SOLICITATION NUMBER: SOL-663-17-000014

ISSUANCE DATE: May 22, 2017
CLOSING DATE/TIME: June 21, 2017 at 17:00 pm, Ethiopia local Time

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC)

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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shelby Hunt
Supervisory Executive Officer

U.S. Agency for International Development
Tel.: 251-11-306002
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

Fax: 251-11-242438
Website: www.usaidethiopia.org
Solicitation for Resident-Hire U.S. Personal Service Contract (PSC)  
AU Program Development Specialist  
USAID Ethiopia, Addis Ababa

I. GENERAL INFORMATION

1. SOLICITATION NO. SOL-663-17-000014

2. ISSUANCE DATE: May 22, 2017

3. CLOSING DATE/TIME: June 21, 2017 at 17:00 pm, Ethiopia local Time

4. POSITION TITLE: AU Program Development Specialist

5. MARKET VALUE: $52,329 - $68,025 equivalent to GS-11. 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. Please note that U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances. Final compensation will be negotiated within the listed market value based upon the candidate’s past salary, work history, and educational background.

6. PERIOD OF PERFORMANCE: One year, with possibility for extension with four year option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five year period of performance.

7. PLACE OF PERFORMANCE: USAID Ethiopia, Addis Ababa

8. SECURITY LEVEL REQUIRED: Facility Access. 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.

Per AIDAR Appendix D, 1 (5), Resident Hire” means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) A spouse of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or
9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract
   The incumbent will serve as the Development Program Specialist in US Mission to African Union’s USAID Office.

2. Statement of Duties to be Performed

50% - Program Coordination and Integration

1. Support the analysis, planning, budgeting, design, approval, justification, monitoring, implementation, and evaluation of USAID/USAU development programs.
2. Direct the development and preparation of mission program reports, including annual reports, budget submissions and Congressional presentation material for submission to and approval by USAID/Washington.
3. Serve as AOR/COR for USAID/USAU grants and contracts where appropriate.
4. Apply broad knowledge of U.S. Government and USAID regulations and procedures towards program sector planning and design. Demonstrate a broad understanding of U.S., AU and African development needs and objectives, as well as how they relate to each other.

30% - Manage or Contribute to Regional Activities

1. Preparation and oral presentation of briefing books and other information materials for visiting USG officials or VIP visits;
2. Developing the terms of reference for and undertaking studies to prepare and update the USAID/USAU strategy, program and activity design.

20% - Analyses and Reporting

1. EXTERNAL CONTACTS: Maintains an extensive range of contacts with senior officials of the African Union, international organizations, multilateral and bilateral donors, civil society organizations, the private sector, university and other “think tank” research institutes, and professional associations, as it is required to make use of and project USG influence with these organizations.
3. OUTSIDE MEETINGS: Represents USAID/USAU, in coordination with senior Mission management and the Embassy, at official meetings, workshops and seminars organized by government, donors and non-governmental organizations, and reports back to USAID on the discussions. May be responsible for presenting USAID policy positions and activities at such meetings, in consultation with senior Mission management.
4. PRESENTATION AND ADVICE: Presents the results of program analyses to senior mission management, and advises on major related developments and their relation to development programs.

5. OTHER PROFESSIONAL TASKS AS MAY BE NECESSARY: Supporting visiting U.S. delegations and provide other assistance as necessary.

3. Supervisory Relationship

Incumbent will have direct supervision of short term staff, consultants, and interns. No supervision responsibilities are anticipated for long term permanent employees.

4. Supervisory Controls

The immediate supervisor will be the USDH USAID Representative to the USAU. S/He will assist to define general assignments, priorities and deadlines against an annual work plan that will be developed in collaboration with the incumbent. Upon acceptance of this annual work plan, the incumbent will be expected to work largely independently in planning and executing the tasks. The supervisor will usually review the incumbent’s completed assignments for adherence to broad policies. On a quarterly basis the incumbent and the supervisor will meet to review priorities and make adjustments to the plan as appropriate.

10. AREA OF CONSIDERATION: U.S. citizens or resident aliens

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Shelby Hunt, S/EXO, and/or Fekadu Tamirate, HR Specialist, email at addisusaidjobs@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

EDUCATION (10 points): REQUIRED: A minimum of a Bachelor’s Degree in a relevant field that includes coursework related to political science, conflict, governance, business, economics, agribusiness, education or human rights.

WORK EXPERIENCE (30 Points): REQUIRED: At least five years of progressively responsible experience in the design, evaluation or management of development and/or humanitarian programs after completing a Bachelor’s Degree required. At least two years of which have included involvement with an African organization. At least one year prior work or consultative experience with USAID or other bilateral or multilateral development agencies preferred.

LANGUAGE PROFICIENCY (10 points): REQUIRED: Level IV (fluent) in
English required; French language ability (Level III) is preferred. Fluency in other AU Official Languages a strong plus.

**KNOWLEDGE** (25 Points): REQUIRED: A successful candidate must have an understanding of 1) the history, nature and dynamics of politics and governance in one or more regions of Africa, and 2) the level of development, interests and perspectives of government, political party, corporate sector and civil society stakeholders. Knowledge of USAID objectives and procedures for programming and strategy development, and of USAID policies a strong plus. S/he would preferably also have knowledge of the African Union – its operations, strategy and work plans, particularly as they relate to democracy and governance.

**ABILITIES AND SKILLS** (25 Points): REQUIRED: Demonstrated capacities in the following areas: Ability to develop and maintain an extensive range of senior/high level contacts in governmental, international, and private sector circles. Ability to interrelate current development issues and trends to the broader political forces and factors at work in Africa. Ability to prepare factual and interpretive reports covering complex subject matter is required. Ability to plan, organize and execute complex projects conducted independently. Proven ability to prepare precise and accurate factual and analytical reports. Demonstrated ability to effectively present in writing conclusions/analysis through field trip reports, special reports, studies, memoranda of record to document meetings, conferences, workshops, etc. Ability to effectively represent the mission’s policies and program objectives and/or the mission-endorsed results of their analyses. Ability to orient, train, and supervise lower-level professional personnel, when appropriate, is required. Mastery of computer usage including Word, Excel, PowerPoint and other relevant computer programs.

**III. EVALUATION AND SELECTION FACTORS**

To be considered for this position, applicants must meet the following minimum qualifications. For those who do, further consideration and selection will be based on panel assessment of the Selection Criteria, also listed below. Applicants are required to address each of the Selection Criteria on a separate sheet, describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the solicitation number at the top of each additional page. Selection will be based on the following criteria (Maximum of 100 Points Available):

- **Education** 10 point
- **Work Experience** 30 points
- **Language Proficiency** 10 points
- **Knowledge** 25 points
Abilities and Skills 25 points

IV. APPLYING

Applicants must provide at least three references with current contact information, preferably both an e-mail address and a telephone number. (The Selection Committee will conduct reference checks of the highest ranked applicants). References will be asked to complete a questionnaire that assesses the applicant’s technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant’s suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written or verbal reference in a timely manner.

All applicants must complete the attached Application for Employment (AID 302-3) and submit a cover letter outlining their relevant qualification and experience for the position.

Only applicants who meet or exceed the stated position requirements will be considered. **All applicants must have the required work and/or residency permits to be eligible for consideration (please make sure to submit all documentation that certify your eligibility to work in the country).**

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

1. Letter of application/cover letter.


3. Current resume/CV.

4. 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**.

5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

6. Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say –: SOL-663-17-000014 **Program Development Specialist**

7. Please submit the application only once; and
8. Work and/or residency permits must be submitted

9. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5 p.m.

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

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
   (a) Employer's FICA Contribution
   (b) Contribution toward Health & Life Insurance

2. ALLOWANCES:
   Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

   U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC 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.

END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: TJones ____________

SHunt ____________