



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066423R10004  
**ISSUANCE DATE:** October 27, 2023  
**CLOSING DATE/TIME:** November 24, 2023  
11:59pm Tunisia local time

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - *Local Compensation Plan*) – USAID Development Program Specialist (Monitoring, Evaluation and Learning Specialist)

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 the Attachment 1.

Sincerely,

**Sean Hofmann**  
**Contracting Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066423R10004
2. **ISSUANCE DATE:** October 27, 2023
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 24, 2023 at 11:59pm Tunisia local time
4. **POINT OF CONTACT:** Amruta Tripathi, e-mail at [usaidmerpjobs@usaid.gov](mailto:usaidmerpjobs@usaid.gov)
5. **POSITION TITLE:** USAID Development Program Specialist (Monitoring, Evaluation and Learning Specialist)
6. **MARKET VALUE:** **TND 64,589 – 100,121** equivalent to **FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of **USAID/Tunisia**. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five-Year Period of Performance, estimated to start o/a February 2024, with a possibility to renew in accordance with Automated Directive System (ADS 309). Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and are expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
8. **PLACE OF PERFORMANCE:** Tunis, Tunisia with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals. Cooperating country national (CCN) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in Tunisia.
10. **SECURITY LEVEL REQUIRED:** Facility Access or Security Certification issued by the U.S. Embassy Regional Security Office.

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

Under the general direction of the USAID/Tunisia Program Office (PRO) Director, the Development Program Specialist (MEL Advisor) serves as PRO's recognized technical lead and professional on monitoring, evaluation, and learning (MEL). As the Mission's MEL Advisor, the Specialist provides MEL leadership, guidance, and direction at USAID/Tunisia by designing, developing, and implementing Mission-wide MEL processes and compliance procedures, ensuring consistency with Agency MEL guidance. The

Specialist advises mission staff on USAID MEL policies and procedures as articulated in the USAID Automated Directives System (ADS) and related Mission Orders, providing program monitoring and evaluation (M&E) and collaboration, learning, and adapting (CLA) advice to improve collaboration, strengthen monitoring and evaluation, and guide organizational reflection and learning. The Specialist serves as a professional and key contributor to strengthening the capacity of information systems, providing technical guidance to the Mission and implementing partners (IPs) involved in MEL.

The Specialist supports the Mission's technical offices to ensure that projects and/or activities are consistent with U.S. Government (USG), Agency, and Mission priorities. The Specialist provides MEL guidance from the pre-activity stage of planning and concept review, through the design, implementation, and evaluation processes of all activities. The Specialist advises, guides, and supports design, management and follow-up on evaluations, monitoring and learning efforts, portfolio reviews, and performance reporting, including data quality control and data aggregation. The Specialist also engages, coordinates with, and develops strong working relationships with MEL stakeholders, including USAID/Washington, Middle East Regional Platform MEL specialists, Tunis State Department Assistance Unit evaluation specialists, other donors, implementing partners, regional organizations, and host country stakeholders. The Specialist is required to perform work-related travel. The Specialist may serve as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned MEL activities.

## 2. *Statement of Duties to be Performed*

### **A. Performance Management and Monitoring (30%)**

The Specialist serves as the Mission's professional on all aspects of USAID's performance management and monitoring efforts.

- Ensures compliance with all Agency-required performance monitoring and management procedures and policies. Provides guidance to technical teams to implement monitoring across the Program Cycle to assess and document achievement of actual versus planned results. Provides advanced guidance to implementing partners to develop, refine, and implement results monitoring systems to measure the performance of their activities.
- Promotes best practices for utilizing monitoring information during implementation and supports consistency across monitoring plans.
- Leads the design, implementation, and periodic revisions and updates to the Missions' Performance Management Plan (PMP). Ensures that the PMP is being used to track performance measurements relevant to the Country Development Cooperation Strategy (CDCS) and ensures inputs into the PMP are complete and according to requirements.
- Manages context monitoring - the systematic collection of information about the conditions and external factors relevant to the implementation and performance of the CDCS, projects, and activities - that may indirectly affect implementation and performance (such as macroeconomic, social, or political conditions). Context monitoring

should be used to monitor assumptions and risks identified in a CDCS Results Framework and/or project or activity logic model.

- Assists in the design of monitoring tools and measures for new projects and activities. This will include conceptual development, technical reviews, ensuring appropriate indicators are used, and coordinating with the Program office on meeting mission and USAID requirements.
- Provides technical leadership to technical teams and implementing partners in the development of Activity Monitoring and Evaluations Plans (AMELPS) to ensure AMELPS include relevant and effective performance measures.
- Ensures that the Mission's indicator data is up to date and accurate. Maintains Performance Indicator Reference Sheets (PIRS) in accordance with ADS 201.3. Leads efforts to ensure data quality through completion of mandated and recommended Data Quality Assessments (DQA) in accordance with ADS 201. Participates in site visits to verify adequate monitoring and adherence to DQA guidelines. Works with the technical teams to collect, aggregate, compile, and verify indicator data for uploading to FACTS INFO NextGen, Development Information System (DIS), and other required systems.
- Assists technical teams to verify performance data and helps guide the technical team to improve the quality and format of data presented.
- Develops collaborative approaches to involve local partners, the partner country government, and donor counterparts monitoring efforts to align monitoring priorities, ensure access to relevant information systems and data sources through data sharing agreements, strengthen local capacity, and promote continuous learning and aid effectiveness.

#### **B. Evaluation, Activity Management, and AOR/COR Duties (25%)**

As the Mission's Evaluation Point of Contact (POC), the Specialist provides technical expertise and leadership in the planning, design, implementation, and follow-up for evaluations of USAID-supported activities.

- Maintains an electronic log of all past, present, and planned evaluations. Applies creative thinking to conceptualize evaluations to support mission learning priorities.
- Ensures that all evaluations are developed and implemented in compliance with the Agency's Evaluation Policy and ADS requirements to improve the design, quality, and relevance of evaluations conducted with USAID funds.
- Leads process for developing evaluation scopes of work to ensure analytical rigor and actionable results. Drafts MEL activities' design and approval documentation, scopes of work, Independent Government Cost Estimates, and other procurement package components consistent with established USAID policies and regulations.
- Serves as the A/COR or activity manager evaluations, assessments, and other MEL activities procured through bilateral awards, central mechanisms, or regional mechanisms. Oversees and enforces the contract elements in accordance with the A/COR authorities stipulated in the A/COR designation letter.
- Maintains awareness and knowledge of centrally managed or regional MEL contracting services. Advises mission staff on the availability of these mechanisms to support mission MEL needs.

- Serves as the A/COR on any mission-led MEL Platform contracts and related activities. Oversees and enforces the contract elements in accordance with the A/COR authorities stipulated in the A/COR designation letter.
- Ensures that evaluations are conducted in a timely manner and with the requisite independence and rigor and are uploaded to the Development Evaluation Clearinghouse (DEC).
- Documents Mission efforts to implement evaluation and assessment recommendations and key findings. Makes recommendations and guides technical offices to ensure that evaluation recommendations are used in new procurements and project designs.

### **C. Learning, Analysis, and Reporting (25%)**

The Specialist leads the Mission's learning and reporting efforts across the Program Cycle.

- Analyzes and interprets activity and evaluation data to better understand its implications for effective decision-making, activity course corrections, and designing new activities.
- Updates information resources or controllable items/assets in USG computer resources, such as FACTS INFO NEXT GEN, USAID's Development Information System (DIS) for Tunisia, Google suite documents and other AID/Net resources.
- Assists in leading the annual Performance Plan and Report process by explaining global guidance, developing timelines, coordinating USAID data and narrative inputs for higher-level review, and entering input into FACTS Info Next Gen.
- Coordinates with the Development Outreach and Communications team to develop activity fact sheets, success stories, and other communication materials to support communication and collaboration efforts with stakeholders and partners.
- Guides the analytical process for helping the Mission assess whether course corrections are needed at the activity, project, Development Objective (DO) or strategy levels.
- Designs approaches to gather evidence and conduct analyses to help guide the Mission and build consensus on how to adapt the strategy and/or activities to better achieve results.
- Coordinates or helps coordinate the Mission's portfolio reviews and the mid-course stock taking to assess progress toward achieving results. CLA includes designing and managing the events and process building to those events, drafting scopes of work and ensuring all necessary analyses are completed, guiding technical teams to prepare for these reviews, managing any external contracts related to this process, coordinating the review sessions, and memorializing the learning derived from these meetings, decisions made, and next steps. S/he leads a continuous learning effort for the Mission's MEL points of contact from each technical team and coordinates quarterly learning events that include all implementing partners' MEL specialists. The Specialist also develops additional training and other learning events to advance the Mission's ability to drive development results. S/he will also update Mission Orders pertaining to MEL.
- Supports the Mission to execute Collaborating, Learning, and Adapting (CLA) priorities, including linking teams to external support or mechanisms.

### **D.MEL Planning and Guidance (20%)**

Serves as USAID/Tunisia's professional on monitoring, evaluation, and learning (MEL) and ensures implementation of the Mission's approved MEL approach, including the concept and practice of the Collaboration, Learning and Adapting (CLA) methodology.

- Maintains a schedule of MEL activities and ensures they are carried out in a timely manner.
- Prepares multi-year Program Design and Learning (PD&L) and Evaluation budgets to allocate adequate financial resources for evaluations, special studies, assessments, and other learning efforts.
- Manages the Mission's repository of data collection tools, guidelines, and MEL reference documents.
- Ensures Mission staff and partners understand USAID's MEL requirements and best practices. Provides professional advice, technical assistance, and training to support MEL implementation.
- Leads integration of CLA principles and approaches throughout strategy, project, and activity planning and implementation.
- Participates in the design of activities, particularly related to setting goals, objectives, targets, anticipated results.

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

### **3. *Supervisory Relationship***

The Specialist works under the general supervision of the Program Officer and direct supervision of the Senior Development Program Specialist. Regular work assignments are made orally and in writing (email). Most assignments occur in the normal course of work, and the Specialist is expected to exercise their professional judgment in raising issues directly to the Supervisory Regional Program Officer. For all new duties, the Supervisor will provide a review of the assignment, the goals and objectives to be achieved, and the results expected. After this initial introduction, the Specialist is expected to work independently to achieve their work objectives and complete their assigned tasks. Work is reviewed in terms of deliverables submitted on time, quality of the work produced, and results achieved.

### **4. *Supervisory Controls***

No direct supervision is contemplated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A bachelor's degree in a field related to international development (such as political science, international affairs, public policy, economics, social sciences, economics, statistics, project management, public administration, technical sciences, or development studies) is required.

**Prior Work Experience:** Minimum of 4 years of progressively responsible experience related to monitoring, evaluation and learning functions. At least two years of this experience should be in a development-oriented workplace, or a related field, for other donor agencies, cooperating country organizations, or private-sector institutions, and which included project design, performance monitoring, evaluation, use of M&E tools, and/or the analysis and interpretation of large amounts of data.

**Language Proficiency:** Fluency (Level IV) in spoken and written English, Arabic and French (level 4 speaking/reading/writing), is required.

### **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.

Short-listed candidates will be evaluated based on information presented in the application, skills test, interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

#### **BASIS OF RATING**

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

**Job Knowledge:** The Specialist must have professional knowledge of methods for performance management, analysis, monitoring, evaluation, data visualization, and/or





least one question regarding Diversity, Equity, Inclusion and Accessibility (DEIA) concepts.

Total Possible Points: 100 points

6. Reference Check PASS/FAIL

A “FAIL” Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; i.e. not a single critical comment.

USAID/MERP (Middle East Regional Platform), Frankfurt’s Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work experience. A language test (Step 2) will be conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria (Step 3) to develop a shortlist of applicants. Applicants will be contacted for the written test (Step 4) and further for the interviews (Step 5).

Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. References (Step 6) will only be solicited for those applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank and in which order, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).

Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to apply via ERA Electronic Recruitment Application, <https://tn.usembassy.gov/embassy/jobs/> (please navigate to the *ERA Site* link to view the vacancy and to apply).
2. Offerors must ensure to enclose a Cover Letter, CV/Resume, valid residence/work permit and a list of 3 professional references in ERA by the closing date and time specified in **Section I, item 3.**
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

## **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:

- a. Background investigation forms
- b. Medical clearance forms

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized for the benefits and allowances as per the Local Compensation Plan of Mission Tunisia.

## **VII. TAXES**

The U.S. Mission Post will not assume any obligation or responsibility to withhold taxes levied by the host government. It is the responsibility of the individual to ensure that all requirements as established by the Tunisian Government regarding taxes are adhered to.

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

USAID regulations and policies governing **CCNPSC** and **TCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B)   | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F)  |
|-------------|---|--------------|----------|----------------|---|
| 0001        | <b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>- Award Type: Cost<br>- Product Service Code: <i>[e.g., R497]</i> | 1            | LOT      | \$ _TBD_       | \$ _TBD_ at Award after negotiations with Contractor_ |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i> |  |  |  |  |
|--|---|--|--|--|--|

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](mailto:PSCOmbudsman@usaid.gov).

#### 6. FAR Provisions Incorporated by Reference

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|------------------|--|----------|
| <b>52.204-27</b> | PROHIBITION ON A BYTEDANCE COVERED APPLICATION | JUN 2023 |
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