SOLICITATION NUMBER: 72066320R10020

ISSUANCE DATE: 08/06/2020

CLOSING DATE/TIME: 08/20/2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Program Management Specialist – Collaboration, Learning, and Adapting (CLA)

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 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 1.

Sincerely,

Annmarie McGillicuddy
Supervisory Executive Officer
1. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066320R10020

2. **ISSUANCE DATE:** 08/06/2020

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 08/20/2020 before and/or on 5:00PM Ethiopian local time (close of business).

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

5. **POSITION TITLE:** USAID Program Management Specialist (Collaboration, Learning, and Adapting (CLA))

6. **MARKET VALUE:** FSN -11, $22,927 to $41,263.
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value.

7. **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. Estimated to start on 12/06/2020.

   “The base period will be five years. Estimated to start on 12/06/2020.

   | Base Period: | 12/06/2020 - 12/05/25 |

8. **PLACE OF PERFORMANCE:** US Embassy, Entoto Road, Addis Ababa with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** All CCN 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.

10. **SECURITY LEVEL REQUIRED:** Regional Security Office certification

11. **STATEMENT OF DUTIES:**

    1. **General Statement of Purpose of the Contract**
       The USAID Program Management Specialist (Collaboration, Learning, and Adapting) (CLA) is based in the Program Office and leads, in conjunction with the Mission’s other M&E Specialist and the Senior CLA Adviser, Mission-wide Collaborating, Learning, and Adapting (CLA) efforts. The incumbent supports the Program Office in providing leadership and guidance on CLA best-practices for implementing the Mission’s integrated
programming. The incumbent practices fit-for-purpose Learning, Monitoring, and Evaluation (LME) to further expand the Mission’s focus on adapting effectively. The incumbent must be creative and think outside of traditional LME and to push the Mission to become an inherently learning organization. The incumbent will serve as a principle advisor to USAID/Ethiopia Mission management on program performance and ensures that Mission staff have the means to generate and apply the information needed to maximize development impact. The incumbent performs a full range of consultative, advisory, monitoring, and evaluative services, including the documentation of success stories and lessons learned that cover multiple sectors. In conjunction with the Mission’s multiple CLA/M&E contractors, the incumbent will work with Mission staff and partners to ensure that programs have clearly stated and measurable results, that procedures are set in place to support optimal performance monitoring practices, and that information directly feeds into achieving Mission-wide and strategic level results and future program design.

The incumbent serves as a Contracting Officer’s Representative (COR) for multiple Mission-wide CLA/M&E contracts. The incumbent provides advice and guidance to CLA/M&E contacts in technical offices regarding performance monitoring and evaluation and application of ADS M&E policy, CLA policy, and the USAID Evaluation Policy. The incumbent is involved in Mission CLA/M&E activities across the board, including development and implementation of the USAID/Ethiopia Performance Management Plan, project planning and design, performance planning and reporting, activity design and monitoring, and incorporating CLA principles into USAID workstreams. In conjunction with the Mission’s M&E Specialist, the incumbent will be responsible for leading the Mission’s response and submission of the annual Performance Plan and Report.

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

**Coordination of Mission CLA/M&E Support Contracts**

Serve as Contracting Officer Representative (COR) of at least one of the Mission-wide Collaborating, Learning, and Adapting (CLA) or Monitoring and Evaluation support contracts. The incumbent consults with Project Teams and Technical Offices and directs contractors to identify fit-for-purpose learning opportunities, support and/or conduct external evaluations, conduct traditional analysis (context monitoring, geospatial analysis) to identify lessons learned, and conduct non-traditional learning approaches, expanding beyond traditional methods, e.g. AI, machine learning. The incumbent ensures that the contractor(s) can deliver the required services by using his/her judgement in assigning tasks and ensures quality and timely products.

**Collaborating, Learning, and Adapting (CLA)**

The incumbent leads and coordinates CLA practices (in coordination with the Senior CLA Advisor, USPSC) across the mission to promote a strong learning organization by enabling Mission staff to adaptively manage using evidence and collaboration. The incumbent builds the Mission’s capacity by sharing best practices, conducting training sessions, and designing and implementing systems that promote a culture of CLA. The incumbent is primary Mission contact with USAID/Washington PPL and AFR bureau staff on CLA.
The incumbent is the Mission’s primary point of contact for the Government of Ethiopia in their effort to strengthen evidence-based decision making and learning.

The incumbent, in coordination with M&E Specialist, coordinates and integrates LME throughout the program cycle, including Mission strategy, and project and activity design processes. S/he also monitors compliance with M&E requirements between USAID/Washington and the Mission. The incumbent is responsible for engaging Mission technical offices and takes part in any ad-hoc data calls from Washington, the host government, and donors group with regard to LME data.

**Program/Activity Development**

Support Program Office objectives throughout the program cycle to ensure that fit-for-purpose learning is used throughout the planning and implementation of the Mission’s programming. This includes providing guidance on developing and analyzing learning questions, creating/identifying indicators and targets in new project and activity designs, participating in post-award meetings to discuss CLA, cleaning up data, and analyzing individual partner work plans and monitoring and evaluation plans.

Collaborate with Mission staff to ensure that implementing partner activities are in line with overall Mission objectives. Collaborate with USAID/Ethiopia technical teams and implementing partners to develop tools and checklists that facilitate evidence-based project management and program oversight, particularly for data quality analysis, documentation of project monitoring visits, and presentation of feedback to partners. Work closely with the Mission offices to maintain appropriate documentation about USAID programs and activities and expected results to be used for program planning and reporting processes. Collaborate with the Program Office and technical staff on the selection of new implementing partners through serving in Technical Evaluation Committees. Collaborate with the Mission’s communications teams to provide data that supports the generation of powerful communication products. In addition to the above tasks, the M&E Specialist should be prepared to periodically travel throughout the country to support USAID project monitoring visits.

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 to the Program Officer Learning Team Lead or his/her delegate. It is expected that s/he will work independently to perform major duties and responsibilities in a manner which is highly collaborative with and supportive of the work of Mission teams. S/he will consult with the Program Officer, and/or his/her delegate, on Agency and Mission collaboration, learning, and adapting policies.

4. **Supervisory Controls:** - No direct supervision responsibilities. However, duties require overseeing the quality of CLA/M&E work by implementing partners through independent assessments of performance data and M&E systems; design, develop, oversee and backstop Technical Office M&E staff and M&E systems; ensure that COR/AOR specific evaluation
recommendations are incorporated into existing and follow-on programs and projects.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. EDUCATION: Master’s degree in Economics, Statistics, Social Science, or the equivalent is required. Relevant experience and demonstrated prior professional experience directly related to program/project collaboration, learning, and adapting (CLA) or monitoring and evaluation (M&E).

b. PRIOR EXPERIENCE: A minimum of five (5) years of progressively responsible experience in program monitoring, and/or evaluation in a developing country is required; experience with developing and managing monitoring systems is essential; direct experience with USAID, other donor organization, and assistance programs is highly desirable.

C. LANGUAGE: Level IV (fluent) in English and Amharic.

III. 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.

Therefore, 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 and/or written test. The CO will consider findings from the reference checks as part of the responsibility determination.

EDUCATION (10 points): Master’s degree in Economics, Statistics, Social Science, or the equivalent is required. Relevant experience and demonstrated prior professional experience directly related to program/project collaboration, learning, and adapting (CLA) or monitoring and evaluation (M&E). Additional evaluation points will be given to offerors who exceed the minimum requirement.

EXPERIENCE (50 points): A minimum of five (5) years of progressively responsible experience in program monitoring, and/or evaluation in a developing country is required; experience with developing and managing monitoring systems is essential; direct experience with USAID, other donor organization, and assistance programs is highly desirable.
**KNOWLEDGE, SKILLS, and ABILITIES (40 points):** Knowledge of collaboration, learning, and adapting (CLA) and monitoring and evaluation (M&E) practices and systems and statistical/analytical data analysis is required; familiarity with databases and computer software is desirable; knowledge of USAID administrative and technical requirements is desirable. Strong computer skills are required; excellent interpersonal skills are required; incumbent is a self-starter with strong organizational skills.

**IV. SUBMITTING AN OFFER**


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**.

3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

4. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say: solicitation **72066320R10020, USAID Program Management Specialist - Collaboration, Learning, and Adapting (CLA)**

5. Be sure to include your name and the solicitation number at the top of each page.

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 date of filing at 5 p.m. (Close of Business).

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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. Fingerprint Card (FD-258)

**VI. BENEFITS AND 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.
2. ALLOWANCES (as applicable):
   Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Per the Mission’s policy.

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

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


2. Contract Cover Page form AID 309-1 available at https://www.usaid.gov/forms. Pricing by line item is to be determined upon contract award as described below:

<table>
<thead>
<tr>
<th>LINE ITEMS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>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]</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$ <em>TBD at Award after negotiations with Contractor</em></td>
</tr>
</tbody>
</table>


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
**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.