

**Solicitation  
Senior Acquisition and Assistance Specialist  
USAID Ethiopia**

---

*Those who applied for the previous announcement need not apply again.*

- SOLICITATION NUMBER:** 663-S-13-004
- ISSUANCE DATE:** January 31, 2014
- CLOSING DATE:** February 13, 2014, 5:00 p.m. Addis Ababa, Ethiopia time
- POSITION TITLE:** Senior Acquisition and Assistance Specialist (up to 2 positions)
- MARKET VALUE:** GS-14 (\$84,697 – \$110,104 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.**
- PERIOD OF PERFORMANCE:** Two years' base period with three one-year options to extend subject to the availability of funds and Agency/Mission requirements, beginning in April, 2014.
- PLACE OF PERFORMANCE:** USAID/Addis Ababa, Ethiopia
- CLEARANCES:** The final selected candidates must obtain an Employment Authorization (Facilities Access Clearance) and medical clearance 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clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. The position does not require a formal security clearance and the Mission will not later modify the position to require a formal security clearance.
- AREA OF CONSIDERATION:** U.S. Citizens and Third Country Nationals
- SUPERVISORY CONTROL:** The incumbent will be expected to work independently with only broad direction and guidance.

**A. POSITION DESCRIPTION:**

USAID/Ethiopia is soliciting applications for the position of a US or TCN PSC Contracting and Agreement Officer.

**1. Critical Agency courses include:**

- Competition in Contracting Act (CICA);
- Personal Services Contracts (PSC) Seminar;
- Simplified Acquisition Procedures (SAP) (40 hours);
- Assistance Course; and
- Commercial Items (Two Courses):
  - CLC 020 (on-line) – Commercial Item Determination;
  - CLC 131 (on-line) – Commercial Item Pricing.
- Construction Contracting;
- Negotiation;
- CON 090 – Federal Acquisition Regulation (FAR) Fundamentals;
- Firm-Fixed-Price Contracts;
- Performance-Based Acquisition;
- Financial Management;
- Claims;
- Disputes and Terminations;
- Programming Foreign Assistance (PFA);
- Contract Types;
- Agency Risk Management Seminar; or
- A&A 104- Acquisition and Assistance Management for COTRs/AOTRs.

In addition, applicants must demonstrate that they have the following experience and skills.

**Experience in Direct Contracting**

A minimum of fifteen years of substantive and professional contracting or procurement work is required.

**A&A Competency Requirements:**

Applicants must demonstrate their knowledge, skills, and abilities in the following A&A competencies:

1. Knowledge of FAR, USAID A&A regulations, and agency-specific policies and procedures;

2. Knowledge of contract types and possession of requisite skills for the particular A&A assignments (e.g. task orders, construction, commercial items, etc);
3. Analytical skills to review a statement of work (or program description) for contractibility, consistency, readability and completeness;
4. Ability to prepare solicitations and review and assist in the development of Section L and M evaluation criteria;
5. Verbal skills sufficient to present information to A&A staff and other Mission (non-procurement) personnel;
6. Organizational/time management skills to perform work on multiple ongoing actions, enabling all to move forward to completion;
7. Interpersonal skills;
8. Writing and computer skills; and
9. Leadership and supervisory management skills.

The contract offered will be for a two-year base period and three one-year options, to comply with the Agency's Foreign Service Open Assignment Policy and Principles.

In general terms, the optimal applicant for this Senior Acquisition & Assistance PSC Specialist position will possess extensive knowledge of US federal contracting and assistance (grants and cooperative agreements) principles, policies, and procedures from pre-award through post-award phases; extensive experience with formal advertising and negotiating methods; as well as exhibit great facility with contract and award administration requirements. In addition, for this senior PSC position, the applicant will need to demonstrate a well-seasoned familiarity with development principles, federal procurement mechanisms and donor/NGO partnering. S/he exercises leadership in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner. The incumbent will supervise six FSNPSC, whom are contracting specialists.

**Basic Function:** The Senior Acquisition and Assistance Specialist will be located in Addis Ababa Ethiopia and will report to the Supervisory Contracts Officer within the USAID/Ethiopia Mission. The Senior A&A Specialist ensures that all of USAID/Ethiopia's A&A obligations and awards' terms and conditions effectively support USAID/Ethiopia's Development Objective teams in achieving implementation of the Mission strategy. The incumbent ensures that all A&A activities conform to the defined Development Objectives of USAID/Ethiopia, serves as a core team member of the Mission's technical teams providing guidance and oversees all acquisition and assistance related matters, as well as contributes to overall Mission team work. The incumbent will be responsible for all pre-award, post-award and close out functions involving negotiated procurements of significant importance to the Agency.

**Major Duties and Responsibilities:** The Senior Acquisition and Assistance Specialist will be responsible for planning, developing, soliciting, negotiating, managing, awarding and advising on procurement and contract management in relation to the Mission's assistance programs in Ethiopia. The Senior A&A Specialist will participate in actions - from project design through negotiation,

administration and close-out. The Senior A&A Specialist must provide technical assistance necessary to execute a full range of procurement actions in support of USAID activities in Ethiopia that are served by the USAID/Ethiopia contracting office. The Senior A&A Specialist must also be available for consultation on acquisition and assistance issues for other USAID activities (e.g., field support activities). Incumbent may mentor and conduct on-the-job training to junior/less experienced staff on A&A policies and practices.

### **Specific Duties and Responsibilities:**

#### **1. Conducts Procurement Program Planning Work (20%)**

- Responsible for procurement planning activities in Ethiopia, which may include reviewing and clearing action memos and representing the Office of Acquisition and Assistance at program planning meetings. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules and keeps the OAA Supervisory Contracting Officer informed of anticipated workload demands.
- Identifies within assigned major program(s) those significant subsystems, components, equipment and services to be acquired by contract, grant, cooperative agreement or Inter-agency Agreement.
- Serves on project review committees. Advises program officials in project planning meetings on an as-needed basis.
- Advises program officials of the procurement instruments to be used and assists in the preparation of statements of work and in the development of evaluation criteria.
- Provides counseling and training to new project/technical staff on USAID regulations and Federal Acquisition Regulations (FAR) requirements.
- Provides advice to Mission personnel on resolution of special procurement problems associated with waiver requests, expediting of deliveries, apparent overlapping of responsibilities, and resolution of claims.

#### **2. Analyzes Sources for the Items/Services Procured (10%)**

- Surveys the markets to locate new procurement sources and determine the availability of items or services with specialized requirements. Prepares solicitation documents. Performs detailed analyses of all elements of cost in contractor proposals.
- Conducts pre-proposal conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract. Organizes, directs, conducts and/or coordinates pre-bid/pre-proposal conferences for complex procurement actions, especially construction or architect-engineering actions, but also for complicated services (and perhaps even commodities). Ensures the proper establishment of requirements for bid and/or performance bonding in applicable requests for proposals.
- Obtains appropriate data from business and technical officials. Issues necessary modifications to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses or subcontracts.

### **3. Negotiates Procurement of Products and Services Using a Variety of Contract Types (20%)**

- Serves as lead negotiator responsible for a significant program or for major procurements, which may include several types of instruments.
- Plans the negotiation strategy, coordinates the strategy with the negotiation team, and leads the negotiations which are conducted with contractors/grantees to develop the contract/grant prices and terms. Explores new or innovative contracting approaches to arrive at an equitable contract arrangement. In the absence of meaningful cost and price information, develops creative approaches to developing the necessary comparative data.
- Prepares the agreements and recommends award.
- Coordinates a variety of contracts and assistance agreements requiring the development of new or modified evaluation criteria, reporting requirements and contractual arrangements. Forecasts labor and material costs when unknowns are involved, locating or developing sources, developing approaches for procurements lacking precedent, and resolving major differences in the interpretation of the statement of work during discussions and negotiations.
- Negotiates Participating Agency Services Agreements (PASA) and Participating Agency Program Agreements (PAPA) in accordance with statutory and procedural regulations and general agreements with other Federal agencies. Negotiations include prices, terms, special conditions, and amendments. Coordinates PASA's and PAPA's with officials in participating Federal agencies and with Mission officials as necessary.
- Updates/develops guidelines and procedures for host country contracting. This will require familiarity with the Paris Declaration on Aid Effectiveness which commits donors to using host country systems.

### **4. Conducts Contract Compliance Review (15%)**

- Conducts in-depth compliance review and evaluation of complex, unusual, or unprecedented contract actions requiring higher-level approval. Responsible for contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs.
- Advises technical office counterparts and contractors on their administration responsibilities contained in the contract.
- Evaluates the adequacy of the contractor's business management systems for areas such as personnel compensation, insurance subcontracting procedures, and financial management. Resolves audit findings on post-award audits. Conducts in-depth analyses of contractors' financial and management systems and facilities for ability to perform and for compliance with federal regulatory requirements. Prepares comprehensive reports and recommendations to managers as a result of the reviews.
- The incumbent is responsible for the preparation of all documentation necessary to support and defend termination decisions. Negotiates termination claims.

- Reviews grantee's procurement systems and procedures. In response to requests for review by grantees for the purpose of certifying their procurement system and procedures, conducts in-depth on-site evaluations of grantees contracts, contracting procedures, contract planning, competition, cost analysis, organizations, Contractor qualifications, procurement and contract administration systems, and similar functions.
- Reviews third-party contracts submitted by grantees to ensure compliance with requirements for solicitation and award of third-party contracts. Reviews include all types of contracts (fixed price, cost-plus-fixed-fee, cost-plus-award-fee, incentive provisions, escalation provisions, etc.) for the procurement of major systems related to highly complex service contracts, equipment, construction and supplies.

#### **5. Monitors Contractor's Performance (20%)**

- Conducts reviews of highly specialized contracts, assistance agreements. Performs contract administration activities for significant, highly specialized procurements.
- Provides contracting/agreement administration sufficient to ensure that the contractor/recipient delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects or programs. Responsibilities typically include periodic site visits, review of changes to incremental funding, redirection of effort, coordination of time extension, incorporation of change orders, preparation of cure notices or show cause letters, and contract closeout review and approval.
- Issues cure or show-cause notices when the contractor is not in compliance.
- Responsible for all post-award functions through close-out. Reviews official contract files to ensure no pending administrative action; contract is complete in every aspect and ready to close, and approves all closeout documentation.
- Monitors contractor's performance on contract, regulatory, and statutory provisions through telephone conversations, correspondence, reports, vouchers, and visits. Reviews and provides recommendations on contractor proposals resulting from change orders, scheduling, problems that have arisen and proposed solutions, verification of deliveries, and similar activities.
- Interprets contract provisions for contractors and for officials of the agency, and provides appropriate advice and guidance.

#### **6. Conducts Policy Research, Analysis, and Interpretation (10%)**

- Serves as an advisor to program officials in project planning meetings. Advises program officials of the procurement and assistance instruments to be used and assists in the preparation of statement of work. Provides counseling and training to new project/technical staff on USAID regulations and the FAR requirements. Collaborates in the development of evaluation criteria.
- Formulates new or improved methods of contracting, e.g., pre-award or price/cost analysis, including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation to subordinate contracting activities.

- Responds to protests by researching and developing necessary analysis, documentation, and history. Works with the RLA in preparing the Agency's position and ROAA reports to support the Government's defense on protests to the GAO. Provides ongoing technical advice and recommendations to both contracting and technical office personnel. Acts as a liaison to various offices.

**7. Other Assignments (5%)**

- Provides on-the-job training and supervises the Acquisition and Assistance specialists (non-warranted).

**8. Other Significant factors:**

**Authority to make commitments:** The incumbent will be authorized to make commitments on behalf of the government. The incumbent will have the authority to execute Acquisition and Assistance instruments or other documents, and have the authority to make decisions that have the effect of binding the Government. The incumbent will have considerable latitude in dealing with problems arising during the pre-award or post-award phases of the procurement action, and to independently manage full and open competitive transactions from inception to completion

**B. SUPERVISORY AND MANAGEMENT RESPONSIBILITIES**

Supervision Received: The incumbent will report to and receive technical oversight and guidance from USAID/Ethiopia, Supervisory Contracting Officer.

Nature, Level and Purpose of Contacts: The Contractor establishes and maintains solid working relationships with all levels of Mission personnel, contractors and assistance recipients.

Interpersonal skills: The Contractor must exercise discretion and tact in a variety of stressful situations and when dealing with personnel to resolve challenges that arise during the course of the work, for which there often is not a clear solution. Teamwork within the cluster and between clusters for the overall success of Mission operations is essential.

Time required to perform full range of duties: The Contractor is expected to be an expert in the field of USG acquisition and assistance procedures at the time of hiring and fully eligible for a warrant.

Period of performance: The term of the contract will be for two years with possible extensions contingent on the need for continued services, satisfactory performance and *availability* of funds.

**C. MINIMUM QUALIFICATIONS**

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Please note that only shortlisted/finalist applicants will be interviewed or contacted. USAID does not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks will be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

**1. Education**

A Baccalaureate degree or equivalent of a four-year U.S. university degree (equivalency accreditation if a non-U.S. institution) in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

## **2. Training**

Critical Agency courses include:

- Competition in Contracting Act (CICA);
- Personal Services Contracts (PSC) Seminar;
- Simplified Acquisition Procedures (SAP) (40 hours);
- Assistance Course; and
- Commercial Items (Two Courses):
  - CLC 020 (on-line) – Commercial Item Determination;
  - CLC 131 (on-line) – Commercial Item Pricing.

All contracting officers are required to obtain 80 Continuous Learning Points (CLP) every two years – one CLP being equivalent to one hour.

- Construction Contracting;
- Negotiation;
- CON 090 – Federal Acquisition Regulation (FAR) Fundamentals;
- Firm-Fixed-Price Contracts;
- Performance-Based Acquisition;
- Financial Management;
- Claims;
- Disputes and Terminations;
- Programming Foreign Assistance (PFA);
- Contract Types;
- Agency Risk Management Seminar; or
- A&A 104- Acquisition and Assistance Management for COTRs/AOTRs.

## **2. Experience in Contracting or Procurement**

A minimum of fifteen years of substantive and professional contracting or procurement work is required.

### 3. A&A Competency Requirements:

Applicants must demonstrate their knowledge, skills, and abilities in the following A&A competencies:

10. Knowledge of FAR, USAID A&A regulations, and agency-specific policies and procedures;
11. Knowledge of contract types and possession of requisite skills for the particular A&A assignments (e.g. task orders, construction, commercial items, etc.);
12. Analytical skills to review a statement of work (or program description) for contractibility, consistency, readability and completeness;
13. Ability to prepare solicitations and review and assist in the development of Section L and M evaluation criteria;
14. Verbal skills sufficient to present information to A&A staff and other Mission (non-procurement) personnel;
15. Organizational/time management skills to perform work on multiple ongoing actions, enabling all to move forward to completion;
16. Interpersonal skills;
17. Writing and computer skills; and
18. Leadership and supervisory management skills.

The successful applicant will be fluent in spoken and written English.

**D. SELECTION EVALUATION CRITERIA:** Applicants meeting the basic requirements will be evaluated based on information presented in the application, an interview process and reference checks as necessary. All applicants must address each qualification detailed above with specific and comprehensive information supporting each item. These qualifications, which serve as the selection criteria, will be evaluated based on the following points.

Education	15 points
Work Experience	45 points
Skills and Ability	40 points
Maximum Total	100 points

### F. ADDITIONAL INFORMATION

**ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)** contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/psc\\_solicit/](http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/) to locate relevant AAPDs.

As a matter of policy, and as appropriate, a PSC 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

Contribution toward Health & Life Insurance

Pay Comparability Adjustment

Annual Increase

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.

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

97- 16	Class Justification for Use of Other Than Full & Open Completion 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
97-11	(Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts
97-6	Contractual Coverage for Medical Evacuation (MEDEVAC) Services

97-3	New USAID Contractor Employee Physical Examination
96-23	Unauthorized Provision in Personal Services Contract
96-19	U.S. Personal Services Contract (USPSC) – Leave
96-11	PSC’s Annual Health Insurance Costs
96-8	Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
94-9	Sunday Pay for U.S. Personal Services Contracts (PSCs)
93-17	Financial Disclosure Requirements Under a Personal Services Contract (PSC)

List of Required Forms for PSCs

1. Standard Form 171
- \*\*2. Contractor Physical Examination (AID Form 1420-62).
- \*\*3. Questionnaire for Sensitive Positions ( for National Security) (SF-86), or
- \*\*4. Questionnaire for Non-Sensitive Positions (SF-85).
- \*\*5. Fingerprint Card (FD-258).

Note: Form 5 is available from the requirements office.

---

\*Standardized Regulations (Government Civilians Foreign Areas).

\*\*The forms listed 2 thru 5 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**E. INSTRUCTIONS TO APPLICANTS:**

All Applicants must address how they meet the Minimum Qualifications, as described below:

- a. Submit a fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates your education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Forms are available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices).
- b. Contractor Employee Biographical Data Sheet (AID 1420-17)
- c. College transcripts and a copy of degree(s) for all academic levels (with equivalency accreditation if a non-U.S. institution).

- d. Training certificates for the courses listed in Section C2 of this solicitation.
- e. A cover letter from your supervisor attesting to your education, training, experience, business acumen, judgment, character, reputation and ethical behavior.

All applications packages are to be submitted to:

Points of Contact

Fekadu Tamirate

HR Specialist

USAID/Ethiopia

Email: Ftamirate@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word or PDF and should not be zipped. Note that attachments to email must not exceed 3 MB.