



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066318R10014
ISSUANCE DATE: June 6, 2018
CLOSING DATE/TIME: June 20, 2018

SUBJECT: Solicitation for a Cooperating Country Personal Service Contractor (CCNPSC) –
Project Management Specialist (Food Security Specialist) (FSN-11).

Dear Prospective Applicants:

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

Application must be in accordance with **Attachment 1, Sections I through IV** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

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

**Solicitation for Cooperating Country National (CCN)
Personal Services Contract (PSC)
Project Management Specialist (Food Security Specialist)**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066318R10014
- 2. ISSUANCE DATE:** June 6, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** June 20, 2018 before and/or on 5:00 PM (Close of Business)
- 4. POSITION TITLE:** Project Management Specialist (Food Security Specialist)
- 5. MARKET VALUE:** FSN-11, \$22,927 - \$41,263 per annum
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/ Ethiopia. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** 5 Years. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
- 7. PLACE OF PERFORMANCE:** US Embassy, Entoto Road, Addis Ababa
- 8. SECURITY LEVEL REQUIRED:** RSO Certification
- 9. BASIC FUNCTIONS:**

USAID/Ethiopia's Office of Assets and Livelihoods in Transition (ALT) implements a diverse portfolio of activities that aims to save lives, build resilience, and enhance the livelihoods of the most vulnerable people in Ethiopia. The office manages 23 active awards that reach more than eight million direct beneficiaries with agriculture and livelihoods support, nutrition programming, disaster risk management, and food assistance. ALT's emergency food and nutrition work comprise the largest single element in the portfolio, with six current activities combining for a life of portfolio value of more than \$957 million.

The Senior Project Management Specialist (Food Security Specialist) provides technical guidance on USAID strategies, priorities and programs for food assistance to save lives, reduce suffering, and support the early recovery of people affected by humanitarian crises. The Food Security Specialist represents USAID and liaises with senior leadership of the Government of Ethiopia, major donors and partners on humanitarian assistance and emergency food security forums. S/he will provide technical direction and oversight to several Food for Peace funded high-profile awards with the UN World Food Program and non-governmental organizations.

S/he will monitor, analyze and guide reporting on the humanitarian situation and developments across Ethiopia and provides high-quality information to counterparts in both Washington and the East Africa Food for Peace office. S/he will analyze and assess data from a variety of sources – including field assessments, field monitoring reports, technical data, early warning information, and reporting from USAID staff, NGOs, and PIOs – to inform Title II food aid funding decisions, modifications to ongoing programs, and recommend appropriate food assistance activities.

10. STATEMENT OF DUTIES:

A. EMERGENCY FOOD ASSISTANCE AND RESPONSE STRATEGY (30%)

The Food Security Specialist is an experienced and recognized expert on approaches to meet the emergency food and nutrition needs of food-insecure populations during times of acute shock. S/he guides USAID strategies, priorities and programs for food assistance in order to save lives, reduce suffering, and support the early recovery of people affected by humanitarian crises. Duties include:

- Analyze data from a variety of sources – including field assessments, field monitoring reports, technical data, early warning information, and reporting from USAID staff, NGOs, and PIOs – to identify and prioritize emergency food assistance needs in Ethiopia. Apply this analysis to inform Food for Peace funding decisions. Facilitate discussions and decisions on the FFP portfolio's resource allocations across all modalities of food aid (in-kind, cash, vouchers, local and regional procurement, IFRP).
- Serve as the Mission's senior technical advisor on emergency food assistance programming. This will require high-level strategic guidance on: a) best practices in food aid commodity management, distribution, and emergency response; b) approaches to prevent malnutrition during crises; c) improving food security and self-sufficiency in vulnerable populations; d) national guidelines and norms for emergency food assistance; and e) the humanitarian-development nexus and continuum of response.
- Create strategic partnerships among all stakeholders, including GOE flagship programs, UN agencies, government ministries, donors, international and national NGOs, and other international and regional professionals and institutions to advance emergency food security objectives.
- Draft high-quality technical reports and analyses on all food security issues, to include changes in the food security and food aid requirements, government policies, and actions affecting food aid programs, government food aid programs, and donor pledges and programs.
- Identify and promote strategic coherence and linkages between short-term emergency food assistance activities and long-term development programs. Support Mission efforts to proactively plan for and respond to emergency food security needs. Assess capacity building needs for the GOE and partner agencies in support of a national system for delivery of

emergency food assistance. Identify opportunities to leverage USAID investments for systems transformation.

B. MULTI-STAKEHOLDER ENGAGEMENT AND REPRESENTATION (25%)

The Food Security Specialist will be USAID's liaison to senior leadership of the Government of Ethiopia, major donors and partners on humanitarian assistance and emergency food security. S/he represents USAID to outside stakeholders and is actively engaged on emergency food assistance and food security issues. Duties include:

- Establish and maintain effective partnerships with senior Government of Ethiopia counterparts in the National Disaster Risk Management Commission, Ministry of Agriculture, Regional Presidents and Regional Bureau Heads of Disaster Prevention and Preparedness. Establish and maintain effective partnerships with other principal donors and actors in the food security sector, such as the World Food Program, UNICEF, European Union, DFID, and World Bank.
- Serve as a technical expert and committee member for relevant Government of Ethiopia and donor coordination fora, including the food cluster, the emergency food aid Prioritization Committee, the Humanitarian and Resilience Donor Group. Represent USAID at these forums to provide technical insights and address bottlenecks for the efficient and effective planning, budgeting, prioritization, execution and monitoring of emergency food assistance. Guide discussions, working groups, and field visits with stakeholders to leverage resources and promote integration of food aid with other programs.
- As a respected development professional, prepare and deliver presentations to high-level government officials and various stakeholders on USAID's emergency food assistance programs and activities at local, regional and international workshops and conferences. Explain, orally and in written form, the complexities of Food for Peace assistance to a wide range of stakeholders.
- Contribute to and coordinate with missions and entities that assess humanitarian needs, evaluate the impact of food assistance, and strategically review program performance.
- Participate in the Mission's Emergency Task Force (ETF) and drought response coordination platforms to provide analytics on the humanitarian situation and food insecurity, and coordinate and engage with other technical offices of the Mission in strategizing emergency response.
- Coordinate with the U.S. Government Country Team (consisting of the USAID mission, U.S. embassy, and/or other USG in-country staff), host government, NGOs, PIOs, donors, and others to address issues impacting Food for Peace food assistance. Maintain close working relations with relevant USAID Offices in Washington and Nairobi.

C. ACTIVITY DESIGN, MANAGEMENT AND OVERSIGHT (45%)

The Food Security Specialist will be responsible for the design, implementation, and performance management of a robust and dynamic portfolio of emergency food assistance activities. Duties include:

- Serve as an Activity Manager for emergency food assistance programs funded by Food for Peace, or other USAID programs in Ethiopia. Ensure that partners are in compliance with all relevant USAID regulations, policies, and procedures. Work in close coordination with the Food for Peace Country Backstop Officer in USAID/Washington to provide strategic management and oversight of all activities in his/her portfolio.

- Apply specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations, particularly regarding to the allowable use of Food for Peace resources. Ensure commodities and cash resources are properly and effectively utilized as approved in program documents and that resources are distributed to the intended beneficiaries. Monitor resource utilization, pipelines, and dispatch and distribution status of emergency programs. In coordination with Commodity Management Specialist, handle activity-specific commodity management issues.
- Monitor and report on implementation of ongoing Food for Peace programs. Conduct regular site visits to review activity implementation and meet with beneficiaries and/or coordinate with ALT Office food monitors to ensure effective oversight of activities. Based on the information collected during field visits, communicate findings and recommendations to ALT Office management, FFP and, as appropriate, to partners and GOE counterparts. Recommend adjustments and improvements in USAID partner food aid activities to promote efficiency, effectiveness, and cost savings. Arrange and participate in activity and program evaluations.
- Prepare technical and program documentation, such as briefing papers, fact sheets, letters, cables, and memos for information and action.
- Inform Emergency Resource Requests for Ethiopia-specific funding. Provide strategic and analytical perspective to inform the review of appeals, emergency proposals, and resource requests.

Supervision Received: The incumbent will report directly to the ALT Deputy for Emergency Programs or his/her designee. In collaboration with the incumbent, the supervisor: 1) establishes annual work objectives and performance measures; 2) provides feedback throughout the evaluation cycle; and 3) prepares Annual Performance Evaluation Reports (PERs), as/when required - obtaining 360 degree input from appropriate USAID, other appropriate Mission personnel, and stakeholders. The incumbent will be provided with information regarding the objectives to be achieved and an indication of the priorities/deadlines that must be met in carrying out the work tasks. S/he will handle assignments independently with minimal supervision according to established policies, previous training and accepted practices. S/he will be expected to develop her/his own work schedule, procedures for accomplishing tasks, and will work independently to resolve problems which may arise during accomplishment of activities. S/he may receive guidance from senior Mission management as the situation warrants.

Supervision Exercised: The incumbent may directly supervise up to two Foreign Service Nationals (FSNs): the Refugee Activity Manager and the Emergency Program Monitor.

11. AREA OF CONSIDERATION: Cooperating Country Nationals (CCNs) applicants. 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.

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

13. POINT OF CONTACT: addisusaidjobs@usaid.gov; Fekadu Tamirate at Ftamirate@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in international development, public administration, business administration, agriculture, social protection, food security, public health/nutrition or a related field is required.
- b. **Prior Work Experience:** A minimum of five years of relevant, progressively responsible and professional work experience in designing, managing, evaluating, or providing technical assistance to food security, food assistance, commodity management, disaster management, or international development programs is required. At least three years of specialized experience in food assistance management that includes the following: design, management or evaluation of international food assistance activities (to include in-kind food, nutrition support, cash transfers or cash voucher programs); managing food aid commodity procurement and/or transport; or providing rapid responses to quick onset emergencies. Experience with USAID, USAID partners, other donors, or Public International Organizations is preferred. Experience working with the Government of Ethiopia is required.
- c. **Post Entry Training:** The incumbent is expected to possess the necessary technical skills/abilities required to perform the duties and responsibilities required of the position. Post entry training will, therefore, be focused primarily on the Agency-specific established policies, procedures and regulations. Courses include: Food Aid Manager's Course, Introduction to the Program Cycle, Contract/Agreement Officer Representative (COR/AOR), and Food for Peace Boot Camp.
- d. **Language Proficiency:** The incumbent must be able to communicate quickly, clearly and concisely – both orally and in writing in English. Amharic at Level IV and English at Level IV (speaking) Level IV (writing) are required for this position.
- e. **Job Knowledge:** The incumbent must have strong knowledge of disaster risk and vulnerability factors in Ethiopia and the early warning indicators, coping strategies, food security interventions, relief interventions and planning/coordination/advocacy opportunities associated with humanitarian assistance. S/he must have specialized knowledge and demonstrated expertise in emergency or non-emergency food assistance programs (including nutrition), logistics and commodity management, emergency relief management as well as a proven ability to work effectively with high-level personnel from government, donors, implementing partners and other development organizations is required. S/he should have an understanding of Ethiopia-specific processes, programs and strategies relevant to his/her portfolio, including the Humanitarian Requirements Document, prioritization committee, Productive Safety Net Program, Emergency Nutrition Coordination Unit, and the multiple initiatives underway to improve planning and implementation across humanitarian and development programs.

The position also requires direct experience with the Government of Ethiopia (GOE) and an expert knowledge and understanding of the different branches in the GOE in order to enhance effective communication and to develop consensus on program/project strategy and implementation, which is critical for policy reform within the context of food

assistance. S/he requires a high degree of political savvy to effectively coordinate policy reforms across the portfolio and a broad knowledge of the GOE food assistance programming in various ministries, institutions, and agencies.

- f. **Skills and Abilities:** This position requires superb communication skills and an ability to exercise sound and independent judgment, discretion and patience on a daily basis. This position requires flexibility and the ability to accept and react to changing policy direction with sound analyses, professionalism and poise. More specifically, the incumbent is required to: analyze and articulate the humanitarian dimension of issues which require a response from USAID or the international community; identify issues and proactively seek solutions to complex problems; conduct research, including evaluating and integrating information from multiple sources, in order to assess the impact of emergencies on lives and livelihoods; and work under extreme pressure.

This position requires very good diplomatic and interpersonal skills to effectively manage relationships, facilitate negotiations and play a technical advisory role on food assistance, commodity management and logistics, and humanitarian assistance. S/he must have negotiation skills and must demonstrate the ability to discuss difficult topics while maintaining and strengthening positive working relationships with the counterparts.

III. EVALUATION AND SELECTION FACTORS

APPLICATION & SELECTION PROCESS: All applicants must submit a completed form (DS-174) along with the credential documents to USAID/Ethiopia, Human Resources Office via the email address addisusaidjobs@usaid.gov. Each applicant must fully explain his/her job-related duties and qualifications on the application form in order to provide for an accurate evaluation of his/her education, training, and experience. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, or membership in an employee organization. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process please notify the Agency. Applicants who are not contacted within thirty days after the final filing date are to assume that their applications were not accepted.

For your application to be considered, the following documents **must** be submitted:

- Letter of Application/Cover Letter;
- Completed and Signed Application for Employment Official Form–DS-174 found here <https://et.usembassy.gov/embassy/jobs/>;
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– solicitation **72066318R10014 - Project Management Specialist (Food Security Specialist)**;
- Please submit the application only once; and

- Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

Applications must be received by the closing date and time specified in **Section I, item 3**, and submitted to the addisusaidjobs@usaid.gov **Section I, Item 13**.

EVALUATION FACTORS:

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. **Only the highest-ranked applicants will be interviewed.**

FACTOR #1: Technical Expertise

Depth and breadth of candidate experience in international development and relief, including technical expertise in food security, food assistance, humanitarian aid, or disaster management. Ability to demonstrate specialized experience in donor, government, or non-government food assistance activities or projects, such as design, management or evaluation of international food assistance activities (to include in-kind food, nutrition support, cash transfers or cash voucher programs); managing food aid commodity procurement and/or transport; or providing rapid responses to quick onset emergencies.

FACTOR #2: Project Management

Depth and breadth of candidate experience managing, monitoring, or evaluating international development programs. Ability to review, evaluate, and apply complex policies and regulations to activities being implemented in a developing country context.

FACTOR #3: Operating in Complex Environments

Depth and breadth of candidate experience working in complex, disaster-prone, or other areas of recurring crisis (such as drought response) either in the field or from a headquarters/support position. Ability to work effectively in roles that require analyzing and prioritizing humanitarian issues.

BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview and/or written test performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors (60 points):

Factor #1: **25 points**

Factor #2: **25 points**

Factor #3: **10 points**

Interview & Written Performance: 40 points

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)

Total Points: 100

To ensure consideration of applications for the intended position, Applicants must prominently reference the Solicitation number and signed in the application form before submission.

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Final selection of candidates will be made and those selected will be invited to an interview in order to select the best-qualified candidate.

The USAID Mission assumes no liability for the loss or mishandling of applications. For additional information about the position and/or the selection process, please contact the Human Resources Office at 011 130 6002 ext. 6031, 6035 or 6043.

NOTE: THE APPLICATION FORM IS AVAILABLE FREE OF CHARGE UPON REQUEST AND IS ALSO AVAILABLE FOR DOWNLOAD FROM THE INTERNET <https://et.usembassy.gov/embassy/jobs/>. THE FINAL SELECTION OF A CANDIDATE IS BASED SOLELY ON THE ADVERTISED QUALIFICATION IN A COMPETITIVE PROCESS. INDIVIDUALS WHO MEET THE MINIMUM QUALIFICATIONS ARE STRONGLY ENCOURAGED TO APPLY.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Applicant about being selected for a contract award, the CO will provide the successful Applicant instructions about how to complete and submit the following forms.

1. *Medical History and Examination Form (Department of State Forms)*
2. *Finger Print Card (FD-258)*

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

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

USAID regulations and policies governing CCN 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 302-4** available at <https://www.usaid.gov/forms> .
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> .

END OF SOLICITATION

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 through continuing diversity enhancement programs.*

The EEO complaint procedure is not 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.