



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066319R00014

ISSUANCE DATE: April 23, 2019

CLOSING DATE/TIME: May 22, 2019

SUBJECT: Solicitation for U.S. / Personal Service Contractor (US/PSC) – Deputy EXO

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 **Attachment1, 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 toward a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

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

Sincerely,

Shelby Hunt
Supervisory EXO

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 U.S. Personal Services Contractor (USPSC)
Deputy EXO
USAID/Ethiopia, Addis Ababa**

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72066319R00014**
- 2. ISSUANCE DATE: April 23, 2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 22, 2019 (5:00pm Ethiopia's local time.)**
- 4. POSITION TITLE: Deputy EXO**
- 5. MARKET VALUE: \$76,687–\$99,691** per annum equivalent to **GS-13**. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** U.S. Resident-Hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.
- 6. PERIOD OF PERFORMANCE:** Two years, with options to extend for three (3) additional years, one year at a time. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five year period of performance.
- 7. PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Secret. The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

This position is located in the Executive Office (EXO) of a large-sized USAID Mission with an annual operating budget of approximately \$600 million. The USAID/Ethiopia EXO provides the full range of administrative management services in support of USAID activities in Ethiopia. The incumbent serves as the full Deputy to the USDH Supervisory Executive Officer (S/EXO) with principle responsibility for the day-to-day management of the EXO functions. EXO office provides administrative management services to Ethiopia with a total of 42 USDHs, 23 USPSCs,

3 TCNPSCs and 149 CCNPSCs. It provides a range of administrative and logistical support functions and ensures effective and efficient administrative operations in personnel management, OE and administrative services, budget preparation, C&R services, and travel and information systems administration.

The Executive Office is responsible for providing management and logistical support for the operational needs of USAID/Ethiopia. The diverse range of services required to keep the Mission functioning presents enormous management challenges. Proper management systems and controls are essential for smooth functioning as well as for protection of U.S. Government resources, both physical and human. The specific role of the D/EXO will be to ensure that appropriate and necessary management systems and controls are in-place and utilized by all EXO operating units.

2. Statement of Duties to be Performed

As D/EXO for the USAID/Ethiopia Mission, the Contractor shall report to the S/EXO and oversee the delivery of effective human resources, administrative and logistical support services for the Mission in Addis Ababa.

In this capacity, the Contractor shall organize Executive Office work priorities and serves as the alter ego to the USDH S/EXO. S/he reviews and pre-approves actions for the EXO attention, assigns, and follows up on all management operations to ensure they are carried out properly and within appropriate time limits.

On a daily basis, the Contractor ensures administrative procurement actions, communications and records, travel, personnel administration, and information management are functioning. Actual direct supervision and oversight of the various offices identified above will be at the discretion of the S/EXO. The Contractor may serve as Acting EXO in the absence of the USDH S/EXO and thus will have the overall responsibility for functions normally being carried out by the S/EXO on site in Addis Ababa (excluding matters requiring warrant authority - at this time). Additionally the incumbent may be regularly required to represent the Mission in key meetings with U.S. officials at the U.S. Embassy in Addis Ababa. The Contractor must be able to exercise good judgment, often under times of stress and limited time frames, in making decisions and providing advice on the USAID management policies, contracting practices and when providing personal counseling and/or advice to employees. The contractor shall be expected to use his/her judgment. It is also important to note these abilities given the diversity of the staff. The incumbent will need to maintain contacts at all levels within USAID, the Embassy, the post's ICASS committee, and Washington.

The incumbent serves as an advisor and assists the USDH S/EXO in planning, directing and administering the management program of USAID/Ethiopia. The position monitors overall performance of the Executive Office. The Contractor is charged with ensuring that Mission procedures comply with USAID regulations and United States Government (USG) statutory requirements. The Contractor is responsible for management of personnel under his/her direct supervision, including performance appraisals and recommendations for personnel actions.

1. POLICY MATTERS:

In coordination with the S/EXO and the Controller, develops operating expense support budgets and monitors obligations of OE and OE supplemental funds. Also advises the Program Office on

the programmatic support procurement that falls within the Executive Office's purview.

S/he conducts management analyses and studies as required to effect improvements in management operations. The Contractor will assist in the planning and direction of a continuing program to evaluate mission organization, staffing and services to ensure maximum utilization of material and human resources. Analyzes requirements and makes administrative and technical recommendations to Mission management.

In coordination with the S/EXO Officer, the D/EXO develops and implements appropriate internal Mission management systems and policies. Drafts and/or clears Mission Orders, Management Notices, and correspondence from the office dealing with management policies.

When appropriate, the Contractor may also serve as USAID's Representative on the Embassy Interagency Housing Board, Awards Committee, the Post Employment Committee and ICASS Working Groups, and other designated roles assigned to S/EXO.

2. ICASS LIAISON:

In coordination with the S/EXO, the Contractor is responsible for supporting ICASS discussions and negotiations with the Embassy. Maintains communications and establishes a working relationship with the Embassy Management Office (MO), including applicable functions of General Services, FMO, and Information Management to ensure that the receipt of services procured under ICASS is being met.

The Contractor ensures that the service and cooperation between the agency and the provider remain at acceptable levels and that systems are put in place when problems of consolidation arise that will bring about satisfactory resolutions. S/he shall be responsible for assisting the S/EXO in evaluating ICASS services and as appropriate.

3. PERSONNEL ADMINISTRATION:

The D/EXO helps plan and direct the personnel management program for American and Cooperating Country National (CCN) employees. S/he advises on human development, employee relations and employee benefits. Ensures personnel management programs at USAID meet regulatory and agency organizational requirements.

The candidate will assist with the supervision of USAID Human Resource (HR) regulations and procedures and will ensure correct interpretation and implementation of regulations, policies, and procedures governing the USAID personnel management functions. The D/EXO will work closely with the senior CCN specialist in these areas.

The Contractor will verify that the current operating and management systems in HR are functioning correctly; put into place management systems where gaps exist and oversee the operations for accuracy, ensures acceptable service levels are being met, and continue to update management systems to ensure HR administrative efficiency.

4. PROCUREMENT:

Minor programmatic procurement outside of official procurement services provided by ICASS is to be performed by USAID's contracting and EXO as appropriate. Programmatic support procurement for the EXO is defined as those procurement/contracting actions undertaken for the

benefit of development programs and/or program partners (host government counterparts, institutional contractors, grantees etc). Programmatic support procurement actions currently undertaken by the EXO will continue to be prepared and signed by the USDH S/EXO within his/her authorized warrant authorities through the Agency's authorized procurement system, GLAAS.

The Contractor is responsible for ensuring that appropriate management controls are in place and utilized in this area; oversee the personnel, and reviews request for accuracy and compliance with USAID regulations, prior to submission to the S/EXO for signature. The D/EXO ensures that the EXO procurement section procedures conform with FAR and AIDAR procurement regulations. The Contractor is also responsible for assisting the S/EXO with the development of the Mission's annual programmatic support procurement plan and OE procurement plan, in concert with the various EXO operation sections, for submission to Mission management and inclusion in the annual Budget Request. Contractor will ensure that use of ILMS and ICASS provided procurement functions well.

5. INFORMATION SYSTEMS:

In absence of the S/EXO, provides management support and guidance to the EXO/IT team in the information systems operation. Reviews established operational, technical, and procedural requirements pertaining to the IT systems and works closely with the Computer System Manager to ensure that USAID's information systems and management requirements are addressed.

6. COMMUNICATIONS AND RECORDS:

Management responsibilities in the area of Communications and Records, including establishing and maintaining records management program, vital records program, efficient office systems, correspondence tracking, telegram distribution system, mail and telephone/fax procedures. Responsible for modernizing/updating this operation and ensuring that C&R staff, is appropriately trained to manage new information management, electronic filing and telecommunication systems efficiently.

7. ASSISTANCE TO THE SUPERVISORY EXECUTIVE OFFICER

The Contractor will assist the S/EXO with the voluminous work in the operations of EXO section and will coordinate between EXO section and other Mission offices. S/he will provide guidance and advice to EXO section, Administrative Procurement, Communication and Records, Travel, Human Resources Administration and Information Management. As well as oversees the ICASS services provided in the areas of General Services, Residential Housing, Maintenance, Security, Motor Pool and Transportation functions. In the absence of the S/EXO, the D/EXO participates in decision-making in virtually all EXO and management issues.

As the alter ego to the S/EXO, the incumbent is in charge of the office operations when the S/EXO is absent from Post, i.e. for regional travel to client Mission, home leave, R&R travel, conferences and training, an average of three to four months per year.

3. Supervisory Relationship

The Deputy EXO will directly report to the Supervisory Executive Officer.

4. Supervisory Controls

The D/EXO is delegated wide latitude in exercising judgment. Based on a general agreement with the EXO as to priorities and annual objectives, the D/EXO is delegated complete responsibility and authority to establish work objectives and/or performance targets for all supervised employees and/or units. Work results are reviewed only for attainment of objectives and conformance with Agency regulations.

10. AREA OF CONSIDERATION: Resident-Hire. Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country: (1) For reasons other than employment that provides repatriation to the U.S., including – (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement. (2) As a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including – (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

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

12. POINT OF CONTACT: Supervisory Executive Officer, Shelby Hunt and HR Specialist, Fekadu Tamirate at addisusaidjobs@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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.

EDUCATION: REQUIRED: Completion of University level education (University Graduate – Bachelor's Degree) in Business Administration, International Administration, Financial Management, Organizational Development, Personnel Management or relevant field is required; a higher level graduate degree (Master's Degree) is preferred. Formal U.S. Government training in areas of procurement, contracting, personnel administration, and general administration are highly desirable.

WORK EXPERIENCE: REQUIRED: At least eight years of progressively responsible experience in support services is required. Demonstrated successful experience in the field of management and administration including personnel administration, management analysis and planning, general services and travel, with a demonstrated knowledge of the personnel administration, procurement, budgeting, planning and contract management aspects of administrative management operations.

Performing and supervising U.S. Government administrative management operations is preferred, with overseas experience specifically related to administrative management for a large and complicated organization, including property management, procurement, contracting and personnel management is desired. In addition a thorough knowledge of the interagency foreign affairs manuals and programming, planning, budgeting, contracting and supply management procedures are also desired. U.S. Government experience and knowledge – preferably with USAID and/or other foreign affairs agencies - are desired and very important for the candidate to effectively and credibly handle all responsibilities, including interactions with senior level colleagues within USAID and the Embassy

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. The CO will 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 (10 points): Completion of University level education (University Graduate – Bachelor’s Degree) in Business Administration, International Administration, Financial Management, Organizational Development, Personnel Management or relevant field is required; a higher level graduate degree (Master’s Degree) is preferred. Formal U.S. Government training in areas of procurement, contracting, personnel administration, and general administration are highly desirable. Additional evaluation points will be given to offerors who exceed the minimum requirements.

EXPERIENCE (30 points): At least eight years of progressively responsible experience in support services is required. Demonstrated successful experience in the field of management and administration including personnel administration, management analysis and planning, general services and travel, with a demonstrated knowledge of the personnel administration, procurement, budgeting, planning and contract management aspects of administrative management operations. Performing and supervising U.S. Government administrative management operations is preferred, with overseas experience specifically related to administrative management for a large and complicated organization, including property management, procurement, contracting and personnel management is desired. In addition a thorough knowledge of the interagency foreign affairs manuals and programming, planning, budgeting, contracting and supply management procedures are also desired. U.S. Government experience and knowledge – preferably with USAID and/or other foreign affairs agencies - are desired and very important for the candidate to effectively and credibly handle all responsibilities, including interactions with senior level colleagues within USAID and the Embassy.

LANGUAGE (10 points): Native English (reading, writing and speaking) at the full professional level. Candidate must have the ability to present analysis and recommendations in clear written and oral format.

KNOWLEDGE (25 points): Extensive knowledge of management processes including the creation, implementation and assessment of system is required. A demonstrated knowledge of U.S. Government regulations, which may include the Department of State’s Standardize Regulation (DSSR) and USAID’s Automated Directive Systems (ADS), governing all areas of administrative management and support operations are highly desired.

ABILITIES and SKILLS (25 points): Managerial Experience. Ability to lead, train and supervise, across cultures. Ability to analyze, conceptualize negotiate, exercise sound judgment, originate ideas, proven ability to identify problems and develop creative solutions, and the interpersonal skills to handle requests and complaints with patience, diplomacy and sense of humor. Candidate must have the ability to present analysis and recommendations in clear written and oral formats. Ability to develop and maintain strong professional contacts with high level U.S. Government officials. Demonstration of these abilities and skills in the unique U.S. Government environment is highly desired.

IV. APPLYING

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

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, “Offeror Information for Personal Services Contracts with Individuals,” available at <http://www.usaid.gov/forms>.
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. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

4. Letter of Application and current resume.
5. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say –: **72066319R00014 – Deputy EXO**
6. Please submit the application only once; and
7. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time).

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO 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 Sensitive Positions for National Security (SF-86), or*
3. *Questionnaire for Non-Sensitive Positions (SF-85)*
4. *Finger Print Card (FD-258)*

VI. BENEFITS

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

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance
 - (c) Pay Comparability Adjustment
 - (d) Annual Increase (pending a satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Annual and Sick Leave

VII. TAXES

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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>.

3. Acquisition and 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 **5CFR2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

END OF SOLICITATION

EQUALEMPLOYMENTOPPORTUNITY: 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.