SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Project Management Assistant (Health).

(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.: 72066319R100010

2. ISSUANCE DATE: May 30, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 13, 2019 before and/or on 5:00PM Ethiopian local time (close of business).

4. POSITION TITLE: USAID Project Management Assistant(Health)

5. MARKET VALUE: FSN - 8, $12,133 - $21,829 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: 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 USAID Project Management Assistant is responsible for providing programmatic support and management to the Office of Health, which has an annual OYB of approximately $300 million and 55 staff. The incumbent will directly support two of six technical teams in the Office. The Office teams include the Front Office Team and five technical teams: the Infectious Disease Team (ID), the Family Health Team, the President’s Malaria Initiative Team (PMI), the Health Systems and Resilience Team (HS&R), and the Operations Team (OPS). Each of these five technical teams includes 10-13 technical, programmatic and administrative support staff; and is led by a team lead and deputy (except for the PMI Team which is led by two resident advisors). The incumbent will also provide monitoring, evaluation and learning; financial; and procurement and administrative support to ensure effective and efficient operations.

2. Statement of Duties to be Performed
Under the supervision of the Health Office Director or designee(s), the incumbent assists two technical teams of 20-26 total staff with the following tasks:

Provide program management support (55%)
- Contribute to the development of Health Office program designs, program management plans, portfolio reviews, and quarterly and annual reports and presentations;
- Maintain productive relationships with implementing partners (IPs) to ensure their reporting is in compliance with all relevant USAID regulations and processes, and submitted on a timely basis; and with Government of Ethiopia program level staff to ensure they understand Office of Health programs and procedures;
- Track all procurement actions;
- In coordination with CORs/AORs, manage close-out of projects with the Office of Acquisition and Assistance;
- Work with the Health Office Operations Team to monitor results reported by contractors and grantees and respond to internal USAID/Ethiopia and USAID/Washington reporting requirements; and
- Support cross-sector program priorities such as gender, youth, and others.

**Monitoring, Evaluation and Learning (15%)**

- Participate in MEL meetings associated with technical teams and the larger Office of Health PMP, and ensure follow-up to recommendations and actions; and
- Assist AORs and CORs in securing IP success stories.

**Provide Financial Support (10%)**

- Assist AORs/CORs monitor project budget ceilings, obligated amounts, mortgages, accrued expenditures, pipeline, and schedule of incremental funding;
- Work with budget staff to ensure IPs are submitting their financial reports on a regular basis; and
- Immediately bring to the attention of the team lead or designee any contractual and financial concerns and offer recommendations for actions to address these concerns.

**Administrative (20%)**

- Support Team Leads and Program Management Specialists in all aspects;
- Develop MAARDs and Implementation Letters;
- Prepare/draft letters, memoranda and cable communications;
- Backstop other Program Assistants in the Office; and
- Respond to inquiries from the public, governmental and non-governmental organizations and diplomatic missions.

3. **Supervisory Relationship**

The incumbent closely supervised by the team leads or designees.

4. **Supervisory Controls:** None

10. **AREA OF CONSIDERATION:** Internal USAID Ethiopia applicants. 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.
II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. EDUCATION: At least two years of full-time post-secondary at a college or university in management, accounting, social sciences or related field is required.

b. PRIOR EXPERIENCE: At least five years of relevant and progressive experience in program management assistance functions with an international donor agency or an international PVO/NGO.

c. LANGUAGE: Level IV (fluent) oral and writing ability in English and Amharic 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. 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 (20 points): At least two years of full-time post-secondary at a college or university in management, accounting, social sciences or related field is required.

EXPERIENCE (40 points): At least five years of relevant and progressive experience in program management assistance functions with an international donor agency or an international PVO/NGO.

KNOWLEDGE, SKILLS, and ABILITIES (40 points): Must demonstrate sound knowledge of program functions and budgeting, and related terminology; understanding of USAID health priorities and programming and the overall health development environment in Ethiopia including key donors working in-country; and knowledge of current initiatives in the Ethiopian health sector.

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 72066319R100010, USAID Project Management Assistant(Health).

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:
   Group life insurance, medical coverage, annual leave and sick leave.

2. ALLOWANCES:
   Meal allowance and miscellaneous benefit allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

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.