



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066318R00010
ISSUANCE DATE: March 05, 2018
CLOSING DATE/TIME: April 02, 2018
OPEN TO: US Resident Hires

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.

Shelby Hunt
Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

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

**Solicitation for U.S. Personal Services Contractor (PSC)
Disaster Risk Management Coordinator (DRM)
USAID/Ethiopia, Addis Ababa**

I. GENERAL INFORMATION

- 1. SOLICITATION NO:** 72066318R00010
- 2. ISSUANCE DATE:** March 05, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 02, 2018 before and/or on 5:00 PM (Ethiopian local time)
- 4. POSITION TITLE:** Disaster Risk Management (DRM) Coordinator
- 5. MARKET VALUE:** GS-13 (\$75,628 – \$98,317 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.
- 6. PERIOD OF PERFORMANCE:** Two (two) year, with options to extend for three (3) 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:** The selected candidate must be able to obtain both the appropriate security and medical clearances within a reasonable period of time. In addition, the requirements of the position will likely require the candidate to obtain a USG Secret clearance. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.
- 9. 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.

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;
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 for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement 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 contracting are lawfully admitted permanent residents of the United States.

10. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

A. BACKGROUND OF THE PROJECT

As a member of USAID/Ethiopia's Office of Assets and Livelihoods in Transition (ALT), the incumbent will serve as the Disaster Risk Management (DRM) Coordinator to the Mission. The DRM Coordinator will provide strategic direction to USAID activities in support of U.S. foreign policy objectives, the USAID Country Development and Cooperation Strategy (CDCS) and the Government of the Federal Democratic Republic of Ethiopia (GOE)'s disaster risk management initiatives. The DRM Coordinator will be the primary point of contact for DRM matters on the ALT team, serve as the Disaster Risk Management Team Leader, and will represent USAID/Ethiopia in broader donor and government fora covering DRM issues.

GOE DRM Overview

Ethiopia is vulnerable to recurrent and increasingly severe natural and manmade shocks and stresses. As a result, the GOE has multiple guiding documents for multi-hazard disaster risk management, mainly the National Policy and Strategy on Disaster Risk Management and DRM Strategic Programme and Investment Framework (DRM SPIF). Ethiopia also has a well-established national platform on DRM which is driven primarily by the DRM Technical Working Group (DRMTWG), a multi-stakeholder consortium of key government and non-government actors in the humanitarian and development sectors. The DRMTWG has sector Task Forces (food, WASH, nutrition, health, and others) meant to coordinate emergency response efforts and recommend options for implementation. The DRMTWG is linked to the Development Assistance Group and Ministry of Finance and Economic Development and Council of Ministers, and aligns with the Paris Declaration on Aid Effectiveness.

More broadly, Ethiopia's DRM efforts increasingly support and link to the country's Productive Safety Net Program (PSNP¹) and the annual humanitarian appeal (Humanitarian Requirements Document, or HRD²). The DRM cycle of early warning, prevention & mitigation, preparedness, response, recovery, and rehabilitation spans the nexus between the development focused PSNP and the humanitarian HRD response.

USAID DRM Priorities

Against the backdrop of increasingly common billion-dollar humanitarian appeals, the USAID Mission in Ethiopia has programmed on average over \$500 million in humanitarian assistance each year since FY16. In addition to humanitarian assistance, USAID/Ethiopia prioritizes strategic investments in disaster risk management in order to build systems and capacity at all levels (federal, regional, community, household) to effectively manage shocks, reduce humanitarian needs, and protect development gains. USAID activities are across the DRM spectrum – from disaster prevention, preparedness and response with institutional development, early warning systems, contingency planning, human resources and organizational capacity building, vertical and horizontal coordination systems, vulnerability and risk assessments to disaster mitigation and recovery cycles with climate change adaptation, disaster risk reduction, food security, livelihoods, natural resource management systems, conflict mitigation and responsive health systems. While specific DRM

¹ PSNP is Ethiopia's social safety net program and is intended to build community assets and protect household assets, smooth consumption, and enhance livelihoods for rural households vulnerable to chronic food insecurity.

² The HRD is Ethiopia's yearly humanitarian assistance appeal intended to identify immediate, emergency assistance needs across multiple sectors for those suffering from acute shocks, such as a drought.

activities are housed in particular USAID/Ethiopia Offices, DRM principles and the application of a resilience lens cut across technical sectors and reflect the reality of vulnerability in Ethiopia.

B. ORGANIZATIONAL LOCATION OF POSITION:

The DRM Coordinator will be a part of USAID/Ethiopia's ALT Office and serve as the DRM Team Leader. The DRM Coordinator will directly support senior Mission management as well as relevant offices in formulating and articulating appropriate DRM strategies, policies and activities that: a) reduce vulnerability of chronic and transitory food-insecure households; b) address disaster prevention, preparedness, response, mitigation and recovery; and c) build Ethiopia's disaster risk management system. S/he will work with all appropriate Mission offices and contribute to related crosscutting theme activities, including Mission resilience working groups. The incumbent will manage a team (1-5 personnel) of DRM and food security professionals.

2. *Statement of Duties to be Performed*

Specific responsibilities will include but are **not limited to** the following:

Technical Expertise (25%)

1. Stay abreast of current GOE and donor strategies, investments and priorities along the DRM cycle (early warning, prevention & mitigation, preparedness, response, recovery, and rehabilitation).
2. Provide strategic direction and technical guidance on DRM-specific activities managed by ALT. Support the design and procurement of USAID DRM and resilience-oriented programming to reduce household, community and country exposure to all hazards and risks (natural, man-made and technological) and strengthen Ethiopian systems to manage risk along the DRM cycle.
3. Ensure strategic coherence and programmatic coordination with important USG initiatives and requirements, including the Global Food Security Strategy/Feed the Future, Food for Peace portfolio, and the Mission resilience, water and nutrition working groups. Lead Mission efforts to incorporate DRM as a cross-cutting priority that impacts all technical and support offices.
4. Lead USAID/Ethiopia's strategy development process (CDCS) in DRM-related technical areas and programming that reduces the risk and impact of disasters. Lead ALT Office efforts to design and procure any new projects or activities as a result of a new CDCS.
5. Stay abreast of the latest research and trends in disaster risk reduction (DRR), disaster risk management (DRM), community engagement of DRR, and resilience literature, specifically in regards to reducing risks at the household and community levels. Familiarity with policy and program discussions on Emergency Management, Social Protection, Climate Change and Food Security, and their relationship and related interventions to DRM is essential.
6. Analyze and draft briefing documents, program descriptions, scopes of work, reports, speeches, responses to queries, inputs for annual reporting and progress updates on USAID programs and progress in the sector.

Coordination and Collaboration (40%)

7. Provide strategic DRM engagement with the GOE, including aligning USAID's DRM portfolio to DRM policy and DRM SPIF, to build comprehensive and integrated DRM system with capacity to better predict, prevent and mitigate risks, and prepare for and respond to the disasters.
8. Serve as the primary technical USAID representative to the GOE's Disaster Risk Management Technical Working Group (DRMTWG) and fully participate and represent

USAID in technical working groups and other coordination meetings. The DRM Coordinator will keep the ALT Office Chief and Deputy Chief apprised of all developments within the donor community and GOE.

9. Organize and maintain USAID/Ethiopia's engagement with DRM stakeholders, including the GOE. This will entail representing USAID/Ethiopia in several fora such as the DRMTWG, DRM Strategic Program and Investment Framework Technical Committee, Humanitarian and Resilience Donor Working Group, and others. It will also entail initiating a broad range of bilateral and multilateral stakeholder meetings inside and outside of USAID as required.
10. Represent USAID at workshops, forums and meetings advocating for USAID DRM related objectives and programming. The incumbent will represent USAID/Ethiopia at DRM forums, including but not limited to the DRMTWG, technical working groups, and in other GFDRE meetings on DRM.
11. Identify, support, and provide technical guidance to learning and programming opportunities across the ALT Office and broader Mission. Liaise with other ALT teams, including the Program and Resource Management Team, the Food Resource Management Team, and the Program Management and Monitoring Team, to support ALT's and the broader Mission's efforts in collaboration, learning and adaptation as they relate to the DRM portfolio. The DRM Coordinator will seek to share USAID lessons learned and assimilate lessons from other donors through engaging with partners and the GOE.
12. Coordinate with related offices including the Office of Economic Growth and Transformation (EG&T), the Office of U.S. Foreign Disaster Assistance (OFDA), Health, AIDS, Population and Nutrition (HAPN), and Democracy and Governance (DG) for risk management and resilience building efforts.

Activity Management (20%)

13. Serve as an Activity Manager, Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR) for one or more ALT Office activities.
14. Manage the overall Mission DRM portfolio including projects and engagements for USAID/Ethiopia. This includes reviewing budget requests for appropriateness, monitoring use of funds and burn rates to ensure timely spending, reviewing quarterly pipeline reviews/budget status reports, following up on irregular audit findings, providing advice for realignments of budgets, and reviewing accruals.
15. As necessary, the incumbent prepares progress reports on Disaster Risk Management activities. These include the annual USAID Operational Plan and the Annual Performance Report.

Administrative Management and Supervision (15%)

16. The DRM Coordinator is responsible for overall administrative management of the DRM Team, including supervision of at least one senior Foreign Service Nationals (FSN). S/he oversees all related administrative processes for employees in his/her team, including day to day management and completion of annual performance reviews, reviews of position descriptions, professional development plans and leave requests. The incumbent will also advise, consult, and notify ALT Office management on personnel matters that require action.
17. The FSC will be responsible for understanding and incorporating USAID core values and USAID Ethiopia's Leadership Behavior Charter in all aspects of his/her work.

3. Supervision Received

The DRM Coordinator will report to the Deputy for Emergency Programs in the ALT Office at USAID/Ethiopia. As required, s/he will provide in-depth briefings on disaster risk management issues relating to the HRD and PSNP and aspects resilience programming for the Mission Director

and Ambassador, as well as Mission staff. S/he may receive guidance from senior Mission management as the situation warrants. The DRM Coordinator will be expected to show strong independent initiative and work with minimal supervision.

4. Supervision Exercised

The DRM Coordinator will manage at least one FSN.

11. 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.

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

13. 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

This position requires a combination of high-level technical, analytical, communication and managerial skills combined with senior-level public diplomacy skills. The following specific qualifications are necessary:

EDUCATION: REQUIRED: A minimum of a master's degree directly related to international development and/or assistance, public administration, business administration, agriculture, social protection, food security and nutrition or another related field is required. A master's degree can be substituted with an additional three years of relevant development experience.

WORK EXPERIENCE: REQUIRED: A minimum of seven years' experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, project management, budget management, international development or related area is required. Experience in the support of donor-government relations will be given extra weight. Experience designing and implementing food assistance, social protection and gender mainstreaming considered a plus.

LANGUAGE: Fluent English speaking, reading and writing are required. Amharic language skill at the conversational level will be an advantage.

III. EVALUATION AND SELECTION FACTORS

1. SELECTION PROCESS AND INSTRUCTIONS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. 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; USAID will delay such reference checks pending the applicant's concurrence.

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. To be considered for this position, 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, citing specific, illustrative examples to address each factor. Responses are limited to 1,000 words per factor, Times New Roman font, 12-font size, and 1" margins. Be sure to include your name and the solicitation number at the top of each additional page.

2. EVALUATION FACTORS

Selection will be based on the following criteria (**Maximum of 100 Points Available**):

FACTOR #1: TECHNICAL EXPERTISE (20 points)

Demonstrated knowledge of and expertise in strategy, policy and programs related to humanitarian affairs, disaster risk management, resilience, emergency preparedness or crisis/emergency relief management. Specific expertise in designing, implementing, or monitoring activities at any point along the DRM cycle.

FACTOR #2: PROGRAM COORDINATION (20 points)

Demonstrated experience in operating effectively in cross-cultural environments and working with host country government officials and other donors and development partners. This includes experience in donor coordination, and/or ability to design, develop and manage programs, coordinate the work of multiple implementing partners, align programs with host country policies and programs, and/or support collaboration, learning and adapting among staff, implementing partners and host government officials.

FACTOR #3: COMMUNICATION AND OUTREACH (20 points)

Demonstrated experience in chairing and facilitating meetings and/or public speaking and presentation experience. Highlight relationship development, negotiation, advocacy, and consensus building experience with donors, development partners, and host government officials.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. **Only the highest-ranked applicants will be interviewed.**

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors: 60 points

Factor #1 20 points

Factor #2 20 points

Factor #3 20 points

Interview Performance: 40 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

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 fulfil 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 <https://www.usaid.gov/forms/aid-302-3>. In addition, please complete the attached [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 13**.
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 -: 72066318R00010 – Disaster Risk Management Coordinator (DRM)
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:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

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.