SOLICITATION NUMBER: 20-03

ISSUANCE DATE: November 13, 2019
CLOSING DATE/TIME: December 2, 2019 @ 9am CAT

SUBJECT: Solicitation for a Project Management Specialist (Economic Growth Office), (Cooperating Country Personal Service Contractor (CCN/PSC). (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 V 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,

[Signature]

Jason Bennett
Supervisory Executive Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 20-03

2. ISSUANCE DATE: November 13, 2019.

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: December 2, 2019 @ 9am CAT.


5. MARKET VALUE: $60,312 - $87,325 USD equivalent to FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of the U.S Government in Zimbabwe. Final compensation will be negotiated within the listed market value.


7. PLACE OF PERFORMANCE: Harare

8. SECURITY CERTIFICATION: Required.

9. STATEMENT OF DUTIES

   a. General Statement of Purpose of the Contract

      The Office of Economic Growth (EGO) supports U.S. Government (USG) priorities in the areas of agricultural production, food security, market development and competitiveness; micro, small and medium enterprise (MSME) development; access to safe water, sanitation and hygiene (WASH) and natural resource management; workforce skills development and entrepreneurship for vulnerable populations and youth; and access to finance. The EGO and Humanitarian Assistance and Resilience (HAR) Office share Development Objective (DO) 1 “Expanded inclusive and sustainable economic opportunities” and therefore work quite closely with each other. Additionally, both teams coordinate with other technical offices within USAID/Zimbabwe on all activities.

   b. Statement of Duties to be Performed

      Serve as AOR/COR and/or Activity Manager as assigned for designated EGO implementing mechanisms. Responsibilities include all those outlined in an AOR/COR Designation Letter such as monitoring to ensure that contractor/recipient performance conforms to that in the contract/grant Scope of Work (SOW)/Program Description, providing technical directions as appropriate and applicable, reviewing, providing comments as necessary, and approving work plans and annual reports. Project Management Specialist (PMS) is responsible for
monitoring and evaluation of implementing partners that contribute to the EGO Monitoring and Evaluation Plan and Mission Performance Monitoring Plans. PMS reviews and approves vouchers and prepares accruals and financial analysis needed to ensure conformance to the contract terms and the efficient resource use. S/he prepares Contractor Performance reports and contributes to the timely preparation of the Mission’s OP and PPR. PMS performs other duties as required and in conformity with contract/grant/cooperative agreement terms and Agency regulations and guidelines. (40 percent).

PMS undertakes technical research and analysis to support program and mechanism development, design, implementation and evaluation. This includes sector or sub-sector assessments and other documents needed to inform program development and management. As needed, s/he conducts research on Agency and other institutions’ best practices in areas related to the EGO’s actual and planned portfolio to help inform programming and management decisions. As needed, s/he prepares scopes of work for assessments and program-related studies as well as corresponding documentation necessary for the procurement of studies and/or assessment services. PMS participates in strategy development as core member of the EGO team and provides analytical tools to help inform strategy and program development. (20 percent).

The incumbent is the EGO’s M&E Specialist and is expected to assume all associated responsibilities. These include overseeing and/or contributing to the preparation and monitoring of the EGO’s portion of the Mission’s PMP, coordination of all inputs needed for preparation of the PPR, analysis of data to strengthen understanding of performance and track progress towards achievement of PMP targets, preparation of tables that enable easy tracking of performance over time, coordination of inputs into the timely preparation of the OP, and ensuring for the team as a whole that data quality standards are met. PMS coordinates preparation of the EGO’s evaluation plan and helps coordinate and input reporting results into the Feed the Future Monitoring System (FTFMS). (15 percent).

PMS helps analyze and prepare tables and reports on the EGO budget to track the financial status of the EG portfolio and its mechanisms, and to inform budget and programmatic decisions. S/he coordinates inputs and reviews to ensure pipeline analyses are up-to-date and accurate. S/he prepares or assists team members in preparing independent government budget estimates for the procurement of technical and other services. S/he contributes to the EGO’s Procurement Plan and ensures it is updated as needed. S/he serves as a GLAAS subject matter expert, ensuring that the Office’s GLAAS actions are done in a timely manner with adequate time to allow for the necessary reviews and approvals. S/he oversees preparation of pre-obligation checklists to ensure compliance with USG statutory and regulatory requirements. (10 percent).

PMS monitors partners’ compliance with Agency environmental requirements in coordination with AORs/CORs and the Mission Environmental Officer. S/he.
ensures the requisite environmental assessments are conducted, e.g., the Initial Environmental Examinations, in a timely manner to support timely obligations and program implementation. She/he prepares other reports and communication documents, e.g., briefers and success stories and presentations as needed to support program implementation and representation of the program to various audiences. S/he performs other duties as necessary to support the EG Office's performance and reporting. (15 percent).

c. Supervisory Relationship

Supervision received: The position receives direct supervision from the Economic Growth Office Director.

Supervision Exercised: None

10. AREA OF CONSIDERATION: All Zimbabwean citizens or legal Zimbabwean permanent residents, with the required visa/permit to work and live in the country (proof of paperwork will need to be provided).

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

12. POINT OF CONTACT: Zandile Goromonzi, e-mail at zgoromonzi@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. Education:
   Master's degree in business, finance, economic development or public administration is required.

2. Prior Work Experience:
   At least seven years of professional experience as a program management specialist, technical support officer, and/or M&E specialist for a public or private organization is required.

3. Language Proficiency:
   Demonstrated fluent competence in spoken and written English.

III. EVALUATION AND SELECTION FACTORS

Offerers who meet the basic qualifications will be invited for an oral interview and a written examination. Offerers will be rated and ranked according to the following job-related criteria.

Prior Work Experience (40 points)
Highly qualified applicants would additionally have:

- Work experience in managing economic activities related to youth as well as additional experience working in business development/project
management/trade positions building private sector partnerships, analyzing and coordinating programs in the field of economic development, private sector promotion, trade, finance, or international business.

- Demonstrated experience building both international and domestic private sector partnerships, including knowledge and experience in such areas as fostering the business enabling environment, agribusiness, trade and investment, and access to finance.
- Broad understanding of Zimbabwe's business environment and its relationships to Zimbabwe law, policy, and private sector operations.

**Job Knowledge (30 points)**

The ideal applicant should have:

- A strong skill set in economic growth-related subject matter especially economic programs focused on Youth.
- Comprehensive knowledge of the concepts, principles, techniques and practices for the policy, technological and institutional factors constraining growth and diversification in the Zimbabwe economy, especially in the areas of youth, trade, agriculture, and access to finance.
- Appropriate understanding of issues constraining economic growth as it especially pertains to youth, transparent and efficient administration and implementation of business policies is desirable, as is that of financial institutions' operating practices, the informal economy, trade, marketing and sales of financial and savings products, loan guarantees, foreign direct investment, and international trade.
- Broad knowledge of current political, social, economic and strategic factors in Zimbabwe and an excellent understanding of the complexity of Zimbabwe organizational structure, bureaucracy and the reform processes which are ongoing.

**Skills and Abilities (20 points)**

The ideal applicant should:

- Be a self-starter, innovative and resourceful in dealing with the various components and stakeholders of this position.
- Have a high degree of initiative and seek and persistently pursue opportunities both cooperatively and independently to achieve development outcomes.
- Have highly astute communication, interpersonal, organizational, and networking skills.
- Have strong quantitative and analytical skills as well as excellent written and oral communication skills.
- Have the ability to work effectively in a team to meet tight deadlines that require researching and developing appropriate responses to requests from USG units, private sector, government actors, and other development stakeholders.
- Be persistent, yet have the patience to develop, nurture, and maintain long-lasting partnerships with private sector, governmental, and NGO contacts.
• Have excellent computer skills and the ability to use word processing, spreadsheet, power point, google docs, and other software applications needed to conduct analysis and prepare quality reports (e.g., Word, Excel, and Power Point).
• Have excellent teamwork and interpersonal skills are required given that the incumbent will perform many coordinating functions within the team, with colleagues in other offices, and with external implementing and host country partners.
• Have the ability to obtain, analyze, evaluate, and interpret data and to prepare precise, accurate, consistently formatted, and complete reports (i.e. reports from implementing partners using instructions from USAID/Washington).
• Have the ability to conduct independent and collaborative research on technical subjects to advance USAID’s learning agenda and to inform program management and development.

**Language Proficiency** (10 points)
Demonstrated fluent competence in spoken and written English.

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<th>Total Possible Points:</th>
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The candidate with the highest score will be selected based on the above criteria.

**IV. PRESENTING AN OFFER**

1. The application package should be submitted via email to zimrecruit@usaid.gov to the attention of the Human Resources Office and must include:
   a. An application letter, detailing how the applicant meets the above minimum qualifications and selection criteria. Please type in the letter your response to each item, e.g. Education, and state how you meet the targeted minimum qualifications. Failure to do this will result in you not being shortlisted.
   b. A current resume relevant to the position (no more than 2 pages). Any other documentation that addresses the qualification requirements of the position listed above.
   c. Please note: Applications should not be more than 1mb in size.

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 12**.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number 20-03 Project Management Specialist - (Economic Growth Office) in the subject line of the application e-mail and in the subject line of your application letter in the offer submission.

4. Selection Process: After an initial application screening, the best qualified applicants will be invited to a testing process, which includes a written exercise and oral interviews and reference checks.
A conditional letter offer will be extended pending medical and security clearances.

**Applicants who fail to follow all the application requirements stated above will not be short listed.**

V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

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.

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

VI. **BENEFITS/ALLOWANCES**

Benefits and allowances will be communicated to the successful candidate.

VII. **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)