
(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,

Shayna Michael
A/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.:** 72066319R10007

2. **ISSUANCE DATE:** May 18, 2019

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 1, 2019 before and/or on 5:00PM Ethiopian local time (close of business).

4. **POSITION TITLE:** USAID Project Management Specialist (Food Security)

5. **MARKET VALUE:** FSN-11, $22,927 - $41,263 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:** One (1) year, with a one three year option to renew the contract. 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. **Required Number:** Two (2)

10. **STATEMENT OF DUTIES**

    1. **General Statement of Purpose of the Contract**
    USAID/Ethiopia implements a diverse portfolio of activities that aims to save lives, build resilience, and enhance the livelihoods of the most vulnerable people in Ethiopia. USAID's investments to reduce food insecurity and address the root causes of hunger, malnutrition, and poverty serve as the foundation for development programming and build upon national social protection priorities. The Project Management Specialist (Food Security Specialist) provides technical oversight and guidance on USAID strategies, programs, and activities that advance food security and social protection goals and objectives, with a specific emphasis on safety nets and livelihoods that build resilience and reduce vulnerability to shocks and stresses. The incumbent represents USAID and liaises with senior leadership of the Government of Ethiopia, major donors and partners in coordination and strategic forums related to food security, resilience, safety nets and social protection.

    In close coordination with Food for Peace counterparts in Washington, the incumbent leads the planning, designing, monitoring and management of development-focused Food for Peace activities. S/he will be the Activity Manager for several Food for
Peace-funded Development Food Security Activities (DFSAs), and will be responsible for performance and results management, technical direction, and coordination of a portfolio that will exceed over $50 million each year. In this capacity, s/he will analyze and assess data from a variety of sources – including field assessments, field monitoring reports, technical data, and reporting from USAID staff, NGOs, and PIOs – to inform food assistance funding decisions, modifications to ongoing programs, and recommend appropriate food assistance activities.

2. Statement of Duties to be Performed

ACTIVITY MANAGEMENT (55%)

• Lead the design, implementation, and performance management of a robust and dynamic portfolio of food assistance activities. Serve as Activity Manager for Food for Peace development food security activities in Ethiopia. Work in close coordination with the Food for Peace Country Backstop Officer in USAID/Washington to provide strategic management and oversight of all activities in his/her portfolio.

• Monitor and report on implementation of ongoing Food for Peace programs. Conduct regular site visits to review activity implementation. Coordinate with ALT Office food monitors to ensure effective oversight of activities. Based on the information collected during field visits, communicate findings and recommendations to ALT Office management, FFP, and, as appropriate, to partners and GOE counterparts. Recommend adjustments and improvements in USAID partner food aid activities to promote efficiency, effectiveness, and cost savings.

• Ensure that partners are in compliance with all relevant USAID regulations, policies, and procedures. Apply specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations, particularly regarding the allowable use of Food for Peace resources. Ensure commodities and cash resources are properly and effectively utilized as approved in program documents and that resources are distributed to the intended beneficiaries. Monitor resource utilization, pipelines, and dispatch and distribution status of development activities. In coordination with Commodity Management Specialist, handle activity-specific commodity management issues.

• Manage annual work planning and performance reporting processes. Arrange and participate in activity and program evaluations. Reviews performance reports to ensure that Implementing Partners are in compliance with the performance expectations outlined in their work plans and in their contract(s)/agreement(s) and host-government agreements.

• Identify issues impacting Food for Peace programs and work with USAID points of contact, U.S. Embassy, and/or other U.S. Government personnel, host government, PVOs, international organizations, donors, and others to address these issues.

• Represents the ALT Office in interactions with the Office of Food for Peace related to the determination of funding levels and call forwards of commodities and/or allocations of cash resources.

• Prepare technical and program documentation, such as briefing papers, fact sheets, letters, cables, and memos for information and action.
• Participate in activity and project design, including the preparation of Scopes of Work and Requests for Proposals, and serve on Technical Evaluation Committees. Write key portions of the above documents.

**STRATEGIC AND TECHNICAL LEADERSHIP (20%)**

• Serve as a technical advisor on strategies, activities, and approaches to help households, communities, systems, and institutions address the root causes of hunger and malnutrition. Guide strategic and technical decision making on best use of development food assistance resources, with a focus on chronically food-insecure populations.

• Provide expert strategic guidance on best practices and approaches to: a) reduce chronic malnutrition among children under five and pregnant or lactating women; b) increase and diversify household income; c) provide opportunities for microfinance and savings; d) build resilience and reduce vulnerability to shocks and stresses; and e) implement and refine safety net programs to achieve any of the results listed above.

• Support Mission-driven processes related to strategy, project, and activity design and implementation.

• Draft high-quality technical reports and analyses on food insecurity, safety nets, resilience, and social protection. Stay abreast of GOE and donor priorities in these areas.

**MULTI-STAKEHOLDER ENGAGEMENT AND REPRESENTATION (25%)**

• Liaise regularly with GOE officials, major donors, and partners on issues impacting chronically food-insecure populations. Establish and maintain effective partnerships with senior Government of Ethiopia counterparts in relevant ministries, donors, and other stakeholders to ensure coordination of activities, support best practices, and jointly achieve food security objectives.

• Serve as a technical expert and member for relevant GOE and donor coordination fora, including the PSNP Donor Working Group and its Technical Committees. Represent USAID at these forums to provide technical insights and promote integration of food assistance with other programs and sectors.

• Build and develop cross-office and cross-sector partnerships within the USAID Mission. Work with other parts of USAID and the USG to promote integration of food aid with other programs and priorities. Represents the ALT Office and its priorities in joint initiatives to support the achievement of food security objectives.

• Prepare and deliver presentations to government officials and various stakeholders on USAID’s food assistance programs and activities at local, regional and international workshops and conferences.

• Maintain close working relations with relevant USAID Offices in Washington and Nairobi.

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 report directly to the ALT Senior Advisor for Social Protection or
his/her designee. In collaboration with the incumbent, the supervisor: 1) establishes annual work objectives and performance measures; 2) provides feedback throughout the evaluation cycle; and 3) prepares Annual Performance Evaluation Reports (EERs), as/when required - obtaining 360 degree input from appropriate USAID, other appropriate Mission personnel, and stakeholders. The incumbent will be provided with information regarding the objectives to be achieved and an indication of the priorities/deadlines that must be met in carrying out the work tasks. S/he will handle assignments independently with minimal supervision according to established policies, previous training and accepted practices. S/he will be expected to develop her/his own work schedule, procedures for accomplishing tasks, and will work independently to resolve problems which may arise during accomplishment of activities. S/he may receive guidance from senior Mission management as the situation warrants.

4. **Supervisory Controls**: None

11. **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.

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

13. **POINT OF CONTACT**: addisusaidjobs@usaid.gov; Fekadu Tamirat.

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

a. **EDUCATION**: A Bachelor’s degree in international development, public administration, business administration, agriculture, social protection, food security, public health/nutrition or a related field is required.

b. **PRIOR EXPERIENCE**: A minimum of five years of relevant, progressively responsible and professional work experience in designing, managing, evaluating, or providing technical assistance to food security, food assistance, commodity management, safety nets, resilience, or international development programs is required. At least three years of specialized experience in food assistance and multi-sectoral food security program management that includes the following: design, management or evaluation of international food assistance activities (to include in-kind food, nutrition support, cash transfers or cash voucher programs); managing food aid commodity procurement and/or transport; or providing conditional transfer programs for the purpose of building resilience to shocks. Experience working with or liaising with the Government of Ethiopia is required.

c. **LANGUAGE**: The incumbent must be able to communicate quickly, clearly and concisely – both orally and in writing in English. Amharic at Level IV and English at Level IV (speaking). Level IV (writing) are required for this position.
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): A Bachelor’s degree in international development, public administration, business administration, agriculture, social protection, food security, public health/nutrition or a related field is required. Additional evaluation points will be given to offerors who exceed the minimum requirement.

EXPERIENCE (40 points): A minimum of five years of relevant, progressively responsible and professional work experience in designing, managing, evaluating, or providing technical assistance to food security, food assistance, commodity management, safety nets, resilience, or international development programs is required. At least three years of specialized experience in food assistance and multi-sectoral food security program management that includes the following: design, management or evaluation of international food assistance activities (to include in-kind food, nutrition support, cash transfers or cash voucher programs); managing food aid commodity procurement and/or transport; or providing conditional transfer programs for the purpose of building resilience to shocks. Experience working with or liaising with the Government of Ethiopia is required.

KNOWLEDGE, SKILLS, and ABILITIES (40 points): The incumbent must have strong knowledge of food insecurity and vulnerability factors in Ethiopia. S/he must have specialized knowledge and demonstrated expertise in emergency or non-emergency food assistance programs (including nutrition), logistics and commodity management, safety net or resilience program management as well as a proven ability to work effectively with high-level personnel from government, donors, implementing partners and other development organizations is required. S/he should have an understanding of Ethiopia-specific processes, programs and strategies relevant to his/her portfolio, including the Productive Safety Net Program. The position also requires direct experience with the Government of Ethiopia (GOE) and an expert knowledge and understanding of the different branches in the GOE in order to enhance effective communication and to develop consensus on program/project strategy and implementation, which is critical for policy reform within the context of food assistance. S/he requires a high degree of political savvy to effectively coordinate policy reforms across the portfolio and a broad knowledge of the GOE food assistance programming in various ministries, institutions, and agencies. This position requires superb communication skills and an ability to exercise sound and independent judgment, discretion and patience on a daily basis. This position requires flexibility...
and the ability to accept and react to changing policy direction with sound analyses, professionalism and poise. More specifically, the incumbent is required to: identify issues and proactively seek solutions to complex problems; conduct research, including evaluating and integrating information from multiple sources, in order to assess the impact of potential activities on food security; and work under extreme pressure. This position requires very good diplomatic and interpersonal skills to effectively manage relationships, facilitate negotiations and play a technical advisory role on food assistance, commodity management and logistics, and safety nets. S/he must have negotiation skills and must demonstrate the ability to discuss difficult topics while maintaining and strengthening positive 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 13.

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 72066319R10007, USAID Project Management Specialist (Food Security)

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](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.

CLEARED BY:

DEP. OFFICE CHIEF, ALT : ______________________

A/SUPERVISORY EXO, EXO : ______________________