SOLICITATION NUMBER: 20-02

ISSUANCE DATE: November 12, 2019
CLOSING DATE/TIME: December 11, 2019 @ 1700 hours

SUBJECT: Solicitation for a Project Management Specialist (Democracy and Governance Office FSN-10) Cooperating Country National Personal Service Contractor (CCNPSC) (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,

Jason Bennett
Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 20-02

2. ISSUANCE DATE: November 12, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: December 11, 2019 @1700 hours

4. POSITION TITLE: Project Management Specialist - Democracy and Governance Office.

5. MARKET VALUE: $48,792 - $70,742 USD equivalent to FSN-10
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Zimbabwe. Final compensation will be negotiated within the listed market value.


7. PLACE OF PERFORMANCE: Harare, with possible travel as stated in the Statement of Work.

8. SECURITY CERTIFICATION: REQUIRED.

9. STATEMENT OF DUTIES:

   a. General Statement of Purpose of the Contract

      The successful Democracy & Governance (DG) Specialist applicant will serve as a technical analyst and program manager in the DG, providing expertise and analysis on democratic governance issues in Zimbabwe with an emphasis on elections, governance, civil society, and/or social cohesion issues. He/she will also be a key liaison between USAID, civil society organizations working on these issues, and State Department colleagues. The position will be under the supervision of the Supervisory DG Officer (Office Director) or his/her designee.

   b. Statement of Duties to be Performed

      Program Management and Performance Monitoring (60%)
      Serves as the Contracting/Agreement Officer Representative (C/AOR) or Activity Manager for DG programs as assigned by the DG Office Director. Responsible for all technical and administrative aspects of democracy and governance programs managed, including responsibility for program design, monitoring, evaluation, and reporting of program interventions and results. Oversees implementation of assigned activities through periodic field visits and reports to DG Office Director and/or assigned supervisor to advise on progress and implementation issues. Provides technical guidance to Mission officers, local civil society organizations, and contractors/grantees on program
monitoring and performance management requirements and works with partners to analyze and interpret data. Keeps abreast of problems that affect activity progress and assists implementing partners in revising activities and plans, as necessary, in light of changing circumstances. Is responsible for all troubleshooting with implementing partners. Prepares answers on a broad range of implementation questions for Mission, Embassy, Washington, and external inquirers. Prepares and files official communication to and from assigned partners. Provides advice/guidance to assigned contractors/grantees on USAID regulations regarding overall program management, procurement requirements, financial management, etc. Prepares and amends Action Memoranda; GLAAS actions; source, origin, and nationality or other waivers; grant program descriptions and scopes of work; and accompanying budgets for assigned activities. Reviews, analyzes, and advises management on budgets or financials relative to assigned thematic areas or activities. Monitors and manages implementation of activities by subcontractors and short-term experts and makes recommendations for Mission action as needed. Assists the DG Office Director in monitoring all technical assistance and other actions requiring review and/or approval to ensure timely implementation and provides regular briefings to the Office Director on status of program implementation for the implementing mechanisms managed by the team/position.

Situation and Context Monitoring and Advice (15%)
Monitor current events and situational or contextual changes in the fluid political environment in which the DG Office works, both generally but also with particular emphasis on thematic/programmatic areas assigned. Report in writing and/or orally as required to Office, Mission, or Embassy management on observations and analysis, making tactical or strategic recommendations as necessary feasible for USAID programming.

Reporting (15%)
Ensure timely performance management reporting, including preparing internal semi-annual portfolio review documents or presentation components; making presentations to USAID, Embassy, donor partners and local counterparts on program performance; annual USAID reporting; and ad hoc reporting requests from USAID/Washington. Prepare and submit program planning (such as the annual operational plan) and performance documentation. Independently prepares, seeking Administrative Assistant’s guidance and support as needed, own travel arrangements, expense reports, motor pool requests, visitor access requests, and any other needed administrative function. Support senior staff needs on these functions in absence of Administrative Assistant.

Relationship Management & Liaison Functions (10%)
Maintains close liaison with the Zimbabwean organizations, other international donors, private agencies, and other stakeholders supporting elections, civil society strengthening, good governance, and/or peace and reconciliation themes as assigned. Keeps counterparts informed regarding USAID activities, as appropriate, while gaining information useful to USAID programming. Keeps Office management abreast of relationships, information exchanges, and findings.

c. Supervisory Relationship
Supervision Received: DG Office Director or designee
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: A Bachelor’s degree in Law, Political Science, Development Studies, Public Administration, or International Relations is required.

2. Prior Work Experience: At least five years of progressively responsible experience in democracy and governance program management or implementation, social science research and analysis, development policy analysis, public administration/policy analysis, or closely related field. Within these five years, at least three years of demonstrable, progressively increasing responsible program management experience – such as proposal review, work planning, preparation of terms of reference, budget management, etc. – in the above is required.

3. Language Proficiency Good oral and written command of the English language is required.

III. EVALUATION AND SELECTION FACTORS
Offerors who meet the basic qualifications will be rated and ranked according to the following job-related criteria. Top candidates will be invited for a written examination and an oral interview.

1. Job and Technical Knowledge (50%)
   • In-depth knowledge of USAID procedures, policies, and regulations; USAID work in the DG sector; and USAID/Zimbabwe’s Development Objectives.
   • A good understanding of the workings of the Government of Zimbabwe (GOZ), including the Parliament and Chapter 12 Commissions, and other donors.
   • Ability to analyze developments in the social, political, and operational environment and formulate sound recommendations to adapt DG programming and inform decisions and policies.

2. Skills and Abilities (50%)
   • Good implementation planning, organizational and analytical skills, including ability to track and report on actions and to coordinate between various implementing entities
   • Interpersonal skills and ability to interact well with senior Embassy officials, GOZ representatives, donor colleagues, and people of various nationalities and widely varying backgrounds
• Demonstrated proficiency with MS Word, MS Excel, MS PowerPoint, other Microsoft applications, Google mail and other applications.
• Proven ability to articulate common team goals and work collaboratively, constructively, and flexibly toward their achievement.
• Ability to both take direction and set own targets to deliver timely for deadlines.
• Excellent writing and effective oral communication skills.

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 20-02 Project Management Specialist (Democracy and Governance Office) in the subject line of the application e-mail and in the subject line of the 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, 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 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 Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Fingerprint Card (FD-258)
VI. BENEFITS/ALLOWANCES

Benefits and allowances will be communicated to the successful candidate.

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