



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF CONGO

SOLICITATION NO: SOL-660-15-000020
ISSUANCE DATE: August 5, 2015
CLOSING DATE: August 20, 2015
17:00 hrs Kinshasa time
SUBJECT: Solicitation for a Resident-Hire U.S. Citizen Personal Services Contractor (USPSC) for Monitoring, Evaluation and Learning Advisor, USAID/Democratic Republic of the Congo (DRC), Kinshasa, DRC.

To All Interested Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens interested in providing PSC services as described in the attached solicitation. Submittals shall be in accordance with the attached information at the place and time specified.

Interested applicants must submit: (1) Most current curriculum vitae or resume with cover letter; (2) Completed, hand-signed form AID 302-3; (3) Three references, who are not family members or relatives, with telephone and email contacts.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with stated evaluation criteria. The form AID 302-3 must be signed; applications submitted unsigned will be rejected. Applicants should retain for their records copies of all enclosures that accompany their submissions. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Permanent residence status and/or requisite visas and work permits for the DRC is required.

Applications shall be submitted by email by the closing date and time. Late applications shall not be considered and will be handled in accordance with Federal Acquisition Regulations (FAR) 15.412.

USAID/DRC anticipates awarding one (1) Personal Services Contract as a result of this solicitation. This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application.

Application packages may be submitted via e-mail to: usaidrkinshasa@usaid.gov with a copy to Sandra Kiyanga (skiyanga@usaid.gov) and Kevin Sarsok (ksarsok@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your email.

Sincerely,
Kevin T. Sarsok
Executive Officer
USAID/DRC

Physical Address:
U.S. Agency for International Development
Mobil Building
N° 198 Avenue Isiro
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Attachment 1: SOLICITATION NO. SOL-660-15-000020 FOR RESIDENT-HIRE PERSONAL SERVICES CONTRACTOR MONITORING, EVALUATION AND LEARNING ADVISER, USAID/DRC, KINSHASA

SOLICITATION NUMBER: RFP No. SOL-660-15-000020

ISSUANCE DATE: August 5, 2015

CLOSING DATE/TIME SPECIFIED FOR RECEIPT OF APPLICATIONS: August 20, 2015 at 17:00 Kinshasa time

POSITION TITLE: Resident Hire USPSC Monitoring, Evaluation and Learning Adviser

NUMBER OF POSITION(S): One position may be filled

MARKET VALUE OF POSITION: (Base Pay): GS-13 equivalent with an annual salary range \$73,115 to \$95,048.

The position has been classified at the GS-13 level. Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.

PERIOD OF PERFORMANCE: To start on/a September 2015, for a period of one year.

ELIGIBLE FOR CONSIDERATION: Eligible Family Member (EFM) or Legal Resident of DRC - US Citizens only

PLACE OF PERFORMANCE: Kinshasa, DRC

SECURITY ACCESS: The contractor will require Facilities Access security level.

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JOB DESCRIPTION

A. Overview

This position's primary purpose is to provide leadership, guidance and overall direction to USAID/DRC's Collaboration, Learning and Adapting (CLA) efforts. The goal of CLA is to increase the effectiveness and relevance of programs; to catalyze learning and capacity building among local actors to support country-led development; and to sustain an optimal fit between programs and the broader context even as country conditions change. The Advisor will assist in Mission efforts to improve sector collaboration, strengthen Mission monitoring and evaluation (M&E), and champion and guide organizational reflection and learning opportunities to adapt programming.

The USAID/DRC Program Office is facing major shortage of key personnel, with some not being replaced until the spring 2016. Additionally, the Mission is currently in the process of recruiting and hiring a new Foreign Service National (FSN) M&E Specialist who will require on-the-job training and support for their first year. The Advisor will fill a critical gap in the Program Office during this staff transition period and provide mentoring and guidance to the FSN M&E Specialist.

The Mission's Country Development and Cooperation Strategy (CDCS) is comprised of three cross-sectoral Development/Transition Objectives (DO/TO), mandating that all technical sectors collaborate and learn from each other in order to achieve the Mission's higher-level objectives. The Advisor will support the Program Office in managing and improving intra and inter DO/TO teams collaboration, and will be responsible for addressing USAID/DRC's internal practices, attitudes and openness to promoting learning, change and adaptation in order to achieve the goals and objectives outlined in the CDCS.

The Advisor will serve as the Mission's primary M&E point of contact until the FSN incumbent arrives. At that time, s/he will transition to serving as an M&E mentor to both the Program Office M&E Specialist as well as technical team M&E Specialists, with the goal of building Mission M&E capacity and systems. The Advisor will help develop the Mission's Performance Management Plan (PMP) and support technical offices in developing activity M&E plans and appropriate indicators. S/he may also be engaged to backstop select technical teams on a range of programmatic functions.

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B. Duties and Responsibilities:

Learning (60% of time)

1. Spearhead the development of a detailed Mission-wide PMP that will ensure that program activities contribute to technical and Mission-wide goals.
2. Guide technical offices and DO/TO teams in setting targets and indicators to be used in project/activity development, planning and reporting exercises.
3. Provide mentoring, support and on-the-job training to the incoming FSN M&E Specialist.
4. Help develop and review statement of work for Mission assessments and evaluations.
5. Support the M&E Specialist to institutionalize the Mission M&E working group to share and encourage best practices and conduct peer reviews of M&E scope of works (SOWs) and reports.
6. Help develop and lead the annual Performance Plan and Report.
7. Serve as a general M&E advisor to the DO/TO teams.

Collaboration and Adaptation (40%)

8. Provide advice and feedback on how to improve organizational development to better understand behaviors, practices, systems and incentives that can create meaningful collaboration and advance adaptability.
9. Provide general support to the Program Office managing DO-team collaboration, including assisting in partner meetings and cross-sectoral activity designs.
10. Identify tools and means to ensure that learning data is actively used and openly shared with Mission staff and implementing partners in order to inform CDCS, project and activity design and management.
11. Lead the design and implementation of the Mission Portfolio Review and develop other interactive learning opportunities that inform subsequent work plans, activity designs, target setting, assessments, studies and potential adjustments in project/activity implementation.
12. As needed. Provide general support throughout the program cycle.

C. Minimum Qualifications:

Education: Applicants for this position are required to hold at least a Bachelor's Degree in the Social Sciences or a related field (Political Science, International Relations, Economics).

Prior Work Experience: A minimum of three (3) years' experience in an area related to development. Experience working with an international non-governmental organization (NGO) or other international organization or government is preferred. Particularly in a role that include monitoring and evaluation responsibilities.

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Skills and Abilities: Must have good international skills and be able to work constructively in a team structure and with numerous stakeholders. Must have demonstrated experience adapting to and working effectively in different cultures. Ideal candidate will have prior experience designing and implementing monitoring and evaluation activities and preparing documents and reports.

D. Selective/evaluation factors:

Education: 10 points

- Bachelor's degree in the Social Sciences or a related field.

Language: 10 points

- English speaking, reading and writing at the 4/4 level; French at the 3/3 level is preferred but not required.

Experience: 30 points

- Three (3) years' experience in an area related to development.
- Experience working with an international NGO or other international organization or government in a role that included monitoring and evaluation responsibilities.
- Proven track record working in inter-agency teams and complex processes.

Skills and abilities: 50 points

- Prior experience in community development and designing and implementing monitoring and evaluation activities.
- Good interpersonal skills and able to work constructively in a team structure and with numerous stakeholders.
- Demonstrated experience adapting to and working effectively in different cultures.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).

E. Reporting Requirements/Supervision: The Supervisory Program Officer will supervise the incumbent.

F. Supervisory Controls: This is a non-supervisory position.

G. Physical Demands:

The successful candidate will be required to pass a medical certification exam, paid for by the U.S. Government.

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USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.

H. Available Guidelines: The incumbent will need to follow the USAID's Automated Directives System (ADS), particularly ADS 203: Assessing and Learning.

I. Exercise of Judgment: The incumbent will need to work independently.

J. Authority to make commitments: None

K. Post Entry Training: None

L. Language Proficiency:

English speaking, reading and writing at the 4/4 level; French at the 3/3 level is preferred but not required.

M. Other Requirements:

The incumbent must be:

- A U. S. Citizen;
- Permanent resident and/or have requisite visas and work permits for DRC;
- Available and willing to work outside the regular 40-hour workweek when required/necessary;
- Willing to travel to work sites and other offices as/when requested; and,
- Able to obtain a security clearance at the level of "Facilities Access" within a reasonable period of time.

N. Instructions to Applicants:

Interested individuals are requested to submit following:

1. Fully completed and signed copy of the offeror information for Personal Services Contracts Form (AID-302-3);
2. A current resume or curriculum vitae (CV) and cover letter.

Please be sure that the CV and/or cover letter provides the following personal information, as well as the following information concerning the Evaluation Criteria:

- a. Personal Information: Full Name, Mailing Address, Email Address, Day and Evening Phone Numbers, and Country of Citizenship

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- b. Education - Colleges and universities or technical vocational schools, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours); clearly state if experience is being substituted for a degree;
- c. Experience - Provide information for paid and non-paid work experience specifically related to this position;
- d. Knowledge - Pertinent information related to the qualifications required for the position including procurement training courses; on-the-job training and other job-related skills such as computer software training/experience;
- e. Skills and Abilities - Pertinent information on work/educational experiences which demonstrate the applicant's performance and knowledge in a highly demanding work environment.

3. A minimum of three and a maximum of five references (including two references from direct supervisors) who can provide information regarding the applicant's knowledge of procurement work;

4. Information on current or prior U.S. Government security or employment authorization clearance and current or prior U.S. Government/employment medical clearances (if any). The AID-302-3 form is available at the following website: <http://www.usaid.gov/forms>. Applicants should note that the salary history for the purposes of the AID-302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation. Late applications will not be considered. Please note all applications must be signed - unsigned applications shall NOT be considered. Please reference the solicitation number on your application, and as the subject line in any cover letter.

To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter. Applications must be received via email, by the closing date and time specified in the cover letter.

O. Benefits

As a matter of policy, and as appropriate, a Resident Hire USFSC recruited is normally authorized the following benefits and allowances:

BENEFITS:

- (1) Employee's FICA Contribution

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(2) Contribution toward Health & Life Insurance

- 72% of Health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
- 50% of Life Insurance Annual Premium (not to exceed \$500)

(3) Eligibility for Worker's Compensation

(4) Annual & Sick Leave

Federal Taxes and Fringe Benefits: USPSCs are not exempted from payment of Federal Income taxes. As a resident hire USPSC, the incumbent will not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

P. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

Additionally, AIDAR Appendix D can be found at: <http://transition.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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