

**Solicitation for U.S. Personal Services Contractor (PSC),
Food for Peace Officer (FFP) (M&E Specialist)
USAID/Addis Ababa, Ethiopia**

1. SOLICITATION No: SOL-663-16-000023

2. ISSUANCE DATE: July 26, 2016

3. CLOSING DATE: August 25, 2016

4. POSITION TITLE: Food for Peace Officer (FFP) (M&E Specialist)

5. MARKET VALUE: GS-14 (\$87,263 - \$113,444 per annum). 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.**

6. PERIOD OF PERFORMANCE: 2 year

7. PLACE OF PERFORMANCE: USAID Ethiopia, Addis Ababa

8. AREA OF CONSIDERATION: U.S. Citizens and U.S. Resident Alien

9. SECURITY CLEARANCE:The final selected candidates must obtain an Employment Authorization and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

A. BACKGROUND

In 2014, the U.S. Agency for International Development's Office of Food for Peace (FFP) awarded more than \$1 billion to private voluntary organizations and the UN World Food Program (WFP) for food assistance in East and Central Africa. This included awards for both emergency food assistance (which aims to address life-saving needs arising from natural disasters, such as floods or droughts, and complex emergencies characterized by insecurity and population displacement) and development food assistance (which addresses the underlying causes of chronic food insecurity).

A 2009 U.S. General Accountability Office report on international food assistance noted that effective monitoring and evaluation of food assistance are critical to ensure that FFP meets its strategic objective and recommended that FFP strengthen its monitoring and evaluation activities. The report particularly noted the need to strengthen evaluation activities by providing skilled evaluators to support the mission FFP staff and implementing partners to monitor program activities and carry out program evaluations.

USAID Ethiopia requires a FFP Monitoring and Evaluation (M&E) Specialist hired through a personal services contract to support the capacity of USAID missions and FFP/W to monitor and evaluate the effectiveness and efficiency of the assistance provided by the programs it funds, primarily in East and Central Africa, and in other regions when needed. The position is based in Addis Ababa. The Specialist is expected to spend approximately sixty (60) percent of his/her time supporting the Ethiopia mission and the majority of the remaining time supporting other missions in the East and Central Africa Region.

B. BASIC FUNCTIONS:

The FFP M&E Specialist will support the effective management of FFP resources by providing regional partners technical assistance as they develop and implement M&E systems for FFP-funded emergency and development activities; providing tools, capacity building, advice and other support to FFP officers as they monitor FFP activities; and assisting the development and review of scopes of work and work plans for evaluations of FFP projects. As a member of the Global FFP M&E team, the Specialist is also expected to contribute to the development and improvement of FFP M&E policies and guidance for partners and FFP officers globally.

C. MAJOR DUTIES AND RESPONSIBILITIES:

The FFP M&E Specialist, in coordination with the members of the FFP global M&E team, will undertake the following duties:

1. Review and provide technical assistance to FFP implementing partners' project M&E Plans, including theories of change, logical frameworks, indicator selection, target setting, data collection, data management, data quality assurance, and reporting.
2. Provide input and advice to assure high quality and useful program evaluations of FFP projects, including baseline surveys, mid-term evaluations, and final evaluations.
3. Analyze and evaluate implementing partner project results and performance, including qualitative and quantitative measures of success against targets (annual reports, evaluations, studies, etc.).
4. In collaboration with the global FFP M&E team, contribute to FFP policy, guidance and training to guide and build capacities of FFP implementing partners' M&E staff so that projects develop and implement quality systems for measuring and evaluating the impacts of FFP activities with respect to program objectives.

5. Liaise with FFP/PTD, field missions, and partners to strengthen FFP partner M&E systems in the region.
6. Collaborate with Feed the Future M&E POCs, USAID/OFDA and the WFP country M&E staff in the mission/region to improve coordination and cooperation for effective monitoring and reporting of FFP investments managed or implemented by Feed the Future and OFDA partners or WFP.
7. Provide training and technical support to FFP officers in country Missions as they develop and implement country monitoring plans and analyze and report findings.
8. Keep abreast of trends in M&E and apply knowledge to improve the M&E of FFP's food assistance, food security and the underlying causes of hunger.

D. MINIMUM QUALIFICATIONS: Selection will be based on: (1) meeting the minimum requirements below; and (2) obtaining high scores on the Evaluation Factors below (out of a possible 100 points). In an attachment to the application, applicants shall address each of the evaluation factors and sub-factors, describing specifically and accurately their relevant education/training, experience and achievements. Failure to address the evaluation factors and sub-factors and how their qualifications meet the requirements of the position will result in an applicant not receiving credit for all pertinent education, training, and experience.

Evaluation factors will be used to establish a preliminary rating of candidates. Highly rated candidates may be interviewed and reference checks will be conducted, after which time final ratings will be established.

1. EDUCATION. Master's Degree that included significant study relevant to program monitoring and evaluation, including both qualitative and quantitative methods; and a Master's Degree in a field related to food security plus significant continuing-education professional training in qualitative and quantitative monitoring and evaluation methods.

2. WORK EXPERIENCE. At least five (5) years of experience related to monitoring, evaluating and reporting on programs related to food security or food assistance in developing countries.

3. KNOWLEDGE, SKILLS AND ABILITIES. The incumbent must have demonstrated application of statistical analysis skills. The incumbent must have excellent English communication skills, verbal and written.

Applicants who meet the minimum qualifications will be further evaluated based on the Evaluation Factors listed below.

A. Relevant Expertise – 60 points

- (i) Technical expertise related to program monitoring and evaluation, including survey techniques, qualitative investigation, and statistical analysis in developing countries (45 points)
- (ii) Knowledge of and experience with international relief and complex, multi-sectoral development programs, especially in Africa (10 points)
- (iii) Knowledge and experience with FFP programs (5 points)

B. Communication and Interpersonal Skills – 40 Points

- (i) Demonstrated ability to provide articulate, accurate reporting, both verbally and in writing (20 points)

- (ii) Demonstrated ability to work effectively as a team member and in diverse cultures (20 points)

E. POSITION ELEMENTS

- a) **Supervision Controls:** The USAID/ALT Supervisory Food for Peace Officer will provide administrative direction with assignments in terms of broadly defined mission's or functions to the Food for Peace Officer (Monitoring & Evaluation Specialist; however he/she will exercise independent judgment in planning and carryout tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines. The incumbent is responsible for his/her own objectives, plan independently and carries out assignments and the results are evaluated by the Food for Peace Officer for appropriateness and effectiveness.
- b) **Supervision Received:** The FFP M&E Specialist will be supervised on a day-to-day basis by the Assets and Livelihoods in Transition Office Chief in USAID/Ethiopia, but is expected to be in regular contact with the Global FFP M&E team members in FFP/Washington and the FFP regional offices in the USAID/Kenya and East Africa, USAID/South Africa and USAID/West Africa Missions.
- c) **Available Guidelines:** The incumbent is required to understand and follow USG and USAID policies and procedures which govern Title II food aid activities including "Regulation 11", CFR 226, Food for Peace's Strategic Plan, the Food for Peace Act, FFP's Policy and Guidance for Development Food Assistance Programs, and USAID guidance on monitoring and evaluation procedures.
- d) **Complexity:** The incumbent Analyze and evaluate implementing partner FFP's policy and guidance for development for food assistance program and performance, including qualitative and quantitative measures of success (annual reports, evaluations, studies, etc.), and compare results to program targets. The technical scope and management responsibilities of the incumbent include broad functions and processes of monitoring and evaluation field. The incumbent assignments are characterized by breadth and intensity of effort and involve several phases pursued concurrently or sequentially with the support of others within and outside the organization. Broad responsibilities will include providing technical leadership to USAID, interagency partners, and implementing partners through recommendations and expertise in the design, development, improvement, and maintenance of monitoring and evaluation that strengthen ALT's service quality, effectiveness, and efficiency.
- e) **Scope and Effect:** The incumbent's work affects major partner activities and operations. The incumbent provides technical assistance to USAID missions and Title II implementing partners to develop and implement systems for measuring and evaluating the impacts of Title II activities with respect to program objectives. The incumbent will work with relevant partners, stakeholders and Government to ensure successful monitoring and evaluation projects and activities. S/he ensures implementing partners are in compliance with all relevant USAID regulations and procedures. S/he communicates with partners regarding USAID rules and regulations, as well as their obligations to USAID. S/he applies specific and in-depth knowledge of applicable USG laws, legislative directives, and regulations, particularly regarding the allowable use of ALT funds. S/he works closely with implementing partners to ensure program achievements and lessons learned are disseminated to sector representatives. S/he ensures program activities are in compliance with USAID financial regulations. S/he ensures reviews and provides administrative approval for assigned activities as required. This work typically involves isolating and

defining unknown conditions, resolving critical problems. The work product affects the work of other experts, the development of major aspects of missions.

- f) **Nature, Level, and Purpose of Contacts:** The incumbent must be able to relate technical information about the monitoring and evaluation of Food for Peace food aid activities to development partners and USAID personnel in missions and Washington. The incumbent is required to have strong interpersonal skills including demonstrated ability to work collaboratively with a range of professional counterparts. The incumbent must provide consistent, credible and diplomatic representation of USAID to high level GOE, donor, and other partner contacts to establish and develop productive working relations with key counterparts. The incumbent must be able to relate technical information about the monitoring and evaluation of Food for Peace food aid activities to development partners and USAID personnel in missions and Washington. The incumbent must work closely with implementing partners to ensure program achievements and lessons learned are disseminated to sector representatives.
- g) **Medical and Security Clearance:** The selected candidate must be able to obtain a U.S. Government employment authorization level security clearance and a Department of State medical clearance.
- h) **Benefits:** ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDs) contains information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including personal service contracts. Please refer to the USAID website <https://www.usaid.gov/work-usaid/aapds-cibs> to locate relevant AAPDs. Additional Appendix D also applies to PSC can be found at: <https://www.usaid.gov/ads/policy/300/aidar>

AS A MATTER OF POLICY, AND AS APPROPRIATE, AN INDIVIDUAL MEETING THE REQUIREMENTS OF AN OFFSHORE HIRE USpsc IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS.

1. ALLOWANCES: as applicable.*

Temporary Lodging Allowance (Section 120).

Living quarters allowance (Section 130).

Post Allowance (Section 220).

Supplemental Post Allowance (Section 230).

Separate Maintenance Allowance (Section 260).

Education allowance (Section 270).

Educational Travel (Section 280).

Post differential (Chapter 500).

Payments during Evacuation/authorized Departure (Section 600), and

Danger Pay (Section 650).

2. BENEFITS:

Employee's FICA Contribution

Insurance - Health & Life:

- Health insurance provider information is available at the State Department Web site <http://travel.state.gov>.

- The USAID maximum annual health and life insurance contribution percentages are found in DCC 9, and must not exceed the current annual dollar amounts below:

- Health Insurance:

. For Contractor Only: not to exceed \$7,266.

. For Contractor with Family: not to exceed \$20,339.

- Life Insurance: \$500

- See DCC 28 regarding reimbursements to USAID for insurance payments made to the PSC.

Eligibility for Worker's Compensation

Annual & Sick Leave

Access to Embassy medical facilities, and pouch mail service

Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income Taxes under the foreign earned income exclusion.

3. Contract Information Bulletins (CIBs) Pertaining to PSCs.

1-10	Revision of Medical Clearance Process – Personal Services Contracts (PSCs) with U.S. Citizens
1-7	Clarification of the extension/Renewal Policy Regarding Personal Services Contracts (PSCs)
99-15	PSC Policy
97- 16	Class Justification for Use of Other Than Full & Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
96-23	Unauthorized Provision in Personal Services Contract
98-23	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
98-14	Change in Required Application Form for USPSCs
98-12	Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs
98-11	Determining a Market Value for Personal Services Contractors Hired Under Appendix D, Handbook 14

97-17	PSC's with U.S. Citizens or U.S. Resident Aliens
96-23	Unauthorized Provision in Personal Services Contracts
94-09	Sunday Pay for U.S. Personal Service Contractors (PSCs)
93-17	Financial Disclosure Requirements under a Personal Services Contracts (PSCs)
89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles

List of required forms for PSCs: For initial consideration:

AID 302-3

- **2. Contractor Employee Biographical Data Sheet (AID 1420-17)
- **3. Contractor Physical Examination (AID Form 1420-62).
- **4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- **5. Questionnaire for Non-Sensitive Positions (SF-85).
- **6. Finger Print Card (FD-258).

Note: Form 6 is available from the law enforcement offices or in USAID/Washington.

The list of required PSC forms above can be found at: <http://www.usaid.gov/forms/>

*Depart. of State Standardized Regulations (DSSR) (Government Civilians Foreign Areas).

**The forms listed 2 thru 6 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Other Benefits: Additional benefits are available for individuals hired from outside Ethiopia in accord with the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, R&R, international shipment of personal effects, unaccompanied baggage allowance, consumable, POV Shipment, Repatriation Travel, furnished housing and educational allowances for dependent children.

4. APPLICATION PROCESS:

For your application to be considered, the following documents must be submitted:-

- Letter of Application/Cover Letter;
- Completed and Signed Application Cover Form found at <https://www.usaid.gov/forms> (AID 302-3);
- Current Resume/CV;
- Copies of credential documents (i.e., degree, training certificates, etc.);
- Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say – SOL-663-16-000023–**Food for Peace Officer (M&E Specialist)**;
- Please submit the application only once; and
- Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at local Ethiopian time 5 p.m.