SOLICITATION NUMBER: 72066318R10018

ISSUANCE DATE: 10/23/2018
CLOSING DATE/TIME: 11/06/2018

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)
(Local Compensation Plan)

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, Sections I through VIII of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer 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 offers.

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

Sincerely,

Shelby Hunt
Supervisory Executive Officer
I. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066318R10018
2. **ISSUANCE DATE:** October 23, 2018
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** November 6, 2018
   before and/or at 5:00PM Ethiopian local time (close of business).
4. **POSITION TITLE:** Project Management Specialist (Resilience).
5. **MARKET VALUE:** FSN-11, $22,927 to $41,263.
   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:** One (1) year initial contract with four years option
   for extension. 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 with
   possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Regional Security Office (RSO) certification.
9. **STATEMENT OF DUTIES**

   1. **General Statement of Purpose of the Contract**
      The Program Management Specialist serves as an integral member of the
      resilience team. S/he is responsible to assist with USAID’s collaboration with
      other development partners, GOE, implementing partners, and beneficiaries to
      improve sequencing, layering and integration of USAID resilience activities.
      He/she will work closely with her/his supervisor, the Resilience Advisor (Senior
      FSN) and the Resilience Coordinator. The incumbent will collaborate with the
      Ministry of Agriculture and Livestock Resources (MoALR) and the Ministry of
      Federal and Pastoral Development Affairs (MoFPDA) for national level resilience
      coordination. S/He will lead regional level resilience coordination in one region
      and support other regions’ coordination to be led by other members of the mission
      resilience team. The Specialist will lead the cross-office resilience Monitoring,
      Evaluation and Learning agenda managing (as AOR/COR) a separate mechanism
      to be designed and procured by the resilience team. Working closely with the
      resilience coordinator, s/he will be responsible for overseeing the mission
      resilience budget, programing and reporting to the regional Horn of Africa
      Resilience Network (HoRN) and USAID/Washington. The incumbent will also
serve as Alternate AOR/COR for the new USAID flagship Pastoral Areas Resilience Activity, as well as alternate AOR/COR, or activity manager for other related activities. Using knowledge of USAID requirements and procedures, information and guidance provided by senior level staff, the incumbent shall provide technical support to related resilience activities.

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

**Program Management (50%)** – The incumbent is expected to play a leadership role in the managing the Mission’s Lowlands Resilience design, monitoring, evaluation, and learning and coordination agenda. USAID/Ethiopia has established a Lowlands Resilience Project team that pulls in expertise from multiple technical areas for a coordinated approach to improving the resilience of vulnerable pastoralists. The incumbent will be a key member of this team, helping to establish a management and monitoring plan as well as a learning agenda. Specific responsibilities include –

- Serving as AOR/COR for the estimated $5 million Monitoring, Evaluation and Learning and Coordination activity (or activities) for the mission under the Lowlands Resilience Project. This activity has yet to be fully designed and the incumbent will provide design, monitoring, evaluation, learning and coordination support to the Lowlands Resilience Project.
- As COR/AOR, alternate, or activity manager, the incumbent is expected to provide review and approval of work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents for managed activities.
- The incumbent is expected to serve as the Alternate AOR/COR for USAID flagship Pastoral Areas Resilience Activity (estimated $50 million). This is expected to be an active role, with frequent technical input provided, and monitoring visits completed.
- S/he will also serve as Alternate AOR/COR or activity manager for other select resilience activities. Completion of reporting requirements, field level monitoring of activities and procurement preparation.

**Monitoring, Evaluation and Reporting (30%)** – Lead the cross office Lowlands Resilience Project Monitoring, Evaluation and Learning initiative.
- Working closely with the Resilience coordinator and advisor, will support resilience monitoring, evaluation and learning for the Lowlands Resilience Project.
- Lead communication and reporting requirements within USAID/Ethiopia, as well as to the regional Horn of Africa Resilience Network (HoRN) and USAID/Washington.
- Lead Performance Monitoring Plans and indicator monitoring and reporting related to resilience activities, as well as GIS and communications support.

**Coordination (20%)** – A major responsibility of the incumbent will be to assist and in some cases lead with internal and external resilience coordination efforts.
Lead at least one regional resilience coordination/collaboration effort with USAID and Non-USAID partners, among the target regions for resilience building – Afar, Somali, Southern Oromia or South Omo.

Support other regional level coordination (managed by other members of the resilience team) with cross collaboration and experience sharing.

Key member of the USAID/Ethiopia Core Advisory Team for the Ministry of Federal and Pastoral Development Affairs

Contribute to the Pastoral and Agro Pastoral Task Force with the Ministry of Agriculture and Livestock. These efforts promote national and regional level coordination and are led by the Resilience Coordinator.

Support internal mission coordination across technical and support offices for improved implementation of the Lowlands Resilience Project.

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

3. Supervisory Relationship: The incumbent will receive minimal supervision from the resilience adviser, unless otherwise directed by the resilience coordinator, in the day-to-day performance of assigned duties. S/he will handle work assignments independently according to established policies, previous training, and accepted practices. S/he will be expected to develop her/his own work annual work plan, schedule and procedures for accomplishing tasks, and to independently resolve problems that may arise during execution of objectives.

4. Supervisory Controls: The incumbent will not have any supervisory responsibility.

10. AREA OF CONSIDERATION: All interested applicants Cooperating Country National Personal Service Contractor (CCNPSC)

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

12. POINT OF CONTACT: addisusaidjobs@usaid.gov; Fekadu Tamirate.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A Bachelor’s degree in the field of agriculture, natural resources management, environmental studies, economics or other resilience related field.

b. Prior Work Experience: At least 5 years of professional experience in pastoral development, coordination, program management or technical officer for a public or private organization.
c. **Language:** English and Amharic Level IV

d. **Job Knowledge:** A sound knowledge of the concepts, principles, techniques, and practices of pastoral areas development, program management and results reporting is required. A thorough knowledge of the host country in general and pastoral areas in particular, economic, political, social, and cultural characteristics is necessary. A good knowledge of USG’s or another type of relevant organization’s (bilateral or multilateral donor) resilience programming policies, regulations, methodologies, lessons, and documentation procedures is required. The position requires the use of high level procedural, presentation, reporting expertise, and expertise in procurement and financial management. The position requires the use of senior-level technical/professional skills in support of EG&T Office activity managers and AOR/CORs. The position requires a senior level of policy/strategy expertise in order to fully support AOR/CORs and the Technical Team Leader.

e. **Skills and Abilities:** The incumbent is expected to possess the skills to lead the effort to establish and lead a design, monitoring, evaluation and learning strategy for USAID/Ethiopia’s cross office resilience project. Must be able to carry out duties independently and proactively, with a minimum of supervision, as well as recommend ways to improve program performance. Must possess critical thinking skills and problem solving capabilities, as well as the ability to apply complex regulations, policies and procedures to numerous program situations. The position requires the incumbent to actively plan ahead at least three months/one quarter, and make use of highly developed multi-tasking skills. A detail-orientation to the performance of work and strong organizational skills are absolutely required. The ability to establish and maintain contacts with counterparts in relevant host-government and private sector organizations is required; the ability to communicate clearly and effectively, both orally and in writing, is necessary. The ability to obtain, evaluate, and interpret factual data and to prepare precise, accurate, consistently formatted, and complete reports is necessary i.e. results reports from partners using instructions from USAID/W, is required. The ability to recognize significant developments and trends from collected and consolidated data and bring it to the attention of supervisors is required, making presentations at different forums. Skill in the operation of personal computers is required including demonstrated ability to use word processing, spreadsheet, and calendar software applications and, with moderate training, knowledge of Outlook, Word, Excel, Power Point, and Access. The ability to guide and directly supervise or coordinate specific tasks performed by implementing partners CoPs and other key personnel. Manage mission lower-level employees (permanent or roving secretary staff assigned by the EXO, such as maintenance staff, DMD and motor pool staff) is required, when their input is needed to accomplish part of an assignment. Excellent interpersonal skills are required, given that the incumbent will be the primary point of initial contact for the M&EL functions, assist inter office collaboration, regional coordination (one region) of the resiliency team in liaising between EG&T office and other offices implementing resilience activities;
government and development partners, and stakeholders in the mission resilience portfolio.

III. EVALUATION AND SELECTION FACTORS

The following competitive ranges for evaluating applications are established. Applicants must provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion.

- EDUCATION (30 points):
- EXPERIENCE (40 points):
- KNOWLEDGE, SKILLS, and ABILITIES (30 points):

The Technical Evaluation Committee (TEC) will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interviews. Be sure to include your name and the solicitation number at the top of each page.

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 performance and satisfactory professional reference checks.

IV. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website https://et.usembassy.gov/embassy/jobs/;

2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 12.

3. Copies of credential documents (i.e., degree, training certificates, etc.);

4. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say– Solicitation 72066318R10018 – Project Management Specialist (Resilience)

5. Please submit the application only once; and
6. 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).

7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

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

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

VI. **BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**
   - Medical insurance, annual leave and sick leave

2. **ALLOWANCES:**
   - Meal allowance and miscellaneous benefit allowance

VII. **TAXES**

The U.S. Mission does not withhold or make local income tax payments. The calculation and payment of local income tax is the employee’s responsibility.

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

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


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.

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.