



**SOLICITATION NUMBER:** 72066318R00011  
**ISSUANCE DATE:** March 23, 2018  
**CLOSING DATE/TIME:** April 22, 2018

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Food Security Coordinator**

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 VII** 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,

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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](http://www.usaidethiopia.org)

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

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.: 72066318R00011**
2. **ISSUANCE DATE: March 23, 2018**
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 22, 2018 before and/or on 5:00 PM (Ethiopian local time)**
4. **POSITION TITLE: Food Security Coordinator**
5. **MARKET VALUE: \$75,628 – \$98,317** equivalent to **GS-13**. 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.**
6. **PERIOD OF PERFORMANCE:** Two years, with three 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. **ELIGIBLE APPLICANTS:** United States Citizens and United States Permanent Residents.
9. **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.

**10. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract****A. Background of the Project**

As a member of USAID/Ethiopia's Assets and Livelihoods Transition Office (ALT), the incumbent will serve as the Food Security Coordinator (FSC) to the Mission. The FSC will coordinate USAID programs supporting the Government of the Federal Democratic Republic of Ethiopia (GFDRE)'s programs in food security and ensure that USAID activities support the Mission's strategic development objectives and the overall Mission strategy, the Global Food Security Strategy, the Feed the Future Initiative, and USAID objectives in Ethiopia to build the resilience of vulnerable populations. The FSC will be the primary point of contact for food security matters on the ALT team, serve as the Food Security Team Leader, and will represent USAID/Ethiopia in broader donor and government fora covering food security issues, with a particular focus on, but not limited to, the Productive Safety Net Program (PNSP).

**Safety Net and Food Security Programming in Ethiopia**

USAID has supported the evolution of the Ethiopian Productive Safety Net Program (PSNP) since its beginning in 2005. Currently in its fourth phase – PSNP4 – the safety net is implemented by the Government pooling resources from 11 donors and development partners along with an increasing amount of resources from the Ethiopian government. The PSNP provides regular cash or food transfers to 8 million chronically food insecure people across Ethiopia. The food/cash-for-work component supports public works programs related to landscape restoration, irrigation, and agro-forestry. The PSNP has demonstrated that safety nets – when provided in a predictable, regular manner – can protect households from the negative impacts of shocks.

The objective of the Productive Safety Net Program (PSNP4) is: *Resilience to shocks and livelihoods enhanced and food security and nutrition improved for rural households vulnerable to food insecurity*. Originally, the PSNP was not designed to graduate households on its own. In addition to a safety net that smooths consumption and prevents backsliding, other measures are also needed to help people build their assets and escape from poverty. Previously, these other measures were provided through the Government’s Household Asset Building program (HABP). With strong USAID advocacy to improve coordination and link livelihoods support more directly to PSNP beneficiaries, this livelihoods support work is now supported under the Livelihoods Component of PSNP4 which includes three livelihoods pathways: on-farm, off-farm and employment. USAID livelihoods investments are aligned with these efforts. In 2017 PSNP4 underwent a reform under the Rural Productive Safety Net Program that addressed gaps in financing for PSNP4 and set out an agenda to improve and achieve a more predictable safety net system seeking to better integrate PSNP and humanitarian assistance programming under a common operational framework to better manage the selection, administration, and payments to beneficiaries.

**B. Organizational Location of Position:**

The position title is the Food Security Coordinator (FSC). The FSC will be a part of the USAID/Ethiopia’s ALT team and will work with all appropriate Mission development objectives (DO) teams to better serve vulnerable food insecure populations with food security and resilience oriented strategies and programming. The FSC will contribute to related crosscutting activities such as nutrition, gender, and youth. Within ALT, across USAID, and in conjunction with USAID implementing partners and other partners such as other donors and the Government of Ethiopia, the FSC will support ALT’s agenda for Collaboration, Learning and Adapting. The FSC will directly support senior Mission management as well as relevant offices in the Embassy in formulating and articulating appropriate food security strategy policy and activities to address vulnerability among the chronically food insecure, including the coordination of USAID’s support to the PSNP and support for an improved continuum of response across safety net and humanitarian beneficiaries.

The FSC will contribute to the Mission’s work under the U.S. Global Food Security Strategy for Ethiopia; including Feed the Future and Food for Peace Title II supported programming targeted at chronically food insecure populations. The FSC will have an important role in supporting the operationalization of the PSNP4 livelihoods component of PSNP4 supported by USAID and other

donors in collaboration with the Food Security Coordination Directorate at the Ministry of Agriculture and Natural Resources.

## ***2. Statement of Duties to be Performed***

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

### **Technical Expertise (30%)**

1. Stay abreast of current GFDRE and donor thinking with regard to chronic and transitory food insecurity and social protection in Ethiopia, including overall policy, strategy and programs.
2. Lead the ALT Office Food Security Team and provide technical guidance on activities managed by the Team to ensure strategic coherence and programmatic coordination with important USG initiatives and requirements, including the Global Food Security Strategy and Feed the Future, Food for Peace Guidance, and Mission strategies around resilience and nutrition.
3. The FSC is expected to remain generally informed of the latest research and trends in food security, social protection, and resilience literature, specifically as in regards to safety nets. Familiarity with policy and program discussions on Disaster Risk Management, Social Protection and Climate Change, and the relationship between the three agendas and the ability to program these agendas is essential.
4. Support the design and procurement of USAID food security and resilience oriented programming to reduce chronic poverty and address the needs of food insecure populations.
5. As required, the FSC will analyze and draft briefing documents, program descriptions, scopes of work, reports, speeches, responses to queries, inputs for annual reporting and progress updates etc. on USAID programs and progress in the sector.

### **Coordination and Representation (50%)**

6. Serve as the primary technical USAID representative to the PSNP Donor Working Group and fully participate and represent USAID in technical working groups and other coordination meetings. During the U.S. Chair of the Donor Working Group, undertake chairing and leadership responsibilities, as needed. The FSC will keep the ALT Office Chief and Deputy Chief apprised of all developments within the donor community and GFDRE.
7. As required, lead discussions and negotiations with the host nation, on behalf of the entire PSNP Donor Working Group to ensure common approaches, identify issues, set the policy agenda, and propose recommended solutions acceptable to key stakeholders. These tasks will require senior-level relationships with both the GFDRE and donor community, and demand from the incumbent, a willingness to be flexible and to act in the best interests of the program and other donors.
8. Represent USAID at workshops, forums and meetings advocating for USAID food security related objectives and programming. The incumbent will represent USAID/Ethiopia at food security forums, including but not limited to the PSNP Donor Working Group, technical working groups, and in Joint Review and Implementation Support (JRIS) and other assessments. The FSC will take a lead role in supporting the implementation of PSNP

- through regular coordination meetings and participation in dialogue, decision-making, and follow-up with the GFDRE and other donors.
9. The FSC will participate fully in and, as necessary, provide guidance to USAID projects that contribute to Ethiopia's Safety Net, and associated programs and activities programmed under USAID/Ethiopia's CDCS. This will include providing strategic guidance to the Mission's Title II development food assistance programs and Mission-funded livelihood support activities.
  10. The FSC will identify, support, and provide technical support to learning and programming opportunities across the ALT Office and broader Mission including support for ALT's joint learning agenda. The FSC is expected to liaise with other ALT teams, including the Program and Resource Management Team, The DREMR 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 food security portfolio. The FSC will seek to share USAID lessons learned and assimilate lessons from other donors through engaging with partners under the PSNP Donor Working Group.

### **Administrative Management and Supervision (20%)**

11. The FSC is responsible for supervising the Food Security Team of three senior Foreign Service Nationals (FSN) and oversees all related administrative processes for the members of FS Team. This includes day to day management of the staff 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 relevant to the team that require action.
12. The FSC is responsible for monitoring Food Security Team budgets. 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.
13. As necessary, the incumbent prepares progress reports on Food Security Team activities. These include the annual USAID Operational Plan and the Annual Performance Report.
14. 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 FSC will report to the Deputy Chief of the ALT Office at USAID/Ethiopia. As required, s/he will provide in-depth briefings on food security issues including the PSNP, aspects of Feed the Future and 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 FSC will be expected to show strong independent initiative and work with minimal supervision.

### **4. Supervision Exercised**

The FSC will directly manage a team of at least three FSNs.

**11. AREA OF CONSIDERATION:** United States Citizens, and United States Permanent Residents.  
For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain facility access authorization;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

**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](mailto:addisusaidjobs@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **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 master’s degree in international development 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 related development experience including social protection, rural development, agricultural development, food aid assistance, poverty reduction or other resilience related development activities is required. Experience in the support of donor-government relations will be given extra weight, as will experience working with USAID. Experience designing and implementing safety net food security, poverty reduction, livelihoods diversification, or resilience related programming is a considered a plus.

**LANGUAGE:** Fluent English speaking, reading and writing are required. Amharic language skill at the conversational level is considered 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 experience working on strategy, policy and programs related to food security, resilience, poverty reduction, livelihoods support, linking the poor to markets, social protection, and/or safety nets in a developing country context.

##### **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.

**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. Written statements of the four factors (Section II.2. Evaluation Factors).
5. 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**.



6. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
7. Application must be submitted **ONLY** via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say –: **72066318R00011 Food Security Coordinator.**
8. Please submit the application only once; and
9. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopian time 5:00 p.m. (Local Ethiopia Time)

**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
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

**2. ALLOWANCES (if applicable)\*:**

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) *Temporary Quarter Subsistence Allowance (Section 120)*
- (b) *Living Quarters Allowance (Section 130)*
- (c) *Cost-of-Living Allowance (Chapter 210)*
- (d) *Post Allowance (Section 220)*
- (e) *Separate Maintenance Allowance (Section 260)*
- (f) *Education Allowance (Section 270)*
- (g) *Education Travel (Section 280)*

- (h) *Post Differential (Chapter 500)*
- (i) *Payments during Evacuation/Authorized Departure (Section 600), and*
- (j) *Danger Pay Allowance (Section 650)*

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

## 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](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.***