

SOLICITATION NUMBER: SOL-442-15-000004

ISSUANCE DATE: April 3, 2015

CLOSING DATE: April 24, 2015

CLOSING TIME: 4:00 p.m., Cambodia time

SUBJECT: Solicitation for U.S Citizens or Third Country Nationals, Personal Services Contractor: Monitoring and Evaluation (M&E) Advisor for USAID/Cambodia

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S Citizens or Third Country Nationals for a personal services contract (PSC) position as a Monitoring and Evaluation (M&E) Advisor as described in the attached solicitation. **This is a resident-hire position, so it does not include offshore benefits such as housing, post differential, and post allowance.**

Submissions must be made in accordance with the attached information, being received by USAID/Cambodia at or before the due date/time. Applications must include salary history for the previous three years and the names and contact information (email addresses and/or working telephone numbers) for at least three references with knowledge of the applicant's experience. The review of any applications received after the closing date and time of this solicitation is at the sole discretion of USAID. The award of a contract hereunder is subject to the availability of funds.

Interested applicants must submit all the materials required by the solicitation:

- a. Optional Application for Federal Employment, Optional Form 612, available at: <http://www.usaid.gov/sites/default/files/OF612.pdf>
- b. Cover Letter with curriculum vitae
- c. Salary history for the previous three years
- d. Three personal references. (Reference checks will be conducted only of applicants selected for interview.)

Complete, signed application packages should be submitted by email to Mr. Reid Ahl at rahl@usaid.gov with courtesy copy to Ms. Chhorvy Heng at cheng@usaid.gov. Incomplete or unsigned applications will not be considered. Digital signatures are acceptable.

Applicants should retain for their records a copy of all enclosures which accompany their applications. Any questions regarding this solicitation may be directed to the Executive Officer, Mr. Reid Ahl, who may be reached by e-mail at rahl@usaid.gov. Applicants should confirm with Ms. Chhorvy Heng at cheng@usaid.gov that their email submissions were successfully received by the required due date.

Sincerely,

Reid H. Ahl
Executive Officer

SOL-442-15-000004, Monitoring and Evaluation (M&E) Advisor

Solicitation for U.S Citizens or Third Country Nationals, Personal Services Contractor:
Monitoring and Evaluation (M&E) Advisor for USAID/Cambodia

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POSITION TITLE: Monitoring and Evaluation (M&E) Advisor

MARKET VALUE: GS-13 Equivalent (\$73,115 - \$95,048 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA. **This is a resident-hire position, so it does not include offshore benefits such as housing, post differential, and post allowance.**

PERIOD OF PERFORMANCE: Two Years (2 years) (o/a June 1, 2015 – May 31, 2017)

PLACE OF PERFORMANCE: USAID/Cambodia – Phnom Penh, Cambodia

AREA OF CONSIDERATION: U.S Citizens and Third Country Nationals

SECURITY ACCESS LEVEL: Employment Authorization / Facility Access

DIRECT SUPERVISOR: Office Director

SUPERVISORY CONTROL: The Monitoring and Evaluation (M&E) Advisor will report directly to the Director of Democracy and Governance Office (ODG), but will be expected to work independently with only broad direction and guidance.

STATEMENT OF WORK:

Monitoring and Evaluation (M&E) Advisor

1. INTRODUCTION

The USAID Mission in Cambodia helps to build and sustain a democratically governed state that responds to the needs of its people and conducts itself responsibly in the international context. USAID's ODG is responsible for developing and managing assistance programs that support two U.S. Foreign Assistance Framework objectives: Governing Justly and Democratically and Peace and Security. USAID supports activities in various areas including: elections and political processes, rule of law, human rights, counter trafficking-in-persons, civic participation, and genocide education. As the M&E Advisor, the incumbent serves as the principal advisor on designing and implementing monitoring and evaluation plans for the ODG and leads the office in M&E innovations. The incumbent will also provide leadership on M&E activities in the ODG. S/he will support the M&E work by liaising with all ODG staff and implementing partners in the development and implementation of project and overall democracy, human rights and governance M&E strategies. The incumbent will manage the drafting, maintenance and update of the ODG Performance Monitoring Plan (PMP). S/he will also assist with the development and management of performance indicators, targets and monitoring systems for all ODG activities and provide expertise to ODG projects on PMP development and use, as well as the development of performance indicators.

The incumbent also serves as a principal advisor to ODG on incorporating current USAID local development solutions business processes and Automated Directives System (ADS) guidance in the areas of performance monitoring and evaluation. The incumbent provides assistance to ODG, directing and coordinating activities related to analysis, planning, budgeting, reporting, evaluation, and obligation of annual budgets, as well as the activities in Cambodia implemented by the regional mission in Bangkok and centrally funded activities from Washington. S/he will mentor colleagues and assist unit staff. S/he will also contribute to representing the Mission with other development partners, local counterparts and stakeholders, and program participants.

2. MAJOR DUTIES AND RESPONSIBILITIES

The M&E Advisor provides monitoring and evaluation expertise for the ODG portfolio and its implementing partners. S/he may also coordinate with and/or manage those implementing partners whose primary activity focus is monitoring and evaluation.

Monitoring and evaluation of programs in Cambodia presents particular challenges, including ensuring the reliability and quality of data provided. The incumbent is required to exercise extensive judgment in planning and conducting tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines.

The duties and responsibilities of the M&E Advisor will include, but are not limited to the following:

Monitoring and Evaluation of Activities and Programs: 50 %

- Provide leadership, thoughtful analysis, and technical support to the monitoring and evaluation needs of ODG, on an as-needed basis, by ensuring that implementing partner performance monitoring systems are operating effectively, and that reliable impact indicators are established, collected, and analyzed periodically to support management, compliance and reporting responsibilities.
- Monitor activities undertaken by ODG implementing partners; track progress against program descriptions, implementation plans and annual work plans; assess progress and potential barriers to achievement of results; recommend program modifications to address problems; and documents results in coordination with technical offices.
- Conduct periodic field visits to monitor activities of implementing partners in coordination with ODG staff to assess progress as well as identify and anticipate implementation problems.
- Participate in the portfolio review process of country democracy and governance investments, and work with ODG staff and partners to make the most effective use of available program resources. Assist ODG in multi-year strategic planning of U.S. government investments to align with the goals and objectives of the Mission.
- Ensure that the PMP, a key component of the Results Framework, is in place for the ODG and that the document adequately measures progress and accomplishments of the ODG portfolio. Develop an appropriate M&E system, information and guidance for use in preparing key planning and budget documents, program area analyses, presentations, and briefing documents.
- Design performance and impact evaluations on the strategy goal or sub-goal level, as well as on the individual technical sector and project level in collaboration with the ODG and Program Offices. S/he will provide evaluation design, consultation, and evaluation team participation for ODG.
- Integrate results of various studies and analyses into comprehensive technical briefings, reports, and technical papers. Provide technical advice and counsel as a recognized expert in the field.

Technical Oversight and Project Management: 40%

- Advise the ODG and Mission management on all aspects of the democracy and governance portfolio. S/he monitors significant developments in representative politics, tracks trends in democratic development and identifies opportunities to promoting democratic decentralization, human rights and other key objectives of the ODG portfolio.
- Identify policy reforms pertaining to democratic decentralization, anti-corruption, rule of law, and human rights and advises on programming strategies in support of those reforms.

- Advise on the implementation of major initiatives in governance, anti-corruption, justice and human rights, and trafficking in persons. Ensure proper project management, monitoring and reporting. Oversees the preparation of required financial and programmatic reports for the USAID/Cambodia senior management and USAID/Washington.
- Advise on program implementation and activity coordination and synergies for optimal resource utilization and results achievement.
- Provide the programmatic and management support in the area of M&E for the ODG including working across multiple sectors such as food security, environment, gender and health.
- Lead ODG efforts in the management of evaluation activities and all stages of the evaluation process that include: design and draft statements of work; select procurement mechanisms and participate in the selection of implementing partners that best suit activity objectives; create, participate and possibly chair evaluation selection committees; participate in evaluation execution and final report writing; resolve critical budgeting and scheduling issues as well as potential issues between the ODG and evaluation teams; and, formulate and assign tasks.
- Coordinate with relevant development partners, conduct field consultations, test the validity of underlying development assumptions, collect data through personal investigation and interviews, draft factual and analytical background and program update reports, adhere to regulatory restrictions, and implement policy decisions.
- May be assigned as an Activity Manager or Contracting Officer's Representative (COR)/Agreement Officer's Representative (AOR) or Alternate COR/AOR for one or more USAID assistance (grants) or acquisition (contracts) agreements for M&E. COR/AOR duties will include but are not limited to: approve annual program work plans, approve of branding and marking plans, maintain records of official program and financial reports, ensure implementing partners adhere to sound financial management practices, liaise with USAID's Office of Procurement and Office of General Council on program implementation issues, establish and implement a program Performance Monitoring & Evaluation Plan (PMEP), arrange for program evaluations, and conduct regular field site visits.
- With guidance from her/his supervisor, the incumbent will negotiate programmatic implementation on behalf of USAID/Cambodia with implementing partners. The incumbent will recommend actions to partners regarding program activities and follow up on these recommendations to ensure that they are carried out specifically and accurately. The incumbent will collect program data and contribute quantitative and qualitative input into the Mission's Operational Plan and other required program impact reports.
- Work closely with the Office of Financial Management to review and assess quarterly accrual reports by learning the accrual spreadsheet format and cross-checking data. The incumbent will pay particular attention to the data pertaining directly to activity indicators

and to financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities, need for incremental funding). The incumbent will assist with the drafting of internal USAID documents (Action Memos, Waivers, Environmental Check List, etc.) associated with meeting USAID regulations and processing amendments to ODG agreements

Other Duties as Assigned: 10%

- Provides other program and technical support for USAID/Cambodia as appropriate, conduct other duties as assigned such as support for VIP visits and/or drafting responses to taskings.

3. EDUCATION/EXPERIENCE REQUIRED FOR THIS POSITION:

a. Education:

Education: Bachelor's degree in Political Science, Public Policy or Administration, International Development, or other closely related field.

b. Experience:

A minimum of five years of progressively responsible M&E experience in a developing country and prior work experience in Cambodia is required. Experience in democracy and governance programming is desirable.

c. Knowledge and Skills:

Specific knowledge, understanding of, and experience in the practical approaches to M&E; knowledge of the concepts, principles, techniques and best practices of M&E programs, particularly in the democracy and governance sector; proven ability to apply experimental theories to democracy and governance issues and provide well-researched recommendations for new programs; extensive knowledge of the appropriate government, non-government and international entities needed to affect change.

Candidates must have demonstrated oral presentation skills. Candidates must be able to demonstrate their experience writing complex documents and project reports and other analytical reports. Finally, he/she must have demonstrated experience with MS Office Suite software (MS Word and MS Excel).

Knowledge of USAID programs, and experience in project management, monitoring and evaluation is desirable.

d. Language:

Fluent English speaking, reading and writing proficiency is required. Knowledge of the Cambodian language (Khmer) is preferred but not required.

4. POSITION ELEMENTS:

- a. Supervision received: Incumbent will work under the general policy and technical guidance of the Director of ODG.
- b. Available Guidelines: USAID Automated Directives (ADS), USAID Acquisition Regulations (AIDAR), State Department's Foreign Affairs Manual (FAM), strategic and other general program documents, and contact with contracting and financial management Advisors.
- c. Post Entry Training: The incumbent will be expected to possess the necessary technical training and skills required to perform the duties/responsibilities required of the position. Post entry training will be focused primarily on the Agency's established policies, procedures and regulations that govern: 1) USAID- specific M&E responsibilities/duties; 2) USAID specific activity management and procurement systems; and 3) USAID-sponsored training in Project Design and Activity Management. Once hired, the incumbent may be authorized necessary training to serve as an COR/AOR (training provided by USAID and that allows staff to officially be designated as a manager for a contract or grant) and certification. In addition, the incumbent will be required to work within the existing ODG team management office structure. Organized/formal training (both internal & external) may be provided from time to time depending on the availability of Program funds and determined to be in direct support of ODG activities.
- d. Exercise of Judgment: In instances not clearly covered by written guidelines, s/he will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion, active listening and patience is expected when dealing with Mission and country office personnel, as well as representatives from other donor organizations, to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required to work effectively with officials in the government (if needed) and the private sector, in overseeing partner activities and coordinating multi-sectoral efforts in support of USAID/Cambodia development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. S/he will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
- e. Nature, Level and Purpose of Contacts: S/he will be required to establish and maintain solid working relationships with all categories of Mission personnel to function effectively and will maintain professional conduct with all staff. S/he will be required to work closely, coordinating with: USAID/Cambodia staff, U.S. Embassy staff, national governmental officials, non-governmental officials, private sector representatives, and other foreign donor institutions. The established method of communication/contact will be in person, by phone or written/electronic communications. The purpose of contact will be:

1) to maintain open lines of communication in support of program issues; 2) to maintain regular communications regarding the timely management of activity functions and procedures; 3) to collect, obtain, and verify factual information pertaining to program/project planning and implementation; 4) to monitor and evaluate existing activities on a regular basis; and 5) to gather information needed for reporting to the United States Department of State in coordination with the U.S. Embassy in Phnom Penh. The purpose of contacts will range from simple information gathering to assisting in the development of complex programs and documents with various partners. Consultations between him/her and partners can be held for explaining and strategizing project proposals and objectives, securing cooperation, resolving problems, obtaining or furnishing information, and persuading USAID staff and counterparts to take actions and accept recommendations.

f. Supervision Exercised: NA.

5. TIME REQUIRED TO PERFORM THE FULL RANGE OF DUTIES AFTER ENTRY INTO THE POSITION

The M&E Advisor is expected to possess the necessary technical, leadership and management skills/abilities required to carry out the duties and responsibilities required of the position.

6. OTHER REQUIREMENTS

In addition, the M&E Advisor must also be:

- 1) Available and willing to commit to the Contract Performance Period of two years;
- 2) Able to attain a USG-issued security clearance (employment authorization/facility access);
- 3) Available and willing to work additional hours beyond the established 40-hour workweek and outside established Monday-Friday workweek, as may be required or necessary;
- 4) Willing to travel to work sites and other offices as/when requested.

7. SELECTION CRITERIA

Applicants will be evaluated on the extent and quality of their education, relevant work experience, and language and writing skills as they relate to this position against the following criteria.

Education:	20 points
Experience:	35 points
Knowledge and Skills:	35 points
Language:	10 points
Total:	100 points

SELECTION PROCESS:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the minimum requirements of the selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference checks pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances (USAID will provide details regarding these clearances to the selected candidates).

APPLYING:

Qualified individuals are required to submit:

- 1) A U.S. Government Optional Form, OF 612 (available at the USAID Cambodia Website, <http://cambodia.usaid.gov> or www.usaid.gov/forms/ or <http://www.usaid.gov/sites/default/files/OF612.pdf>)
- 2) Cover Letter with curriculum vitae
- 3) Salary history for the previous three years
- 4) Three personal references. (Reference checks will be conducted only of applicants selected for interview.)

Applications must be received by the closing date and time at the address specified in the cover letter.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

LIST OF REQUIRED FORMS FOR PSCS

Forms outlined below can found at

<http://www.usaid.gov/forms/>

1. Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website to determine which AAPDs and CIBs apply to this contract.

<http://www.usaid.gov/work-usaid/aapds-cibs>

BENEFITS/ALLOWANCES

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

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Eligibility for Worker's Compensation
Annual and Sick Leave

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.