



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066324R10015

ISSUANCE DATE: 05/19/2024

CLOSING DATE/TIME: 06/02/2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC to serve as **USAID Project Management Specialist (Family Planning/Reproductive Health)** in the office of Health.

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates 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.

Sincerely,

James Cerwinski
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066324R10015
2. **ISSUANCE DATE:** 05/19/2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 06/02/2024, no later than **5:00 p.m (EAT) (close of business).**
4. **POINT OF CONTACTS:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
5. **POSITION TITLE: USAID Project Management Specialist (Family Planning/Reproductive Health)**
6. **MARKET VALUE: \$26,638 – \$47,950 yearly** i.e., equivalent to **FSN - 11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
7. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be *from 10/03/2024 – 10/02/2029*.
8. **PLACE OF PERFORMANCE: US Embassy, Entoto Road, Addis Ababa**, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Facilities access.

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

The USAID Project Management Specialist – Family Planning/Reproductive Health (FP/RH) serves as the Health Office team’s advisor on FP/RH and provides senior-level technical leadership and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, evaluation and learning of FP/RH-related programs/projects/activities. The Specialist has a core responsibility in identifying opportunities for USG engagement in FP/RH programming in Ethiopia, and therefore, the Specialist will have broad experience working with international and national

stakeholders, including Government of Ethiopia (GoE), professional associations, and faith-based organizations. This position ensures that USAID/Ethiopia has the necessary strategic, technical, and management expertise to handle and successfully implement voluntary FP/RH programs and activities with an overall budget of approximately \$22 million annually. The Specialist serves as the in-house subject matter expert on FP/RH and the Mission's representative in policy, strategic and technical engagements with the USG interagency, GoE, international organizations, and bilateral/multilateral development partners to address technical issues and coordinate efforts in implementation of FP/RH activities. The Specialist has an in-depth understanding of global health issues, as well as the entire USAID/USG health portfolio, and serves as an Agreement/Contracting Officer's Representative (AOR/COR), Alternate AOR/COR and/or Activity Manager for selected programs/projects/activities. As an AOR/COR, the Specialist monitors program performance and progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with other Health Office staff, and/or the Deputy and Office Director, as appropriate. As the Mission's POC for FP/RH, the job holder is also responsible for leading Mission compliance with USG statutory requirements and policies for family planning resources.

The Specialist facilitates communication and ensures collaborative working relationships with high-level decision makers, as well as technical staff, in the Ministry of Health (MOH), Ministry of Women and Social Affairs, with USAID/Washington counterparts, other government entities, international and bilateral development partners, and non-governmental organizations working in the health sector on FP/RH programming. The Specialist delivers analytical and technical assistance services to other bilateral/multilateral development partners, Government of Ethiopia (GoE) and civil society in the design, implementation and management of national country policies and programs, based on globally - accepted best practices and innovations in voluntary FP/RH. Representing the U.S. Government (USG), the Specialist leads national technical working groups, builds alliances with development partners, civil society, private sector entities, and other key stakeholders. The Specialist provides essential communication on FP/RH issues and acts as a liaison across USAID offices and the USG Mission to ensure understanding and coordination of FP/RH within reproductive, maternal, newborn, child and adolescent health (RMNCAH) initiatives.

The Specialist is a key member of the Family Health Team in the Health Office to support FP/RH integration and meaningful results under the USAID/Ethiopia Health portfolio. The Specialist reports to the Health Office Director, or designee, and has no formal supervisory responsibility. The jobholder will also be expected to engage with two other Mission Offices: 1) Education and Youth Office (EYO) on FP/RH in youth-friendly service delivery points; and 2) Office of Humanitarian Assistance (OHA) for FP/RH activities in humanitarian settings. The Specialist will support coordination across the Health Office to support infectious disease (HIV/TB) and health systems strengthening programming.

2. *Statement of Duties to be Performed*

Technical and Strategic Leadership – 35%

1. Serve as USAID's senior-level technical expert and lead on FP/RH, providing high level technical guidance to the Mission, the GoE, bilateral and multilateral development partners, civil society, private sector entities, and other key stakeholders.
2. Provide overall strategic and technical guidance and direction on FP/RH activities and ensure that activities are appropriately integrated with the Health Office and larger Mission activities and that the entire USAID portfolio of FP/RH activities comply with USG statutory requirements and policies for family planning resources.
3. Work closely with leadership across the Health Office and USAID Mission to ensure the quality of activities implemented by implementing partners meets relevant standards of care and incorporates known high impact FP/RH interventions.
4. Through literature review, research, and regular communication with technical experts at USAID/Washington, bilateral and multilateral development partners, civil society, and other local and international stakeholders, stay abreast of state-of-the-art knowledge on programming and policy development as well as on funding opportunities and programs/projects in support of USAID FP/RH activities. Support learning exchanges and sharing of best practices and research findings among USAID, USG and other stakeholders to strengthen FP/RH approaches. Advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID's approaches.
5. Identify opportunities for integrated "state of the art" approaches, providing technical assessment and recommended strategies to pilot innovative interventions. Provide expert oversight and guidance through technical presentations and/or briefs to the Health Office, USG Mission, implementing partners, development partners, bilateral and multilateral development partners, civil society, and other key stakeholders on newly emerging and highly efficacious approaches to voluntary FP/RH program implementation.
6. In collaboration with Strategic Information colleagues, participate in the implementation of strategic and trend analyses as well as in monitoring and evaluation (M&E) approaches and tools to support measuring the impact and outcomes of FP/RH activities.
7. Provide strategic leadership and technical guidance in the preparation of key annual and mid-term planning and reporting documents including the Operational Plan, Performance Plan and Report, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports and other ad hoc requests for information.
8. Identify and arrange for procurement of short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission FP/RH portfolio.

9. Organize site visits and prepare orientation materials for delegations from USAID Headquarters (HQ), Department of State, other agencies, Congress, other high-profile visitors and overall USG and USAID Mission needs.

Program/Project/Activity Management – 40%

1. Lead the design of project mechanisms and activities for improved health service delivery for voluntary family planning and reproductive health.
2. Serve as A/COR and/or Activity Manager for the USAID-supported FP/RH programs/projects/activities, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
3. Ensure that USAID-supported FP/RH activities are properly coordinated within USAID, aligned with GoE, and other key stakeholder priorities, and implemented within the framework of USG foreign assistance policies and priority initiatives, with a focus on strengthening links between humanitarian and development health partners.
4. Provide oversight and/or assistance in the preparation of planning and required documentation to support Mission FP/RH-related activities, including project management files, scopes of work and accompanying budgets, action memoranda, procurement and assistance instruments, closeout plans, final reports, equipment disposal, and implementation of final evaluation and audit recommendations.
5. Provide financial and programmatic oversight, ensuring obligations, expenditures, budget pipelines conform to approved workplans; appropriate and timely incremental funding of activities and liquidation of advances; accurate and timely reporting of program finances and progress status; compliance with USAID financial regulations and report any discrepancies; and compliance with audits, including Non-Federal Audits and closure of any recommendations.
6. Provide substantial review, technical insights, and direction to implementing partners in development and monitoring of workplans; use of standardized indicators; tracking and reporting of results and progress; documentation of lessons learned and best practices; and reporting of activity performance and data in quarterly and annual progress reports. Provide expert advice on program targets and analyze program results against targets and make recommendations for corrective actions if needed. Review partner compliance with USAID/Ethiopia Initial Environmental Examination (IEE) policies and guidelines and make appropriate recommendations as needed. Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations to USAID, and as appropriate, to implementing partners and GoE counterparts.
7. Provide technical and programmatic assistance in capacity building, planning, implementation, monitoring, and evaluation to governmental and non-governmental partners to ensure measurable plans and concrete objectives for the implementation of

FP/RH activities, including contraceptive logistics and security, integration with HIV/AIDS and child survival, and if applicable, effectiveness, efficiency, and judicious use of USG funding.

8. Maintain a schedule for conducting regular site visits and routinely meet with implementing partners (including subawards/subcontracts) to review program implementation, monitor progress, ensure compliance with USG statutory FP statutory requirements and policies, and meet with beneficiaries. Based on the information collected during such visits, providing technical guidance/recommendations for adjustments to programs/projects/activities as appropriate.

9. Oversee Mission and IP (including subawards/subcontracts) compliance with all relevant USAID regulations and procedures regarding FP/RH programming by organizing annual refresher and/or orientation trainings, compiling documentation and reporting of potential violations, engaging USAID/Washington technical experts, regular communication on policy changes, monitoring performance expectations towards results, and keeping the Health Office leadership informed of program implementation progress, results, and issues/problems on a timely basis.

10. Contributes field perspectives documented through activity implementation, challenges, and opportunities to help inform USAID/Washington policies, programs, and/or initiatives of evolving FP/RH-specific rules and regulations on USAID activities.

External Representation – 25%

1. Represent USAID at designated national, regional, and international technical, programmatic, and policy meetings, including development and implementing partner coordination meetings, that relate to FP/RH, including regular participation and leadership in national-level technical working groups, professional associations, and related committees.

2. Engage discussions with senior GoE staff at the Ministries of Health, and Women and Children Affairs and other relevant institutions on technical and policy issues related to FP/RH and to identify and resolve critical policy issues that affect program/project/activity implementation. Convene and lead negotiations to resolve such delicate issues, including compliance with USG regulations and policies, financing for FP/RH programming, and reliable, cost-effective supply chain systems for FP/RH commodities.

3. As requested by the Mission Director or by Health Office senior leadership, represent USAID at meetings outside of the FP/RH field when needed.

4. As a member of the Health Team, respond flexibly and capably to a wide range of work-related requirements, including responding to requests for information from the Mission Director, the Embassy, USAID/Washington, and Congress.

5. Establish strategic working relationships with senior MOH and other relevant Ministry officials at the national, regional, and district level, bilateral and multilateral development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to FP/RH, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. *Supervisory Relationship*

The Specialist will report to the Health Office Director, or designee, in USAID/Ethiopia. S/he is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor, who will make assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting USAID objectives, and integration with other initiatives in the Health Office and Mission portfolio. Some technical direction may come from other professionals in the Health Office and Mission; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

4. *Supervisory Controls*

None.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of Master's degree or local equivalent from an accredited program in Public Health, Development Studies, Social or Behavioral Sciences, Epidemiology, Nursing, Midwifery or a related discipline is required.
- b. **Prior Experience:** A minimum of five (5) years of progressively responsible experience in public health or international development, with a focus FP/RH programming in Ethiopia. At least two years working for bilateral or multilateral development partners, including USG agencies, The World Bank, The Global Fund, UN agencies, private sector, civil society, faith-based organizations and/or non-governmental organizations (NGO) is required, with responsibilities including strategy development, activity/project design and implementation, direct financial and program management, data analysis, and performance monitoring. Minimum of three years of direct management of small to large FP/RH activities, including analysis, activity design, program implementation, financial management, and monitoring and evaluation is required.
- c. **Language:** Level 4 English and Amharic – reading, speaking, and writing is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the **competitive ranking** of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (30 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (30 points): In-depth professional-level knowledge of development principles, concepts, techniques, and practices, especially as they relate to FP/RH policies, programs and activities in Ethiopia, with in-depth awareness of integration and linkages with HIV/AIDS and MNCH programming. Knowledge of the challenges and policies of Ethiopia from the business, political, civil society, and social perspectives. Thorough understanding of FP/RH governance in the Government of Ethiopia, including policies, strategies, existing programming from the relevant ministries, and multisectoral coordination. Knowledge and understanding of the economic, political, social, and cultural characteristics of Ethiopia; historical development problems, current trends and strategic directions in FP/RH in Ethiopia (including at subnational levels); an understanding of the resources, resource constraints, and overall development prospects and priorities of Ethiopia. Knowledge of USG legislation, policy, and practices related to health and FP/RH activities, of USAID programming policies, regulations, and procedures will be considered an advantage. Significant knowledge of program management strategies, and monitoring and evaluation methods. Technical knowledge in FP/RH programming will be tested.

SKILLS AND ABILITIES (30 points): Strong technical, analytical, and problem-solving skills in FP/RH programming. Strong skills in advocacy, communication (including public speaking and technical presentations), facilitation, negotiation, and networking. Solid experience of effective and collaborative relationships with GoE representatives, civil society

organizations, other development partners, private sector, implementing partners, etc. Strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. Demonstrated ability to conceptualize, analyze and adapt health policy, and apply epidemiological data and trends, available statistics, and anecdotal information to strategic development of activities, policies and overall program directions. Outstanding ability to exercise flexibility to be able to accept and react to evolving activity and strategy planning and implementation in a complex, dynamic environment, with extreme time constraints, political sensitivities and pressure. Demonstrate excellent computer skills, including skills with Microsoft Office, web-based databases, and electronic filing. Exercises individual judgment in his/her roles. Takes initiative and offers leadership in reviewing the progress of programs and projects under his/her personal and team's responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. Demonstrates strategic vision, high initiative, timely decision-making ability, extensive judgment and multi-task ability in planning and carrying out tasks, using diplomacy and tact. Demonstrates ability to work in a team environment and coordinate well with others.

INTERVIEW PERFORMANCE (100 points)

WRITTEN TEST (if applicable) (100 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, and written test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Satisfactory Professional Reference Checks – **Pass/Fail (no points assigned)**. Reference checks will be conducted only for the first-ranked candidate. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit:

1. The offer form DS-174 (Application for U.S. Federal employment) which can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. A resume in English
3. Letter of application (cover letter) that describes your experience with the evaluation criteria (Section III: Evaluation and Selection Factors), and
4. Contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– solicitation **72066324R10015, USAID Project Management Specialist (Family Planning/Reproductive Health)**. *Be sure to include your name and the solicitation number at the top of each page.*

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
Group life insurance, medical coverage, annual leave and sick leave.

2. ALLOWANCES (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

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

USAID regulations and policies governing CCN 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: <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/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

52.304-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.