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.

Andrew Posacki
A/Supervisory Executive Officer
Solicitation for U.S. Personal Services Contractor (PSC)
Education Program Advisor
USAID/Ethiopia, Addis Ababa

1. GENERAL INFORMATION

1. SOLICITATION NO: SOL-633-17-000021

2. ISSUANCE DATE: July 7, 2017

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 6, 2017, before and/or on 5:00 PM (Ethiopian local time)

4. POSITION TITLE: Education Program Advisor

5. MARKET VALUE: GS-11 ($52,329 - $68,025 per annum). The final compensation rate 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 (1) year, with options to extend for two (2) additional years, one year at a time. 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: A Public Trust clearance is required for this position. The selected candidate must be able to obtain both the appropriate security and medical clearances within a reasonable period of time (USAID will provide details regarding application to 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 (b), Resident Hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country.
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 employment arrangement that provides for repatriation to the United States; or for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment agreement that provides for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of completing any lawful admission resident of the United States.
9. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Education Program Advisor serves under the direct supervision of the Education Office Chief, with management, monitoring, communication, and reporting responsibility for a portion of USAID education programs that aim to improve access to quality education in Ethiopia. S/he helps to guide USAID/Ethiopia's participation and technical contributions to the education sector. S/he manages USG programs and coordinates policy development and implementation of sector strategies with the Government, key donors, other USG Agencies and civil society, as necessary.

2. Statement of Duties to be Performed

Advisory and Technical Services (25%)

Under the direct supervision of the Office Chief or his designee, the Education Advisor will play a key role in shaping and expanding USAID's Education program to meet the USG's objectives through collaboration with the key FSNs and associated stakeholders that inform the analysis, design and implementation of USAID's education program. The following are priority areas of technical analysis for USAID's education program: education sector policy reform, reading acquisition, girls' education, teaching, curriculum development, community participation, and education for at-risk populations, including refugees, and building the capacity of local institutions to support education.

Project Design, Monitoring, Evaluation and Reporting (45%)

The Education Advisor will be part of the team responsible for the education program known as "READ II," a $86 million award, and its complementary activities. After adequate training, s/he will serve as Activity Manager (AM), responsible for managing at least one READ activity.

The incumbent will contribute to all communication and management priorities of the Education Team. S/he will serve as the point of contact at least one READ activity for which s/he is the AM, maintain liaison and direct communications with the designated implementing partners, monitor the implementing partner's performance, and verify that it conforms to the technical requirements and quality standards agreed to in the terms and conditions of the mechanism. S/he will review and approve implementation plans, annual work plans, and monitoring and evaluation plans. S/he will hold regular monitoring meetings with the implementing partner technical staff to evaluate performance and provide timely technical guidance, conduct regular field visits and document in writing any deficiencies observed. In addition s/he will ensure collaboration with other donors working in the technical areas addressed by project(s) and that USAID programming reflects best practices in these areas, ensure that program reports and deliverables are received in a timely manner and monitor them for accuracy and completeness. S/he will provide critical support USAID's Annual Performance Report and Operating Plan to Washington. S/he will also identify and produce program success stories and other means of outreach to U.S. and Ethiopian audiences.

The incumbent will reinforce opportunities for synergy among various offices and funding sources to improve the quality of programs and achieve better results. The
The incumbent carries out additional tasks, as assigned by the Office Chief or his designee that contribute to the attainment of the mission's development objectives.

The incumbent will facilitate quality assurance processes particularly through monitoring and evaluation. Working with the Education Team, Program Office, and USAID/Washington and implementing partners, the incumbent contributes to the development and maintenance of the Education Office's Performance Monitoring Evaluation Plan.

The Education Advisor will conduct quarterly site monitoring visits alongside key Education staff and program quality reviews to ascertain the veracity of achievements set by implementing partners:

**Policy Dialogue with Ministries, NGOs, and Donors (20%)**

As needed, the incumbent will communicate USAID's position to host government, other donors or UN organizations. S/he will also serve on Ethiopia donor coordination groups, such as the Education Technical Working Group, the Education in Emergencies task force, etc. To fully perform the policy dialogue function, the incumbent may be required to establish working relationships with officials at national levels, representatives of bilateral and multi-lateral donors/institutions, and NGOs. Within USAID, strong working relationships should be established with the Program Office, Regional Legal Advisor, and several working groups as necessary.

**Representation (5%)**:

The incumbent will, on an as needed basis, represent the Education Team and USAID/Ethiopia at meetings, conferences, seminars and other events.

**Staff Development (5%)**:

The incumbent will engage in joint management of programs and activities, and play a backup role as a means to build the management capacity of team members. S/he will assist team members with relevant advice to identify communication, management, and training needs, as well as opportunities to build the capacity of Education Team staff.

3. **Supervisory Relationship**

The USAID Education Program Advisor (EPA) will supervise at least one employee, and will communicate complex education issues to senior managers and provide solutions to USAID/Ethiopia staff. The incumbent will exercise judgment in planning and carryout tasks, resolving problems and conflicts, and taking steps necessary to meet deadlines.

4. **Supervisory Controls**

General Supervision by the Office Chief, however, he/she will be expected to perform duties with minimum daily supervision and high degree of independence and responsibility.
10. AREA OF CONSIDERATION: U.S. Citizens and US Permanent Residents with valid work authorization for Ethiopia, to include Eligible Family Members (EFMs) assigned to post.

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: Bachelor's degree in education, international development, and/or a related field.

WORK EXPERIENCE (30 Points): REQUIRED: S/he must have at least three years of experience in the formal or non-formal education sectors. This experience and knowledge is essential in order to effectively manage USAID-funded projects and advise the Education Team, mission stakeholders, GOE, and other donors on matters pertaining to the sector.

The incumbent will have at least three years of progressive responsibility at junior and middle levels in program/project management with a proven track record of key accomplishments in working with government or community institutions, preferably with education sector programs. Experience may include program management and evaluation as well as strategic planning and analysis in the context of a developing country. The position requires a combination of managerial, technical, and analytical, abilities combined with the demonstrated ability to manage resources, programs, and people.

Specific experience in any of the following areas is highly desired: education sector policy reform, reading, early childhood education, girls' education, teaching, curriculum development, community participation and development, education information systems, equity in education, building the capacity of NGOs to support education, and/or project management.

LANGUAGE PROFICIENCY (10 points): REQUIRED: Fluency in English (reading, writing and speaking) at the full professional level. Candidate must have the ability to present analysis and recommendations in clear written and oral format. Demonstrated ability to produce written products that are clear, concise, and research-based (the latter when required).

KNOWLEDGE (25 Points): REQUIRED: The Education Advisor should have knowledge of developing country education systems, preferably including sub-Saharan examples. The Education Advisor should have technical background in several of the following: education reform, early reading, youth and/or workforce development, girls' education, teaching, curriculum development, community participation and development, education information systems, equity in education, and/or project management. Must also be proficient in word processing and be familiar with spreadsheet applications. S/he must know how to use the internet for research and be able to demonstrate the ability to gather and synthesize research findings into concise policy memos or recommendations.
ABILITIES AND SKILLS (25 Points): REQUIRED: The Education Advisor must be a strong team-player, good communicator, and be able to develop and maintain an extensive range of technical-level professional contacts. S/he must be able to gather, organize, interpret, analyze and evaluate complex data and information in order to prepare well-written, detailed reports promptly. S/he must be able to exercise professional judgment and acumen in actively participating in and advising on important aspects of activity planning, management, implementation, monitoring and evaluation of the impact of mission activities on the targeted beneficiaries. S/he must be able to cooperate with other education team members while showing leadership in advising other team members regarding important issues, effective approaches, and appropriate strategies for achieving an activity's desired results. S/he must be free to travel occasionally (approximately two weeks per quarter) outside Addis Ababa and be willing and able to adapt and perform effectively in new situations and to learn new skills and information that will ensure greater effectiveness.

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 points
- 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. Family Members who fulfill the minimum requirements will be considered.

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). Eligible Family Members (EFMs) should provide a copy of the assignment cable.
For your application to be considered, the following documents must be submitted:

1. Letter of application/cover letter.

2. Eligible offerors are required to complete and submit the offer form AID 302-3, "Offeror Information for Personal Services Contracts," available at http://www.usaid.gov/forms.

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-633-17-000021 Education Program Advisor.

7. Please submit the application only once.

8. 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.nsfl/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 by: M Bonnenfant, BES: [Signature]
APOSACKI, A/EXO: [Signature]