



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72066319R100025**

**ISSUANCE DATE:** November 20, 2019

**CLOSING DATE/TIME:** December 11, 2019

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Project Management Specialist (Election)**  
*(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 VII** 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,

Anmarie McGillicuddy  
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

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066319R100025
2. **ISSUANCE DATE:** November 20, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 11, 2019 before and/or on 5:00PM Ethiopian local time (close of business).
4. **POSITION TITLE:** USAID Project Management Specialist (Election)
5. **MARKET VALUE:** FSN-11,\$22,927 to \$41,263 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:** One year. With annual options/extensions for the full five years, and the option to renew. Prior to exercising any annual options/extensions or renewal, the Mission undertakes a subsequent review based on personnel support, budget, and any additional hiring freeze guidance or approval requirements that may be issued in the future.
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 incumbent serves as an FSN AID Program Management Specialist – (Elections Specialist) to provide technical expertise to the Democracy and Governance Office on elections, social accountability, good governance and natural resource management at the community level. S/he reports on, analyses and offers conclusions, advice and recommendations on matters pertaining to 1) social accountability and community development at the Federal, Regional State and local level; 2) policy development affecting communities within the executive branch, and 3) the interests and positions of concerned and relevant stakeholders, relating to new legislation or policy, inside and outside of government; 4) institutional strengthening, capacity building and reform needs and strategies for civil society organizations who provide services; 5) donor strategies and activities that support social accountability and good governance; and 8) social accountability incorporation within natural resources management to promote inclusive dialogue and consensus building. On this basis, s/he develops, monitors, and evaluates the social accountability and good governance-related programs for the Mission through timely advice on policy developments, capacity building and program activities.

The incumbent serves as the Election Specialist to the DG office in order to provide up-to-date information on elections, community involvement, conflict, and

governance-related matters and identifies implications for broader USAID development interests in Ethiopia. S/he assesses and advises on community development matters relating to the Embassy Mission Performance Plan, the USAID's Strategy Statement, USAID sector strategies and the strategies and plans of other major donors to Ethiopia, including the multilateral institutions. S/he is responsible for making contributions to the formulation of the Mission's community cooperation and good governance agenda and coordinating it with proposed activities funded by other donors, the government of Ethiopia and civil society. S/he works with or relates to numerous GOE ministries/agencies, as well as all multilateral and bilateral donors. S/he primarily deals with technical counterparts in the GOE and from foreign donor agencies.

S/he liaises with other Mission offices to ensure synergies between the social accountability and good governance related strategies and activities and those of other sectors and also provides guidance and support assistance as other Mission offices establish and sustain relationships with bilateral partners and other donors. Incumbent reports to the USDH FS-02 Deputy Democracy and Governance Office Chief.

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

Advises the Democracy and Governance Office and other Mission staff on elections, community development, social accountability, conflict, and good governance issues as they relate to major program design, evaluation, negotiations and implementation. Advice is based on tracking issues, trends and developments, review of original or secondary data sources and analyses that have or promise to have a bearing on USAID's program design, direction and implementation processes.

The duties and responsibilities listed below in numbers 1 through 8 can be carried out at different levels of competency, involving progressively more sophisticated skills.

### **Major Duties and Responsibilities**

#### ***1. LEGISLATIVE and POLICY IMPACT ON USAID. 20%***

Drafts analyses and reports on legislative and policy reforms to keep the Mission abreast of issues, trends and developments and electoral and civil society strategies that impact conflict, democratic community development, social accountability and governance that may affect the USAID program. These include analyses and reports on:

- Issues that become the focus of a) wide public debate, b) policy development within the executive branch and c) new legislation in the House of People's Representatives and Regional State Councils, and the interests and positions of concerned and relevant stakeholders inside and outside of government;
- Relations and interactions between different branches of government and between the ruling and opposition parties in and outside of Parliament and the Regional Councils;
- Institutional strengthening, capacity building and reform needs and strategies for local communities and civil society organizations;
- Government, political party, civil society and donor strategies and activities that either further or hinder social accountability and good governance implementation;

- Points of likely common ground that could offer opportunities for social accountability, good governance and constructive, informed and inclusive dialogue and consensus building.

2. *USAID PROGRAMMING:*

50%

Coordinates and manages, or contributes to:

- The design, implementation, modification, monitoring, evaluation and reporting on USAID elections, conflict, community development, social accountability and good governance activities;
- Semi-annual Portfolio Reviews;
- Development of performance monitoring and reporting documents;
- Preparation and oral presentation of briefing books and other information materials for visiting USG officials;
- Assessment, monitoring, and evaluation field visits;
- Developing the terms of reference for and undertaking studies and assessments to prepare and update the USAID strategy statement related to community development, good governance and social accountability to inform program and activity design.

3. *EXTERNAL CONTACTS:*

10%

Maintains an extensive range of contacts with officials of the Ethiopia Government, international organizations, multilateral and bilateral donors, civil society organizations, the private sector, university and other “think tank” research institutes, and professional associations, as is required to make use of and project USAID influence with these organizations. The incumbent will monitor Government of Ethiopia proclamations and policy documents. He or she will then make recommendations or provide advice to the DG office, political office and other donors on the potential impacts of the proclamations on donor programs.

4. *EMBASSY ASSISTANCE:*

10%

Under the supervision of the DG Office Chief or designee, assists in developing the Embassy Country Mission Performance Plan and may draft sections of the plan that deal with rule of law and good governance issues. Participates in developing annual reporting plan and drafts or assists drafting sections related to rule of law, social accountability and governance.

5. *OUTSIDE MEETINGS, PRESENTATION AND ADVICE:*

10%

Represents USAID, in coordination with senior Mission management and the Embassy, at official meetings, workshops and seminars organized by government, donors and non-governmental organizations, and review, and reports back to USAID on the discussions. May be responsible for presenting USAID policy positions and activities at such meetings, in consultation with the DG Office Chief or designee. Presents the results of community development, social accountability and good governance analyses to senior Mission management and advises on related developments and their relation to USAID Programs.

***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 immediate supervisor will be the USDH Chief in the DG Office or designee. S/He will assist to define elections, rule of law, and good governance assignments, priorities and deadlines against an annual work plan that will be developed in collaboration with the Office Chief and Deputy Office Chief or designee. Upon acceptance of this annual work plan, the incumbent will be expected to plan and execute the tasks. The supervisor will review the incumbent's completed assignments for adherence to broad policies. On a quarterly basis the incumbent and the supervisor will meet to review priorities and make adjustments to the plan as appropriate.

4. **Supervisory Controls:** Incumbent will be expected to exercise cognizant technical officer responsibilities over implementing partner programs.

10. **AREA OF CONSIDERATION:** All interested 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.

12. **POINT OF CONTACT:** [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov); **Fekadu Tamirate.**

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

- a. **EDUCATION:** Master's degree in Political Science; International Development; Good Governance; Human Services; Community Development; Rural Development; Natural Resources Management; or Law.
- b. **PRIOR EXPERIENCE:** At least five years of progressively responsible experience in political analysis, design and management of development and/or humanitarian programs, at least three of which have included specific and extensive involvement in political analysis, elections, rule of law, or good governance activities.
- c. **LANGUAGE:** Level IV (fluent) in English; fluency in Afaan Oromo and Amharic

## 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):** Master’s degree in Political Science; International Development; Good Governance; Human Services; Community Development; Rural Development; Natural Resources Management; or Law.

*Additional evaluation points will be given to offerors who exceed the minimum requirement.*

**EXPERIENCE (35 points):** At least five years of progressively responsible experience in political analysis, design and management of development and/or humanitarian programs, at least three of which have included specific and extensive involvement in political analysis, elections, rule of law, or good governance activities.

**KNOWLEDGE, SKILLS, and ABILITIES (45 points):** A thorough knowledge of the theory and practise of political analysis, elections rule of law and good programs, including capacity building for government and civil society organizations. A thorough understanding of 1) the development of policy concerning laws and the legislative development process in Ethiopia and perspectives of government and stakeholders. Thorough knowledge of USG objectives and procedures for programming and strategy development, and of USAID policies, regulations, procedures, and documentation, and of the objectives, methodology and status of activities forming the basis of the Mission's portfolio.

Ability to inter-relate elections, rule of law, and good governance issues, trends and developments to USAID programming and related capacity development of the host country. Ability to prepare factual and interpretive reports covering legal and justice sector subject matter is required. Ability to plan, organize, and execute complex projects. Proven ability to prepare precise and accurate factual and analytical reports. Demonstrated ability to effectively present in writing conclusions/analysis for field trip reports, special reports, studies, memoranda of record to document meetings with senior GOE officials, etc. In addition, the incumbent will be expected to attend meetings, conferences, workshops, etc., in and outside of Ethiopia at which they will be expected to represent the Mission’s policies and program objectives and/or the Mission-endorsed results of their analyses.

#### **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](mailto:addisusaidjobs@usaid.gov) and the email subject must say– solicitation **72066319R100025, USAID Project Management Specialist (Election)**
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. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN/TCN 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.*

*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.*