SOLICITATION NUMBER: USAID/19-04

ISSUANCE DATE: May 29, 2019

CLOSING DATE/TIME: June 12, 2019 Indian Standard Time (IST)

SUBJECT: Solicitation for Cooperating Country Personal Services Contractor (CCNPSC) - Re-advertisement - Program Development Specialist (Monitoring & Evaluation-M&E)

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 the attached Solicitation No. USAID/19-04. 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 solicitation.

Sincerely,

Edward Michalski
Contracting Officer
Re-advertisement

USAID/India is accepting applications for the following Cooperating Country National Personal Services Contract (CCNPSC) position, to be filled subject to funds availability.

Solicitation No. : USAID/19-04
Position Title : Program Development Specialist (Monitoring & Evaluation-M&E)
Opening Date : May 29, 2019
Closing Date : June 12, 2019 Indian Standard Time (IST)
Number of Positions : One (1)
Office : Office of Program Support (PS)
Grade : FSN-10
Place of Performance: The position is based at New Delhi.
Working Hours : 40 hours per week, Monday to Friday, 8:30 A.M. to 5:00 P.M.

STATEMENT OF DUTIES:

The Program Development Specialist (M&E) serves as a technical expert in Program Support Office and work along with the Senior M&E Specialist in developing appropriate measures that enable USAID to gauge activity performance, learn from experience and assist the technical teams in performance measurement and reporting. The incumbent will work under the overall supervision of the Senior M&E Specialist in the PS and will not have any supervision role.

The incumbent’s responsibilities include:


In coordination with the Senior M&E Specialist, Contracting/ Agreement Officers Representatives (CORs/AORs), Technical Office Directors, and other staff in the Mission, the Program Development Specialist (M&E) designs and manages assigned portions of the USAID/India Performance Monitoring Plan (PMP), working directly with Technical Office staff, the Senior M&E Specialist, other USG agencies, as required, and USAID/Washington. The Specialist develops innovative and crosscutting monitoring tools, where needed and appropriate, including Data Quality Assessment (DQA) tools.

The Specialist undertakes regular DQA spot checks on Mission activities in the field; tracks and maintains key indicators, targets, and results. Works with CORs/AORs and
Implementing Partners (IPs) to ensure that project and activity design documents and annual activity work plans include relevant and effective performance processes, steps, tools, plans and measures that together will provide greater insight on progress made achieving results and more accurate measurements in accordance with the Country Development Cooperation Strategy’s (CDCS) Results Framework, related Development Objective, and project and activity related documents.

The incumbent ensures data is properly collected, and that each indicator is an appropriate measure of its corresponding result; assists technical office to report on indicators and proposed and actual achievements of results in the Operational Plan, and the Performance Plan and Results through regular consultations, and guidance. Works with implementing partners to ensure their understanding of the Performance Monitoring Plan system and process, their role in the process, and advises them on specific measurement techniques appropriate for their projects and activities.

The incumbent designs, and/or participates in designing, assigned Technical Office(s) contributions to the Mission’s PMP and Evaluation Plan. The Specialist assists CORs/AORs and other staff with planning, designing, and implementing their respective and appropriate monitoring and evaluation plans including the collaborating, learning and adaptation (CLA) portion of the PMP and evaluation plans; takes the lead in managing cross-cutting evaluations, and supports findings of relevance for more than one project or activity; works with the Government of India to ensure that national-level data is available and reliable for creation of GIS maps, and works to ensure that USAID data contributes to an accurate portrayal of results under the CDCS, that double-counting of results across technical offices and regional activities across Missions in the region is avoided, and that results are truly attributable to USAID/India’s interventions.

The incumbent ensures that technical teams’ and their implementing partners are following USAID’s M&E policy and practices and submitting final reports and other documents per the requirements of USAID’s Development Experience Clearinghouse (DEC).

b. Organizational Learning and Knowledge Management & Collaborating, Learning and Adapting practices

The incumbent supports the coordination of USAID/India’s program monitoring, evaluation, assessment, and reporting activities, and strategically links M&E findings to continuous learning and evidence based decision-making on the design of new or amended projects and activities to improve development effectiveness. Through the application of CLA the specialist plays an important analytical, quality assurance and advisory role by guiding technical teams on the Agency’s CLA policies, procedures, and guidelines.

As assigned, the incumbent completes complex studies and performs research assignments requiring independent analysis and interpretation on a regular and recurring basis. Such studies and research may focus on one technical area or issue or may be crosscutting as well as other substantive and sensitive Mission topics. As assigned, the incumbent may serve as backup to the Sr. M&E Specialist during his absence from the Program Support Office.
The incumbent will employ various methods to validate the CDCS’ development hypothesis, lead support for or conduct mid-point stock taking for the upcoming new CDCS; propose or devise supplemental indicators or standardized indicators; and work with M&E staff on the technical teams to compile, analyze and review data and gauge trends in implementation and results to determine modifications where necessary. The incumbent will develop processes to capture, reflect on and utilize knowledge gained from M&E and other knowledge generating activities and gather evidence to substantiate the need and lead the mission on dialogue and consensus to adapt strategy and or portfolio implementation.

The incumbent will guide technical offices throughout the project or activity implementation process by raising questions as part of the CLA process such as: are we working with the right partners at the right time and in the right way; are we asking the right questions during monitoring visits and getting the information needed to confirm progress to date; are we gathering information through monitoring and evaluation and CLA to make informed decisions about the future on ongoing projects/activities as well as the design of new ones; and how can we better support an environment of CLA that includes support to achievements as well as failures and the lessons learned from both. This work will include, providing guidance and assistance focusing on learning from project/activity results and integrating that information into new/updated/existing learning, monitoring, and evaluation systems; programming decisions; and collaboration with relevant partners/stakeholders within and outside of USAID.

The incumbent will also ensure M&E is an integral component of the program cycle in the Mission; keeps abreast of changes in CLA policies, guidance and best practices to provide constructive feedback and inputs from the field to relevant stakeholders for further development; communicate and advocate USAID policy and guidance on CLA and M&E and learning plans to staff and implementing partners; liaise with IPs to help implement CLA practices and lessons learned from the field; and identify opportunities for collaboration or joint programming between technical offices in the Missions and with other Missions in the region.

c. Data Analysis and Management

The incumbent will advise on the identification of and appropriateness of results, indicators, narratives and other data needed for the Mission’s knowledge management system in order to promote better performance management and learning. This includes the incorporation of relevant data and results in the Mission’s new Geographic Information Systems (GIS) maps in a manner that strengthens the Mission’s programmatic monitoring, evaluation, integration and coordination efforts (domestic and regional).

GIS familiarity will enable the Mission to have more robust and complete information for analysis of the impact of its programmatic interventions. The incumbent will manage results and data gathered from M&E and other analyses to create GIS data as well analyze and interpret data for improved project intervention and results.

The incumbent will provide quality control for all aspects of data management, develop clear ways to represent, summarize and communicate the analysis verbally and in writing (e.g., graphics) to enable mission management to make informed decisions, meet reporting
requirements; analyze quantitative and qualitative data and create reports on findings to share with technical and support teams; develop databases, spreadsheets or other tools to ensure that data is compiled and readily available and maintain electronic and hard copy files to meet the Automated Directives System requirements.

**AREA OF CONSIDERATION:**
The position is open to Cooperating Country Nationals, which means an individual who is an Indian citizen or a non-cooperating country citizen lawfully admitted for permanent residence in India.

**PHYSICAL DEMANDS:**
The work requested does not involve undue physical demands.

**POINT OF CONTACT:**
Ms. Vandana Sharma, Human Resources Specialist.

**MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

**a. Education:** Bachelor’s Degree in economics, monitoring and evaluation, international development, international relations, or other related field.

**b. Experience:** Minimum of five years of experience in program monitoring and evaluation working in international NGOs or bilateral (e.g. DFID, GIZ etc.) and multilateral organizations (e.g. UN and World Bank etc.) organizations in India. Relevant work experience in: monitoring and evaluation, project design, program planning, budgeting, management, or a related field is required.

**c. Language Proficiency:** Level IV (Fluency) in English and Hindi is required.

**d. Job Knowledge:** Must have a thorough knowledge of development approaches; and methods of empirical data collection, analysis, and reporting on program monitoring and impact evaluation in order to (a) advise USAID/India and customers on effective approaches, and (b) to write effective analyses of country program or project-specific monitoring and evaluation issues; an excellent knowledge of analytical, and monitoring and evaluation capacities of Indian institutions; willing to learn relevant USAID procedures and regulations; demonstrated knowledge of the concepts, principles, techniques, and practices of the Government of India policies and programs in the sector; experience in performance monitoring and evaluation, statistical methods and field research; knowledge and experience of developing and using quantitative/qualitative/mixed methods and validity/reliability testing of data; professional-level experience in geospatial data management, the analysis and interpretation of large amounts of data and design or management of data or analytical systems is required.

**e. Skills and Abilities:** The incumbent plans, organizes and executes complex monitoring and evaluation activities. Originality and creative thinking in planning and managing monitoring and evaluation issues is required. The incumbent issues precise and accurate factual reports using rigorous analytical and interpretive skills; maintains program/activity reporting documentation in English; substantial computer skills are required. Apart from the usual word processing and spreadsheet programs, the incumbent must be able to use at least one statistical software package (e.g. Statistical Package for the Social Sciences or
Statistical Analysis System), including doing own data entry; must have knowledge and experience of utilizing GIS in program monitoring, evaluation, analysis and coordination; must have demonstrated ability to conduct GIS data collection processes, and conducts analysis of GIS information as presented in information maps; must have strong understanding of the relationship between monitoring, evaluation and the use of geographic information systems as an evidence-based monitoring and decision-making tool; must also have excellent interpersonal skills; must be able to work in multidisciplinary teams and in an environment in which there may be team members with varying backgrounds and skill levels; must have excellent communication skills - both writing and speaking, especially in being able to communicate technical subjects to clients with non-technical background.

EVALUATION AND SELECTION FACTORS:
Candidates will be evaluated and ranked on the following criteria to a maximum score of 100 points:

- Job knowledge (30 points)
- Ability and Skills (15 points)
- Prior Work Experience (20 points)
- Interpersonal skills (15 points)
- Writing Skills (20 points)

HOW TO APPLY:

1. Interested applicants must apply on Application for Employment as a Locally Employed Staff or Family Member Form (DS-174) (attached). Please note: Must answer all the questions in DS-174 application form.

   You may also click the link below to access the above form:

   Applications not submitted in the specified form by the closing date will not be accepted.

2. Submit electronic copies of applications to: indiaper@usaid.gov (preferred)

   Or

   Print copies of application to:

   Human Resources  
   United States Agency for International Development  
   U.S. Embassy  
   Shantipath, Chanakyapuri  
   New Delhi – 110 021

   (Note: Print copies can be received only within normal working hours – see page 2)
3. Applicants must specify the position title in Box No. 1 and solicitation number in Box No. 3 of the Application Form. Applications without reference to a specific advertisement number will not be accepted.

4. Please also indicate in Box No. 3 of Application Form (DS-174) as to where you heard about this vacancy announcement. Please choose one of the options:

- USAID/India website
- Internal Circulation
- Other (Please specify)

**LIST OF REQUIRED FORMS FOR PSC HIRES:**
Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the required forms related to mandatory medical and security clearances.

**BENEFITS AND ALLOWANCES:**
The successful candidate will be explained in detail about the benefits and allowances for CCN employees as per the Mission Policy.

**TAXES:**
All Locally Employed Staff (including CCN) are required to pay income tax to the Government of India.

**USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:**
USAID regulations and policies governing CCNPSC 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/OGES20Regulations

**NOTES:**
**Probationary Period:** CCN employees currently serving their probationary period or with less than one year of USG service are not eligible to apply. Employees who have moved to a new position (any time after completing their initial probationary period) are required to
be in their present position for not less than 120 days before applying for another USG position.

**Compensation:** The selected individual will be compensated in accordance with the Local Compensation Plan for Cooperating Country National employees.

Applicants living outside New Delhi / NCR should note that if selected for the position, no resettlement travel or housing is associated with the position. It would be the candidate’s responsibility to travel to New Delhi in a timely manner for the pre-employment clearances.

**Age Requirement:** Consistent with local law, customs, and practices, the separation/retirement age for Cooperating Country National employees is 60 years.

**Equal Employment Opportunity:** It is the policy of the United States Government to ensure equal employment to all persons without regard to race, color, religion, caste, sex, national origin, age, disability, or sexual orientation.

Due to a high volume of anticipated applications, only short-listed candidates will be notified.