



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066318R10016  
**ISSUANCE DATE:** June 28, 2018  
**CLOSING DATE/TIME:** July 12, 2018

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – **Project Management Specialist (Disaster Management)**

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.

Sincerely,

Shelby Hunt  
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](http://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 (*Disaster Management*)**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066318R10016
- 2. ISSUANCE DATE:** June 28, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** July 12, 2018 before and/or at 5:00 PM (Close of Business)
- 4. POSITION TITLE:** Project Management Specialist (*Disaster Management*)
- 5. MARKET VALUE:** FSN-10, \$18,740 - \$33,728 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:**

The Office of U.S. Foreign Disaster Assistance is the office within USAID that is responsible for providing emergency non-food humanitarian assistance in response to international crises and disasters. OFDA is responsible for coordinating the USG's humanitarian response in Ethiopia, establishing programs to meet clearly defined humanitarian needs, and for overseeing OFDA's current and future humanitarian assistance programming. OFDA requires the services of a Program Management Specialist to contribute to the formulation of program strategy and provide technical, operational, and management support in order to carry out its lead role in facilitating and coordinating USG humanitarian assistance in Ethiopia. The OFDA Program Management Specialist will actively participate in all aspects of the OFDA portfolio to support emergency response and disaster programs.

Under the guidance of the OFDA Senior Humanitarian Advisor or designee, s/he will provide day-to-day technical management oversight for OFDA programs. S/he will be involved in the planning, design, monitoring and evaluation of OFDA activities. S/he will maintain regular contact with OFDA grantees for the purpose of monitoring program progress and maintaining understanding of the humanitarian situation in order to ensure OFDA's programs are appropriately responsive. S/he will review concept papers and proposals and provide technical recommendations for OFDA consideration. S/he will actively participate in Federal level meetings called by the Government of Ethiopia and UN Cluster system. S/he will travel frequently to monitor OFDA program activities as well conduct assessments throughout the country. S/he will facilitate communication and maintain collaborative working relationships with relevant mid- and senior-level Government of Ethiopia officials at Federal and Regional level, relevant United Nations (U.N.) agencies, other international organizations (IOs), and non-governmental organizations (NGOs). This position also requires substantial daily coordination with several OFDA staff in and outside Ethiopia, and therefore requires a highly collaborate work style. S/he will also be responsible for helping to draft reports and cables on the humanitarian situation in Ethiopia to OFDA and the broader US Government community. S/he will be responsible for helping the USAID mission achieve the agency's overall strategic goals. The Program Management Specialist must be prepared to function effectively in challenging and restrictive work environments.

#### **10. STATEMENT OF DUTIES:**

The Program Management Specialist will be based in Addis Ababa and will be expected to travel for about 50 percent of his/her time in the country. The incumbent will report to and be supervised by the SHA or his/her designee. This is a position requiring training and experience in responding to humanitarian emergencies, excellent emergency-related knowledge, and a high level of communication and analytical skills to evaluate ongoing programs from a strategic point of view. This individual will be called upon to work with U.S. Embassy staff, OFDA regional and Washington, D.C., staff, officials from other IOs, bilateral donors, government ministries, and NGOs.

The Program Management Specialist will consult with the SHA, or designee, on a regular basis to develop clear and coherent plans from which to identify and implement new program strategies, changes, and needs. The incumbent's primary responsibilities include: Monitoring of program and events throughout the country; Managing OFDA grants and related activities; and Coordinating and Reporting on operations, plans and outcomes with partners, NGOs, IOs, government agencies and the broader humanitarian community in Ethiopia:

#### **Program Monitoring (50%)**

The Program Management Specialist will travel frequently to monitor, assess, and evaluate: emerging humanitarian conditions; scenes of actual or potential disasters; partners' project sites; and meetings with NGOs, IOs, community representatives, and local authorities. The Program Management Specialist will provide up-to-date reporting and analyses on local conditions,

trends, and evolving humanitarian needs to assist the SHA, or designee in development of appropriate response strategies. Specifically and always in close coordination with the SHA, or designee, the Program Management Specialist will:

- Develop and maintain specialized understanding of humanitarian development within Ethiopia to include political, social, and operational issues impacting humanitarian efforts.
- Travel to the scene of actual or potential disasters and assist in initial assessments and determination of damages and humanitarian needs.
- Participate in a broad spectrum of assessments, including multi-donor/agency regional and national assessments, aimed at the identification of existing or emerging “hot spots” to determine humanitarian needs and priorities.
- Participate in Federal level technical sector meetings (such as task force, cluster, working group) called by the government and/or UN, including maintaining regular schedule of such meetings.
- Develop and maintain a regular schedule of project site visits to monitor OFDA grantees and humanitarian conditions in Ethiopia.
- Through frequent monitoring visits to partner and sub-grantee project sites, as well as through meetings with beneficiaries, community leaders, and local authorities evaluate and ensure projects are being implemented competently, in a transparent manner, in full compliance with all relevant OFDA regulations, policies, procedures and are achieving targeted objectives.
- Following participation in assessments, field visits and technical sector meetings; communicate findings and strategic recommendations to SHA or designee for appropriate interventions.
- Report to the SHA, or designee on the quality of grantee’s work, noting deficiencies, positive attributes, evolving operational conditions, and make recommendations on how deficiencies can be addressed, performance improved, positive attributes replicated, lessons learned and disseminated.
- Ensure that partners’ self-monitoring of programs reflect sound methodologies, that required data is being collected and that needed surveys are carried out;
- Provide logistics and programming support to VIP and other trips to the field.

### **Program Management (25%)**

The Program Management Specialist will provide technical advice and direction for the implementation of all OFDA activities in Ethiopia. This includes assisting in the development and implementation of annual plans and response strategies; routine review of program progress reports, identification of achievements as well as problems and, in consultation with the SHA or designee, developing strategies to capitalize on successes and rectify problems where they exist. Specifically and always in close coordination with the SHA, or designee the Program Management Specialist will:

- Assist in the development of the OFDA/Ethiopia annual strategic implementation plan and budgets for emergency response and disaster-risk reduction activities in Ethiopia.

- Review concept papers and proposals submitted to OFDA/Ethiopia and provide recommendations for consideration on funding determination.
- Work with NGOs, IOs, and U.N. agencies that are developing proposals for OFDA (including grant amendments and extensions) ensuring they are in compliance with OFDA Guidelines for Proposals
- Serve as an in-country point of contact for OFDA grantees operating in the area of responsibility and communicate with the OFDA Agreement Officer Representative (AOR) on any emerging issues.
- Review and provide technical input on deliverables submitted by partners (including performance reports, baseline data, annual work plans) to ensure that partner(s) are in compliance with Award Agreement issued by OFDA/Washington.
- Maintain an up-to-date database of all program activity including grants status, sectoral foci and geographic locations.
- Assist with development and regular update of program maps as necessary and requested.
- Assist with the upkeep and maintenance of the office's hard and electronic files including, most specifically, all grant files, ensuring all necessary and required documentation is kept up to date and filed correctly.
- Provide and advice on required information communications technology support as may be required for OFDA operations in Ethiopia.

### **Program Coordination and Reporting (25%)**

The Program Monitor will coordinate and liaise with representatives of other donor governments, host government officials, IOs, NGOs, U.S. Embassies, USAID Missions, and U.S. Government (USG) agencies on humanitarian issues in order to identify critical humanitarian concerns and develop projects and activities for addressing them, advance OFDA's strategic priorities, and help strengthen and coordinate USG and international humanitarian activities. Specifically and always in close coordination with the SHA, or designee, the Program Management Specialist will:

- Maintain regular contact with OFDA grantees, as well as U.N. agencies, IOs, and NGOs.
- Regularly liaise with relevant government ministries at Federal and Regional levels to stay abreast of developing issues and concerns while ensuring government awareness and understanding of overall OFDA supported activities.
- Regularly liaise with other USAID/USG elements to ensure mutual programming awareness while actively seeking out new opportunities for resource sharing and collaboration.
- Participate in Interagency Working Groups in order to remain up-to-date on emerging issues and initiatives as well as contribute to overall coordination and collaboration within the assistance community and between OFDA partners.
- Serve as a critical member of any USG disaster assessment team, Disaster Assistance Response Team (DART), D.C.-based Response Management Team (RMT), or backfill for other any staff members in an overseas office as needed in response to crisis situations.

- Where the opportunity arises, in consultation with the SHA, work with representatives of local and regional institutions and private/public sector organizations to enhance preparedness, prevention and mitigation capacities.
- When and where needed, prepare presentations for use within the Mission and for other stakeholders on specific emergency situations and/or on OFDA mandates, responsibilities and programs.
- Prepare agendas and briefings for official USG visitors interested in humanitarian issues.
- Provide regular reporting, through official cables and other means, on field visit findings, meetings related directly or indirectly to OFDA programs, overviews of humanitarian patterns and trends, and other issues that impact humanitarian relief efforts in the area of responsibility.

**Supervision Received:** The employee will work under the direct supervision of the OFDA Senior Humanitarian Advisor (SHA) or designee. The Program Management Specialist must require little supervision in carrying out routine responsibilities and only general guidance for most tasks. The scope and flexibility of the duties summarized here within will demand a great deal of initiative in identifying and testing innovative approaches and solutions to complex situations and the ability to work independently.

**Supervision Exercised:** None

- 11. AREA OF CONSIDERATION:** Internal USAID applicants. U.S. Government 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](mailto:addisusaidjobs@usaid.gov); Fekadu Tamirate at [Ftamirate@usaid.gov](mailto:Ftamirate@usaid.gov).

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

**Education:** Bachelor's degree in a relevant field associated with International Relations, Humanitarian Assistance or Emergency Response.

### **Prior Work Experience:**

- At least five to seven years' experience based on educational level in needs assessment, monitoring and reviewing of emergency programs.
- Experience in liaising with government officials, NGOs, and UN agencies.
- Computer skills, including Word, Excel, and PowerPoint and related file management skills (i.e. Windows Explorer).
- Excellent written and spoken English and Amharic and strong writing and reporting skills.
- Willingness and demonstrated ability to travel and work in all regions of Ethiopia.

**Post Entry Training:** Training may include appropriate on the job training as well as formal courses offered by OFDA at the discretion of the SHA, or designee, and OFDA/Washington. The Program Management Specialist will become familiar with relevant OFDA mandates, organization, contractual regulations, and procedures, as well as with the OFDA Field Operations Guide (FOG), OFDA Guidelines for Proposals, SPHERE standards, and USAID/Ethiopia's strategic plan.

**Language Proficiency:** The ability to communicate effectively in both written and spoken English (Level IV). Knowledge of Amharic (Level IV) is essential, and knowledge of one or more other major Ethiopian languages is highly useful.

**Job Knowledge:** Candidates must have: a thorough and sound knowledge of humanitarian assistance including emergency response approaches in Ethiopia; technical knowledge of OFDA response sectors design, implementation, and evaluation; in-depth knowledge of Ethiopian culture, society, and values; and a strong working knowledge of computer applications to carry out management and statistical analysis. Word processing skills are essential as well as spreadsheet development and knowledge of graphics applications such as PowerPoint.

**Skills and Abilities:** The position requires strong organizational, analytical, and management skills; good social and professional judgement; excellent interpersonal skills in cross-cultural and multi-level settings; an ability to interact effectively with mid- and senior-level government officials; and maintenance of collaborative working relationships within a team structure. The selected candidate must be capable of producing high quality work, often under time pressure and in complex situations. S/he must be able to communicate effectively in writing and verbally in English and Amharic or other major national languages; lead and participate in discussions and meetings effectively. S/he must also be able to rapidly analyse information, evaluate data, and prepare reports and related documents in English and Amharic.

### **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](mailto: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](mailto:addisusaidjobs@usaid.gov) and the email subject must say– solicitation **72066318R10016 - Project Management Specialist (Disaster Management)**
- 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](mailto:addisusaidjobs@usaid.gov) **Section I, Item 13**.

**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, 6043 or 7081.

**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](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> .
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.*