reviews the work produced and evaluates the accomplishments of such contractors or grantees. The Specialist also supervises TDY personnel providing assistance to the Mission.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

Education: A Bachelor's degree in Economics, Business, Finance, Development or a related field is required.

Prior Work Experience: The Specialist should have a minimum of five years of progressively responsible professional level experience working on trade development issues. At least three years of this work must have been with an international development

organization, donor agency, host government organization or private sector institution in Egypt. Must have substantive experience in the analysis and interpretation of data and presentation of findings in written and oral form.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors 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 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, and may do so before or after a candidate is interviewed.

- a. **Education:** A Bachelor's degree in Economics, Business, Finance, Development or a related field is required.
- b. **Prior Work Experience:** The Specialist should have a minimum of five years of progressively responsible professional level experience working on trade development issues. At least three years of this work must have been with an international development organization, donor agency, host government organization or private sector institution in Egypt. Must have substantive experience in the analysis and interpretation of data and presentation of findings in written and oral form.
- c. **Post Entry Training:** List required course names and length of course. Introduction to the Program Cycle (IPC) (5 days), Acquisition & Assistance Management for CORs/AORs (A&A 104) (10 days) for COR/AOR certification, Project Design and Management (10 days), and training in overall USAID procedures and mechanisms including: Phoenix Accruals training (online), Records management training (online), and Global Acquisition and Assistance System (GLAAS) (5 days). Ongoing professional development is required through completion of periodic seminars, on-the-job training, and online courses to expand knowledge and update skills and abilities relevant to procurement, monitoring and evaluation, private sector engagement, and inclusive economic development specifically.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- a. **Language Proficiency:** Level IV (fluent) in both English and Arabic is required.

- d. **Job Knowledge:** An excellent understanding of the functioning and structure of the Egyptian economy and the legal and regulatory framework for trade is required. Excellent knowledge of Egypt's private and public sector's institutional structure and the cultural and political environment in which they operate. Knowledge of USAID programming policies, regulations, procedures and documentation is an advantage.
- e. **Skills and Abilities:** Must have the ability to plan, develop, manage and evaluate important and sensitive programs/projects. Must demonstrate the ability to understand and apply knowledge of USAID programming policies, regulations, procedures and documentation and policy parameters. Must be able to establish and maintain an extensive range of contacts with senior-level officials in the public and private sectors, nongovernmental organizations (NGOs), and the donor community. Must be able to defend and represent USAID policies and programs to Egyptian counterparts and to present host country priorities and attitudes to senior USAID officials. Excellent analytical skills to carry out relatively complex research projects. Excellent writing skills to prepare precise and accurate factual and analytical reports. Excellent interpersonal skills and the ability to function as a team player are essential. Computer literacy and proficiency in Microsoft Office (Word, Excel and PowerPoint), and the Google suite (Docs, Drive, Meet, Mail, Sheets, and Slides) is also required.

Selection Factors	Scoring Percentage
Education/academic requirement	10%
Experience	20%
Language Proficiency	20%
Knowledge	20%
Skills & Abilities	30%
TOTAL	100%

* As per details reflected under Qualifications above.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to:

Submit the following to USAID Human Resources Office email usaidhr@usaid.gov, no later than COB of the vacancy deadline noted above:

- a. Submit **an up-to-date** Resume/CV that includes the **month, year,** and **company name** of employment for all experience.
If company name and work dates are not stated clearly, the experience cannot be considered.
- b. **Names of family members working in the Mission** must be included in the application.
- c. **Submit and attach a cover letter** detailing how they are qualified for the position.
- d. Quoting the **vacancy number in the email subject line.**

Please note that:

- The **CV and cover letter attachment must not exceed five pages.**
 - The USAID HR Office will **disregard any submissions not quoting the vacancy number in the email subject line** and/or **exceeding five pages** and/or **those received after the deadline.**
 - **Submissions made in any way other than the indicated clearly in the solicitation will be disregarded.**
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.

Employees new to a position must serve in the new position for a minimum of 6 (six) months before they can be considered eligible for another position within the mission, this includes moves between agencies. The Mission mandatory retirement age is 60 years.

The evaluation and selection process usually takes two to three months after the deadline. Shortlisted applicants are invited for tests and/or interviews during this time frame. Due to the high volume of resumes, only candidates who are seriously being considered for a position are contacted for an interview. Please do not contact HR for a status report on your resume once you receive an automatic acknowledgment of receipt from the system. Interviewed candidates will normally be advised of the outcome of the selection process after a period of about four weeks.

In determining the appropriate salary, no salary adjustments will be made for fringe benefits such as uniforms, free airline tickets, free medicine or company products, life/medical/accident insurance policies, transportation, meal allowance, or other similar company benefits provided by former employers. Applicants with prior U.S. Government service may receive salary adjustments at the grade level of the position, to match the highest previous USG salary levels in a relevant field. The USAID Human Resources and Contracting Officers determine the appropriate salary rate.

It is the U.S. Government policy to prohibit discrimination on the basis of race, color, religion, national origin, handicap, or gender.

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.

VI. BENEFITS AND ALLOWANCES

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

A. BENEFITS:

The Mission currently provides:

- 1) Health Insurance Services.
- 2) Life/accident/disability insurance.
- 3) Semi-annual bonus.

B. ALLOWANCES (as applicable): N/A

VII. TAXES

LES employees of the mission became liable for payment of income taxes on their salaries with the implementation of the new tax law effective July 1st, 2005. Payment of taxes is on biweekly basis.

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_
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

2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD	\$ _TBD at Award
	- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]				
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD	\$ _TBD at Award
	- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]				
4001	Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)	1	LOT	\$ _TBD	\$ _TBD
	- Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]				

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 BYTENDANCE COVERED APPLICATION	Jun 2023
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