SOLICITATION NUMBER: 72066318R10023

ISSUANCE DATE: December 21, 2018
CLOSING DATE/TIME: January 4, 2019

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) - USAID Project Management Specialist (Food Security & Social Protection)

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 VI 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

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
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066318R10023

2. ISSUANCE DATE: December 21, 2018

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 4, 2018 before and/or on 5:00PM Ethiopian local time (close of business).


5. MARKET VALUE: FSN-12, $27,642 to $49,770 annual basic salary.
   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: Five (5) years. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through 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 certification.

9. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

      The Senior Program Management Specialist (Senior Food Security and Social Protection Advisor) is USAID’s direct and senior liaison to multiple Ministries within the Government of Ethiopia (GOE) on high-priority food security, social protection, and safety net activities. S/he is a core member of the Office of Assets and Livelihoods in Transition (ALT) and will advise and influence a diverse portfolio of development and emergency food security activities. S/he works on a daily basis with senior GOE officials at the Minister, State Minister, and Director level to jointly advance U.S. Government (USG) and GOE food security objectives. In addition to this liaison function, the incumbent directly represents USAID in multi-donor coordination forums that aim to build a scalable safety net system functional at the federal, regional, and local level. In such forums s/he advocates and negotiates on behalf of USAID to advance USG priorities. S/he is the COR, AOR or Alternate AOR for food security innovation, systems building, livelihoods, and evaluation activities and serves as a strategic advisor to USAID AOR’s and activity managers for an ALT portfolio of safety net support activities worth more than $600 million.
over five years. The incumbent is USAID’s main interlocutor with the GOE’s $3.3 Billion Flagship Food Security Program to which USAID is the single largest bilateral donor. S/he represents and negotiates on behalf of USAID in multi donor forums and negotiates directly with GOE to ensure the strategic and best use of USAID’s Food for Peace and Feed the Future investments. S/he works with USAID/Washington offices to ensure safety net investments support Global Food Security Strategy priorities. The incumbent plays a technical advisory role for the U.S. Mission, the GOE, implementing partners, and other donors and partners. S/he is a principal advisor to Mission staff, donors and partners on the GOE safety net system and the GOE annual planning process and oversees contributions and alignment of the following to the GOE safety net program at the federal, regional and local levels: resource management for Title II contributions, capital infrastructure and administration support, and livelihoods and other capacity building support. S/he is USAID’s principal advisor on the continuum of response, contingency budget and risk financing, and linking development investments into the safety net to humanitarian response and relief activities.

2. Statement of Duties to be Performed

A. Government and Donor Liaison (30%)

The incumbent is responsible for establishing and maintaining effective partnerships with the senior leadership of the GOE, donors and partners on food security, social protection and livelihoods diversification. Duties include:

- Establish and maintain effective partnerships with senior GOE counterparts involved in the safety net and social protection such as Minister and State Ministers of the Ministries of Agriculture, Labor and Social Affairs, and of Finance. Establish relations and partnerships at the regional level with Regional Presidents and Bureau Heads and multi-party stakeholder coordination and steering committee groups. Ensure smooth and productive communications and collaboration between USAID and the GOE counterparts at all levels on sensitive topics, including food security, social protection, and humanitarian assistance.

- Represent USAID in high-level coordination groups including the multi-donor working group, plus key technical groups and steering committees that advise and support the GOE’s safety net. S/he is a lead member of the Systems Working Group and Technical Committee and works to advance the safety net systems agenda in the GOE and advocate for increased GOE resource mobilization for social protection.

- Assess capacity building needs of the GOE and partner agencies and identifies opportunities for leveraging USAID investments for systems transformation and scale up across the safety net. Guide, develop and manage technical assistance, training and capacity building initiatives related to food security, safety net, and social protection systems in line with the GOE safety net annual planning and implementation.

- Represent USG interests in discussions with all levels of GOE counterparts about food security and social protection. Provide evidence-based analysis for effective programming in a diplomatic manner.

- Prepare and deliver presentations to high-level government officials and various stakeholders on USAID’s food security programs and activities at local, regional and international workshops and conferences.
• Guide and advise USAID activity managers to enable the smooth implementation of activities by liaising and coordinating with local and central GOE authorities across multiple ministries, and other appropriate national authorities on all matters related to USAID’s investments into the safety net and food security.

B. Technical Leadership and Advisory Services (40%)

The incumbent is an experienced and widely recognized expert in safety nets, food assistance, livelihoods, and the formulation of policies, regulations and programs in those sectors. S/he ensures ALT Office activities reflect best practices and state-of-the-art knowledge and supports the broader Mission’s efforts to reduce chronic food insecurity and vulnerability of the ultra-poor. Duties include:

• Serve as the principal point of contact within USAID/Ethiopia for safety nets including, but not limited to: safety net system design and management, linkages with pro-poor programs in non-agricultural sectors, nutrition sensitive provisions and conditionality, market analyses, wage rate determination, graduation and prediction systems, social protection services, work programs for cash and food transfers, and e-payments.

• Guide Mission decision-making on investments into the safety net and on advocacy approaches for increased GOE ownership and financial support at all levels. Advise USAID leadership on the nexus between development and relief programs and systems for an improved GOE continuum of response.

• Lead strategic and programmatic discussions on food assistance in Ethiopia, with a focus on the chronically food insecure population of the country. Incorporate this discussion into the Mission’s Global Food Security Strategies and Country Development and Cooperation Strategy (CDCS).

• Organize and lead technical review committees for the approval of Title II Development Food Security Activities proposals and annual plans.

• Create strategic and innovative partnerships among stakeholders, including GOE flagship programs, UN agencies, government ministries, donors, international and national NGOs, the private sector and other international and regional professionals and institutions to advance food security and safety net objectives.

• Provide input to Title II implementing partners into the appropriateness of technical assistance, training, and proposed commodities and resources, ensuring compliance with program and mission objectives.

• Identify opportunities to increase private sector participation and market linkages in Food for Peace and Mission programs serving vulnerable populations. Identify private sector innovation and new approaches for scale up into USAID served marginalized communities or into the GOE flagship programs.

C. Project and Activity Design and Management (30%)

The incumbent will be responsible for designing and managing contracts, cooperative agreements or grants. Duties include:

• Lead the design of strategies, concept papers and procurement documents in line with USAID requirements for activities that support the safety net and food security for vulnerable populations, build the capacity of GOE institutions to manage safety
enabling net and social protection systems, enable evidence-based decision making about food security needs and priorities, and improve the continuum of response across development and humanitarian investments.

- Serve as advisor, activity manager or alternate, or agreement officer representatives for food security, systems, livelihoods and safety net awards, as required.
- Ensure that Implementing Partners are in compliance with all relevant USAID regulations and procedures. As AOR/COR and/or Alternate AOR/COR, conduct regular site visits to review activity implementation and meet with beneficiaries.
- Prepare technical and program documentation, such as briefing papers, fact sheets, letters, cables, and memos for information and action for ALT-managed activities.
- Ensure financial management of assigned activities, which includes ensuring that obligations, expenditures, and budget pipelines conform to action plans and USAID regulations.
- Review performance reports to ensure that Implementing Partners are in compliance with the performance expectations outlined in their awards, work plans and host-government agreements.

3. **Supervisory Relationship**

S/he will be supervised by the Food Security Coordinator/Team Leader. The incumbent will receive information regarding the objectives to be achieved and an indication of the priorities/deadlines. S/he will be expected to develop her/his own work schedule, procedures for accomplishing tasks, and will work independently and creatively to resolve problems. S/he will be expected to provide finished, accurate, and concise work products without day-to-day assistance.

4. **Supervisory Controls**

S/he directly supervises two FSN Food Security Specialists.

10. **AREA OF CONSIDERATION:** USAID Internal Applicants Only: Cooperating Country National Personal Service Contractor (CCNPSC). 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.

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:** The multidisciplinary and multifaceted nature of the position requires a Bachelor’s degree in food security, public policy, public affairs, international relations, business administration, development studies, or a related field.
b. PRIOR EXPERIENCE: A minimum of five years of relevant and practical professional work experience at a senior level designing, managing and/or evaluating food security, food assistance, social protection, disaster risk management, and livelihoods programs is required. Proven experience developing and sustaining close collaborative, professional relationships with the GOE at the federal, regional and local levels is required. Demonstrated tact, judgment, and experience required to negotiate on USAID’s behalf with GOE at the highest levels, major donors and international organizations, and senior officials of professional associations and nongovernmental organizations. The candidate must demonstrate a clear progression in their previous work experience on food security, safety net, and social protection activities.

c. LANGUAGE: Level IV English ability (fluent) is required.

III. EVALUATION AND SELECTION FACTORS

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and the CO must consider findings from the reference checks as part of the responsibility determination. Be sure to include your name and the solicitation number at the top of each page.

EDUCATION (20 points): The multidisciplinary and multifaceted nature of the position requires a Bachelor’s degree in food security, public policy, public affairs, international relations, business administration, development studies, or a related field. Additional evaluation points will be given to offerors who exceed the minimum requirement.

EXPERIENCE (40 points): A minimum of five years of relevant and practical professional work experience at a senior level designing, managing and/or evaluating food security, food assistance, social protection, disaster risk management, and livelihoods programs is required. Proven experience developing and sustaining close collaborative, professional relationships with the GOE at the federal, regional and local levels is required. Demonstrated tact, judgment, and experience required to negotiate on USAID’s behalf with GOE at the highest levels, major donors and international organizations, and senior officials of professional associations and nongovernmental organizations. The candidate must demonstrate a clear progression in their previous work experience on food security, safety net, and social protection activities.

KNOWLEDGE, SKILLS, and ABILITIES (40 points): The incumbent must have specialized knowledge and demonstrated expertise in safety net and social protection and programs to address chronically food insecure populations as well as a proven ability
to work effectively with high-level personnel from both the public and private sectors. The incumbent must have proven expert knowledge in safety net design and management and programming to address food insecurity and resilience. This is defined as expertise in any of the following areas: safety net systems, pro-poor programs to support food security, nutrition sensitive provisions, market and wage rate analyses, resilience programming, financial services and literacy for the poor, e-payment systems, sustainable graduation and prediction systems, and work programs for cash and food transfers. The position also requires direct experience with the GOE and an expert knowledge and understanding of the different branches in the GOE to develop consensus on program strategy and implementation, which is critical for policy reform, increased government ownership, and financing of safety net and social protection services. S/he must have expert knowledge of how GOE, international organizations, other donors, implementing partners, and other organizations support safety net, social protection, food security and livelihoods. S/he requires a high degree of political savvy to effectively coordinate policy reforms across the portfolio and a broad knowledge of the GOE safety net and social protection system across multiple entities.

This position requires very good interpersonal and diplomatic skills to effectively manage relationships, facilitate negotiations and play a technical advisory role. S/he must have an exceptional level of negotiation skills and must demonstrate the ability to discuss difficult topics while maintaining and strengthening positive dialogue and working relationships with the counterparts.

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, 72066318R10023 - USAID Project Management Specialist (Food Security & Social Protection).

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. 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.