SUBJECT: Solicitation for U.S. / Personal Service Contractor (US/PSC) – Geographic Information Systems (GIS) and Knowledge Management (KM) Specialist

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 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,

Annmarie McGillicuddy
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
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066320R00011

2. ISSUANCE DATE: May 26, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 25, 2020 (5:00pm Ethiopia’s local time.)

4. POINT OF CONTACT: Annmarie McGillicuddy, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov.

5. POSITION TITLE: Geographic Information System (GIS) and Knowledge Management (KM) Specialist

6. MARKET VALUE: $78,681 to $102,288 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.

7. PERIOD OF PERFORMANCE: Two years, with three additional one-year extensions pending approval, need, performance, and funding, not to exceed five years, estimated to start on August 05, 2020.

The base period will be for two years, with three additional one-year extension, estimated to start on August 5, 2020. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for four years for the date(s) estimated as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Base Period:</td>
<td>08/05/2020 to 08/04/2022</td>
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<tr>
<td>Option Period 1:</td>
<td>08/05/2022 to 08/04/2023</td>
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<tr>
<td>Option Period 2:</td>
<td>08/05/2023 to 08/04/2024</td>
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<tr>
<td>Option Period 3:</td>
<td>08/05/2024 to 08/04/2025</td>
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8. PLACE OF PERFORMANCE: Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.

9. ELIGIBLE OFFERORS: U.S. 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.

10. SECURITY LEVEL REQUIRED: Facility access. The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract:

USAID/Ethiopia is recruiting an expert adviser and technical authority on Geographic Information Systems (GIS) and Knowledge Management (KM) to support evidence-based decisions on development interventions.

USAID/Ethiopia manages a large portfolio that includes humanitarian assistance, food security, resilience, economic growth, health, education, and democracy and governance. The interventions are in response to three broad categories of development challenges, which include disaster, demographics and democracy. With a large and complex strategy and the development of 11 projects, the generation and application of the right data is more important than ever in guiding the Mission’s interventions.

The Mission seeks a subject matter expert who can lead its efforts to strengthen the use of geospatial technology and preserve institutional memory. S/he oversees and provides leadership for all GIS and KM-related activities that are associated with program planning and implementation and will advise the front office and technical teams on the application of data to program development. S/he also works with stakeholders to introduce and support policies that increase analytical capacity across the Mission’s portfolio. The incumbent will serve on the Learning Team in the Program Office and reports to the Learning Team Lead.

2. Statement of Duties to be Performed:

Geographic Information System (GIS) (40%)

● Leads and tailors the Mission’s generation and application of GIS data throughout the program cycle to support more effective development programming.
● Fulfills the role of subject matter expert on geographic data collection, analysis, and visualization techniques.
● Facilitates discussions that support the integration of geospatial information and analyses into strategic planning, project and activity design, and Learning, Monitoring, and Evaluation (LME).
● Assesses unpredictable and case by case scenarios. Asks probing questions to propose tailored data solutions and provides interpretation of data to various
audiences.
● Provides technical advice to support ongoing Mission programming, introducing and supporting policies and processes that enable data-informed decision making.
● Supports the preparation of program planning documents such as the Country Development Cooperation Strategy (CDCS), Project Appraisal Document (PAD), Scopes of Work (SOWs)/Program Descriptions (PD) and LME plans by incorporating geospatial analysis, data analysis, and/or visualization to help establish goals, objectives, targets, and anticipated results.
● Organizes and presents data tailored to the audience and in compelling ways.
● Acquires, validates, and manages a database of geospatial data, including retrieval, overlay, and application of existing geospatial data either previously funded by USAID or by its partners.
● Provides on-demand geographic analysis and guides evidence-based planning.
● Implements USAID’s geospatial standards regarding data collection and cartographic production.
● Serves as an Agreement/Contracting Officer's Representative (AOR/COR) for buy-in procurement mechanisms related to geospatial and data analytics.
● Forms professional networks with host government entities, Ethiopian and regional geospatial organizations, and implementing partners (both in country and with HQ). In times where no formal networks exist, the specialist may play a coordinating role with USAID’s external stakeholders.
● Prepares and disseminates communications resources targeted at both internal and external audiences, in coordination with Mission communication specialists.

Data Analysis (30%)
● Analyzes and interprets data from multiple and complex data sets to inform decision-making and effective program adaptation.
● Improves processes to maximize quality and efficiency of data generation, analysis, and application to development programming.
● Develops and manages databases to increase the efficiency of access to and quality of data.
● Identifies and communicates about trends and patterns using statistical methods.
● Collaborates closely with Mission staff to identify the information needed to optimize development impact.

Knowledge Management (20%)
● Champions Mission-wide knowledge sharing and learning in conjunction with the Mission’s Learning Adviser.
● Develops innovative approaches to facilitate the exchange of tacit and explicit knowledge and monitors the progress of knowledge sharing.
● Consolidates ad hoc data collection and reporting systems.
● Manages and expands the use of the Mission’s Development Information Solution (DIS) platform to gather and synthesize data.
● Advances USAID learning activities and KM by promoting knowledge sharing and applying learning in topics of interest to USAID/Ethiopia.

Capacity Building (10%)
● Work closely with Mission staff across teams and across sectors to review and
identify optimal entry points for digital tools and analytical support.
● Communicate the value of geospatial analysis to staff and provide basic training on principles of geospatial analysis, specifically tailored to Mission needs.
● Consult with Mission staff to offer needs-based suggestions and demonstrations of geospatial analysis and visualization for planning and improving outcomes.

3. Supervisory Relationship:

The GIS/KM Specialist works under the general supervision of the Learning Team Lead, or designate. However, the employee is typically delegated complete responsibility and authority to plan, schedule, and carry out major learning activities per Mission and Program Office objectives. The GIS/KM Specialist is required to coordinate assignments with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The GIS/KM Specialist will seek advice and assistance as required. Completed work is accepted as technically correct, and the overall assignment is reviewed in terms of results achieved.

4. Supervisory Controls: The incumbent will not supervise anyone.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

A. 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: A Master’s Degree in the field of GIS, natural resources, engineering, data analytics, social sciences, international development or related fields.

WORK EXPERIENCE: A minimum of five years of progressively responsible, job-related, professional-level experience. Some experience living and/or working in a developing country or context. Experience in organizational or action learning, development, consulting or knowledge management is preferred. A strong background in monitoring and evaluation of development programs, experience in the application of statistical methods, impact evaluations and field research experience are preferred.

LANGUAGE: Fluency of English in reading/writing/speaking (Level IV) is required.

B. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the
number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far. 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.

EDUCATION (10 points): A Master’s Degree in the field of GIS, natural resources, engineering, data analytics, social sciences, international development or related fields. Additional evaluation points will be given to offerors who exceed the minimum requirement.

EXPERIENCE (40 points): A minimum of five years of progressively responsible, job-related, professional-level experience. Some experience living and/or working in a developing country or context. Experience in organizational or action learning, development, consulting or knowledge management is preferred. A strong background in monitoring and evaluation of development programs, experience in the application of statistical methods, impact evaluations and field research experience are preferred.

KNOWLEDGE SKILLS and ABILITIES (50 points): The incumbent must have effective portfolio management skills, be able to multi-task, and manage tight deadlines. The incumbent must also exhibit leadership qualities and influence without direct supervision of Mission staff. The incumbent must be a skillful communicator, both in written and verbal form, and with a high degree of confidence and emotional intelligence to ensure that messages that are communicated resonate and are tailored for various audiences to achieve objectives. S/he is a problem solver and works to resolve or mitigate interpersonal conflict.

C. SUBMITTING AN OFFER
For your application to be considered, the following documents must be submitted:


ii. 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.

iii. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

iv. Letter of Application and current resume.

v. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say: Be sure to include your name and the solicitation number at the top of each page.

vi. Please submit the application only once; and

vii. 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).
D. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

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.

- *Medical History and Examination Form (Department of State Forms)*
- *Questionnaire for Sensitive Positions for National Security (SF-86), or*
- *Questionnaire for Non-Sensitive Positions (SF-85)*
- *Finger Print Card (FD-258)*

E. **BENEFITS/ALLOWANCES**

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

- **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

F. **TAXES**

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

G. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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


### LINE ITEMS

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
| 0001 | **Base Period** - Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] | 1 | LOT | $TBD | $TBD after Award after negotiation s with Contractor |
| 1001 | **Option Period 1** – Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | $TBD | $TBD after Award after negotiation s with Contractor |
| 2001 | **Option Period 2** – Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | $TBD | $TBD after Award after negotiation s with Contractor |
| 3001 | **Option Period 3** – Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | $TBD | $TBD after Award after negotiation s with Contractor |


d. **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/OG%20Regulations](https://www.oge.gov/web/oge.nsf/OG%20Regulations).
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 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.