



**SOLICITATION NUMBER:** 72047024R10001  
**ISSUANCE DATE:** January 15, 2024  
**CLOSING DATE/TIME:** February 5, 2024

**SUBJECT: Solicitation for a Cooperating Country National or Third Country National Personal Service Contractor (CCN/TCN PSC - Local Compensation Plan) – USAID Development Program 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 Attached 1.

Sincerely,

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

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72047024R10001**
- 2. ISSUANCE DATE: January 15, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: February 5, 2024, at 1700 hours Riyadh local time**
- 4. POINT OF CONTACT: Esa Holstein, email at [usaidmerpjobs@usaid.gov](mailto:usaidmerpjobs@usaid.gov)**
- 5. POSITION TITLE: USAID Development Program Specialist**
- 6. MARKET VALUE: SAR 224,069 - 380,925** equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Saudi Arabia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five-Year Period of Performance, estimated to start o/a August 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:** Dhahran, Saudi Arabia with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals and Third 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 the cooperating country. Third Country National (TCN) means an individual
  - (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and
  - (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.
- 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***

The USAID Mission to Yemen is a complex arrangement of skilled professionals and technical experts working in one of USAID's most challenging operational environments. Since the re-launch of the Yemen assistance portfolio in 2017, USAID has managed this non-presence assistance program almost exclusively from neighboring countries.

USAID/Yemen is part of the U.S. Mission to Yemen, an “embassy in exile” housed within the U.S. Embassy to Saudi Arabia in Riyadh, with additional staff working from the U.S. Consulate in Dhahran, Saudi Arabia. As the largest bilateral donor to Yemen, USAID has provided approximately \$5.8 billion in assistance (humanitarian and development assistance combined) to Yemen since 2015.

USAID/Yemen’s three-year strategy for 2023 to 2026 has the overarching goal of advancing Yemen’s transition towards greater stability. The four development objectives are: (1) reduce the risk of famine; (2) accelerate inclusive economic growth; (3) improve access to essential services; and (4) strengthen governance and reconciliation. The strategy additionally rests on a foundation of six principles: 1) Gender Equality and Women’s Empowerment; 2) Interagency and Donor Coordination; 3) Climate Change Mitigation; 4) Localization; 5) Conflict Sensitivity; and 6) Continuous Learning.

The USAID Development Program Specialist is part of USAID/Yemen’s Program Office (PO) reporting directly to the FSN-12 Program Office Development Program Specialist and receiving general direction from the Supervisory Program Officer. The office manages the full range of Program functions, including strategic planning, activity design, budget planning and execution, reporting, monitoring and evaluation, and communications and outreach. The USAID Development Program Specialist collaborates closely with Mission technical and program office teams, as well as with senior leadership within USAID/Yemen, USAID/Middle East Regional Platform (MERP) and USAID/Washington.

The USAID Development Program Specialist is a critical Program Office leadership position, playing a key role in the formulation, implementation, management, and performance reporting of U.S. development assistance in Yemen. The Specialist independently performs a full range of professional consultative, advisory, monitoring, analytical, operational, and informational services of broad scope in connection with the US foreign assistance program in Yemen. The USAID Development Program Specialist serves as a principal adviser to the Supervisory Program Officer and is regularly involved in work that is high-volume, fast-paced, and critical for the overall operation and success of the USAID/Yemen Mission. S/he serves as a subject matter expert and key resource on matters pertaining to activity design and management, strategy development and implementation, monitoring, evaluation and learning, communications and outreach, environmental compliance, and budget planning and execution, which may include training staff, leading internal and external presentations, engaging government, private sector and non-governmental representatives and implementing partners, and preparing guidance documentation.

The job holder may serve as Acting Program Office director during periodic absences of the Program Officer. Furthermore, s/he must maintain effective and productive working relationships with other U.S. Mission to Yemen, U.S. Embassy Riyadh, U.S. Consulate Dhahran, and USAID MERP staff, interlocutors in Washington, DC, and USAID implementing partners.

2. *Statement of Duties to be Performed*

**Monitoring, Evaluation, Learning and Results Reporting - 40%**

The job holder provides expert oversight and advice on monitoring, evaluation, learning, assessments, geospatial monitoring and GIS systems, and results reporting across the Mission, ensuring Mission compliance with related Agency policies and procedures and analyzing the impact of Mission programming. S/he oversees and/or substantially contributes to the compilation of the Mission's annual performance report and related performance documentation.

S/he ensures compliance with performance monitoring and evaluation requirements across the breadth of the Mission's portfolio, overseeing coordination of the development, refinement, adoption, and maintenance of the Mission's Performance Management Plan (PMP) and guiding technical teams on how to collect and interpret performance data. S/he supports technical offices to improve their partners' learning systems, as needed. S/he guides and directs technical offices in developing/reviewing activity-level results frameworks with related indicators, assists in the collection, collation, analysis, and incorporation of progress information into documents required for periodic Mission reviews and annual reporting to Washington. S/he leads or supports the preparation for and the implementation of annual or biannual Mission portfolio reviews, including the development of templates, the communication of requirements to Mission staff and the oversight of follow-up actions. S/he oversees the facilitation of training programs for technical officers and partners in performance management, monitoring, evaluation, assessments, and reporting.

The job holder may serve as Contracting/Agreement Officer's Representative (COR/AOR), Alternate COR/AOR or Activity Manager for USAID/Yemen's monitoring and evaluation contract or a similar mechanism, directly managing contractor performance and deliverables, reviewing/approving third party monitoring plans and reports, ensuring that monitoring reports provide the relevant information needed by Mission technical teams, drafting/reviewing evaluation scopes of work, overseeing the work of independent evaluation teams or consultants, analyzing evaluation findings for applicability to future programs, and ensuring that monitoring and evaluation recommendations and findings are adopted in a timely manner for improved programmatic performance and impact.

S/he conducts research and collects data related to USAID/technical sectors, including health, education, democracy and governance, economic growth, water and sanitation, and humanitarian assistance, and applies independent analysis to the interpretation of findings. S/he tracks the collection of sectoral performance data, prepares inventories of current indicators, information collected, and information still needed, develops more efficient methods for collecting information, verifies data quality, assists with the development of Activity Monitoring, Evaluation and Learning plans, baseline studies, and data quality assessments. S/he monitors USAID/Yemen's Project Design and Learning (PD&L) budget, ensuring that sufficient funds are allocated for Mission monitoring and evaluation needs and that a monitoring and evaluation plan is developed with technical teams and kept up to date.

### **Activity Design, Management and Technical Support – 30%**

The USAID Development Program Specialist provides expert technical guidance and advice to Mission management and technical offices on activity design, implementation, approval, and reporting. S/he serves as a Program Office lead backstop for technical offices and provides a wide range of consultative, advisory, planning, design, implementation, and monitoring services, in order to ensure USAID program activities are designed and implemented in accordance with applicable US law, Agency regulations, and policies.

The job holder supports USAID/Yemen technical offices in the conceptualization, design, and approval of new activities, serving on technical review committees and design teams. S/he maintains familiarity with all Agency and Mission policies, procedures, and practices related to activity design, review and approval. S/he provides guidance to technical offices and design teams on activity design from inception to completion, including the development of scopes of work, detailed design approaches and schedules. S/he convenes design team meetings to review progress, resolve emerging issues and ensure coordination. S/he reviews activity design, implementation, and procurement documentation, ensuring that documents and decisions are consistent with USAID policies and practices and maintaining quality control. S/he monitors design documents for compliance with Agency policies, priorities and strategies, such as those on gender equality and women's empowerment and climate change. S/he reviews unsolicited proposals and applications, manages the Mission's unsolicited proposals tracker and ensures that unsolicited proposals are reviewed and responded to according to Mission policy and in a timely manner.

S/he drafts reports and other technical documents that are clearly and concisely written and reviews documents written by others, assessing them for accuracy and clarity. S/he supports technical teams in strengthening program linkages and developing cross-sectoral initiatives among USAID/Yemen activities and with other interagency, host country and donor programs, as well as with the private sector as part of the activity design process.

### **Strategy Development and Implementation – 20%**

The job holder advises technical teams on important aspects of the USAID program cycle and Mission processes, and oversees compliance with all aspects of ADS 200. The Specialist ensures that activities comply and align with U.S. legislation, program budgetary levels and constraints, U.S. strategy, and Congressional directives and earmarks. S/he supports the development of Mission strategies, including the USAID/Yemen Strategic Framework and the Integrated Country Strategy, including establishing and maintaining close contact with counterparts from the State Department, the Department of Defense and other U.S. government departments and agencies supporting Yemen. The Specialist plays a principal role in drafting, adhering to, managing, and monitoring strategic documents pertaining to U.S. assistance to Yemen. S/he ensures a focus on long-term resource requirements, availability and allocation of funds for strategic priorities and development objectives, maintaining familiarity with the operational context and managing resource constraints. S/he leads or substantially

participates in periodic Mission portfolio reviews, budget/financial reviews and strategy reviews to ensure that reported results on accomplishments are accurate, complete, and provide meaningful insight into the impact and progress toward the achievement of development objectives. S/he develops, manages or contributes to program and budget databases and tracking documents that enable USAID to analyze strategy/portfolio performance and plan for future programmatic needs.

### **Development Outreach and Communications - 10%**

The USAID Development Program Specialist prepares background and briefing materials in collaboration with technical offices for USAID events in which the Embassy Front Office, the USAID/Yemen Senior Development Advisor and office directors participate. S/he supports the Development Outreach and Communications (DOC) Specialist to ensure that scene setters, backgrounders, visit and event schedules, talking points, speeches, press releases, social media content and similar materials are prepared in a timely fashion and meet quality standards. S/he may infrequently be called upon to serve as an interpreter/translator from English to Arabic and from Arabic to English for written documents and/or for limited spoken interactions.

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*

Under the general direction of the USAID/Yemen Supervisory Program Officer and the direct supervision of the FSN-12 Program Office Development Program Specialist, the USAID Development Program Specialist plans and carries out assignments with a high degree of independence. S/he sets her/his own priorities and has wide latitude to independently and creatively carry out assignments. Analyses, evaluations, and recommendations developed by the USAID Development Program Specialist are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

#### *4. Supervisory Controls*

The direct supervision of other staff is not contemplated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

**Education:** Bachelor's Degree in economics, political science, sociology, public administration, international development, business administration/management, development/area studies or other closely related field is required.

**Prior Work Experience:** Minimum of five (5) years of professional-level experience in the design and management of development assistance programs, working with international partners, donors, and/or government agencies. Experience is defined as a combination of developing, managing, monitoring, and measuring performance, evaluating, and assessing development programs; and strategic planning is required. Experience in the collection, analysis, synthesis, and effective presentation of complex information is required.

**Language Proficiency:** Demonstrated fluency in both written and spoken English and Arabic (Level IV) is required. Effective written and oral communication is essential to perform successfully in this position.

### **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:** Must have a comprehensive knowledge of monitoring and evaluation, strategy development and program design principles, technical/activity implementation, activity management principles, budget planning and activity financial oversight. Must possess in-depth knowledge of Yemen's current political, economic, humanitarian, social, and cultural environment, especially issues related to the implementation of international development programs in a non-permissive environment. Thorough understanding of the development prospects, potential, priorities, and resources of Yemen is essential. Strong knowledge of gender equality and equity principles. Strong knowledge of Yemen's institutions, government actors, private sector entities, donor and non-government actors, and

citizen groups. The USAID Development Program Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the host government, in order to enhance effective communication, and to develop consensus on USG strategy and program/activity implementation. S/he should also have knowledge of the development field and experience in research and analysis.

**Skills and Abilities:** Excellent skills in obtaining, analyzing, interpreting, and manipulating a wide variety of data; demonstrated ability in communicating effectively, both orally and in writing; preparing concise and accurate reports and documents covering complex subject-matter; managing the evaluation and monitoring of complex programs, and analyzing results to inform strategic planning. Keen ability to identify major economic, political and social trends in Yemen and assess their importance and impact on the USAID portfolio and communicate this to senior Mission staff. Ability to work in a fast-paced, team-oriented and collaborative environment is required. Skills to perform or oversee performance of mandatory activity design analysis and formulate non-technical sections of a design document, as well as guide monitoring and evaluation processes. Ability to work independently with minimal supervision, take initiative, identify priorities, supervise staff, and manage time and multiple responsibilities effectively. Must have strong management skills, and demonstrated ability to orient, train, and supervise others. A high level of computer literacy is required, including the ability to design and prepare user-friendly and informative reports, matrices, and slide decks using appropriate computer software. The work requires excellent oral and written communications skills, including news and technical writing, editing, and research skills.

Applicants are rated as outlined below.

- 1) A preliminary review of the applicant's submitted application package to establish that minimum educational and work experience requirements are met PASS/FAIL
- 2) Language test PASS/FAIL
- 3) Application Review max. 15 points
- 4) Technical Skills Test max. 25 points; A skills test will be administered to assess the candidates' related job knowledge and skills.
- 5) Interview Performance max. 60 points

Interview questions will be intended to explore the candidate's experience, job knowledge, and skills in regard to the requirements and functional role of the position. There will be at 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.

USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

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

1. Eligible Offerors are required to apply via the Electronic Recruitment Application (ERA), <https://sa.usembassy.gov/jobs/> (please navigate to the *Please Visit Our 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 three 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 the benefits and allowances as per the Local Compensation Plan of Mission Saudi Arabia.

## VII. TAXES

Saudi Arabia does not have a local income tax in place, however, most LE Staff, who are third country nationals may be responsible for calculating and paying the local income taxes of their respective home countries, as required by such countries. The U.S. Mission does not withhold or make local income tax payments.

## 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> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor —

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for**

**Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See [https://www.oge.gov/web/oge.nsf/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).

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**

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