



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066322R10003

**ISSUANCE DATE:** March 27, 2022

**CLOSING DATE:** April 10, 2022

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - to serve as an Acquisition and Assistance Specialist in the Office of Acquisition and Assistance)**

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** 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 offers.

Any questions must be directed in writing to the Point of Contact specified in the General Information section of the solicitation.

Sincerely,

**Linda Gregory  
Contracting 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: <a href="http://www.usaidethiopia.org">www.usaidethiopia.org</a>	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066322R10003
- 2. ISSUANCE DATE:** 3/27/2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 4/10/2022, no later than 5:00 p.m. (EAT) (close of business).
- 4. POINT OF CONTACT:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at *addisusaidjobs@usaid.gov*.
- 5. POSITION TITLE:** *Acquisition and Assistance Specialist*
- 6. MARKET VALUE:** The full performance level of this position is equivalent to **FSN-11**, which is between \$22,927- \$41,263. Note that salaries are delineated in US Dollars but will be paid in Ethiopian Birr at the exchange rate in effect when the payroll is processed. If USAID's evaluation does not result in an award at the full performance level, USAID may make an award to a CCN at a lower level with contract options to place the contractor at each progressive level until the full performance level is reached.

The intermediate level of this position is equivalent to **FSN-10**, which is between **\$18,740-\$33,728** US Dollars, and the entry level of this position is equivalent to **FSN-09**, which is between **\$14,033- \$25,253** US Dollars.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia, final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

- 7. PERIOD OF PERFORMANCE** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be *from* 07/31/2022 – 07/30/2027

- 8. PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). "Cooperating country national" means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facility Access.

**11. STATEMENT OF DUTIES**

This position is established as the Acquisition & Assistance (A&A) Specialist "Ladder" position, which includes positions at the FSN-09, FSN-10, and the full performance level at FSN-11.

**At the full performance level**, the CCNPSC will perform the following general duties:

- a. The Specialist (Full Performance Level/FPL) is responsible for providing professional level acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to guide designated Technical Offices, and/or DO Teams, through acquisition and assistance processes to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to be expert with regard to the full range of USAID instruments. The Specialist coordinates the development of A&A objectives for assigned portfolios, taking primary responsibility for all phases of the A&A process for complex actions. The Specialist performs complete A&A transactions for complex activities. The Specialist provides guidance and mentoring to junior-level staff, trainees, procurement technicians, and assistants on basic principles of USG and USAID acquisition, assistance, general A&A management, A&A policy direction, new/changed procurement policies, etc., as required. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy
- b. The Specialist (FPL) must fully understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and to apply these requirements to make recommendations to the supervisor regarding the appropriate instrument type for the situation at hand. The Specialist works independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and accurately applies United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist has an advanced knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.
- c. The Specialist (FPL) performs his/her assignments independently, seeking the guidance of the Contracting/Agreement Officer (CO/AO) for the most complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

- i. **Pre-Award Duties:** The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation

of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to the CO/AO. The Specialist conducts pre-award activities for highly complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions. The Specialist applies a high degree of judgment and analysis when deciding among and between competing and often conflicting regulations and objectives, where the activities involved include multi-million-dollar issues, often with significant political and/or legal implications.

The Specialist works with the requiring office to develop evaluation criteria and determine the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by the CO/AO. The Specialist ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist responds to offeror/applicant questions during the proposal submission phase; and determines the need for, and prepares, clarifying amendments as required for solicitation documents. As necessary, the Specialist holds pre-bid or consultative meetings with potential partners to fully explain the Agency's needs and discusses solicitation documents. The Specialist evaluates applications and offers for responsiveness to particular solicitations, guides DO Teams in the review of the applications or proposals, and obtains reports and references, ensuring that any past performance of the offeror is relevant and of a high quality. The Specialist develops pre-negotiation cost objectives for approval by the CO/AO. The Specialist performs analysis of cost issues, considering economic conditions and factors of material, labor, and transportation costs; examines cost and pricing data submitted by offerors, to substantiate direct and indirect costs and profit; determines reasonableness of costs submitted; ensures data provided is consistent with USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policy; and, identifies circumstances that may require a waiver/deviation. The Specialist analyzes cost proposals and technical scores from technical evaluation committees; and, based on the analysis, makes a recommendation to the Contracting Officer/Regional Contracting Officer to establish the competitive range.

The Specialist negotiates with potential awardees; documents negotiations in writing; recommends the selected contractor/recipient; and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist leads pre-award assessment surveys of potential contractors or recipients, ensuring that offerors have adequate management, accounting, personnel, and procurement systems, and appropriate corporate leadership, resources, and quality control systems to satisfactorily carry out contracts, in order to ensure eligibility prior to an award being made. The Specialist prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented. The Specialist organizes and conducts orientation meetings with selected contractors, to ensure that mobilization efforts will be conducted efficiently, and that all

terms and conditions of A&A instruments are clear and well-understood by all parties. The Specialist provides support in debriefings to unsuccessful offerors.

- ii. **Post-Award Duties:** The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; works with CO/AO and CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the activity are met. The Specialist ensures timely submission of technical progress reports, and works with the COR to develop Contractor Performance Assessment Reports (CPARs) that are consistent with implementation progress and performance; makes periodic visits to contractor work sites, and represents the Office at performance-related meetings; assists any client Missions to develop appropriate indicators for work plans and contract documents; ensures contractors are fully compliant with performance standards contained in the Contract, and seeks corrective action in cases of non-compliance; expedites Change Orders or revisions when circumstances require it; and, issues 'show cause' or 'cure notices,' and/or recommends termination of contracts for default or for convenience, and negotiates termination settlements.

The Specialist analyzes and takes action to resolve procurement system review and audit findings, such as cost items questioned or unresolved; supports recommendations with detailed analysis of each cost, category, or element as necessary; prepares necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues; and presents documentation to the CO/AO for signature.

- iii. **Award Closeout:** The Specialist reviews completed (after physical completion) contract files to determine that all contractual actions are satisfied, and that there are no pending administrative actions to be resolved; ensures that all file documents are signed, that there are no litigation actions pending, and that the contract is complete in every respect and ready to be closed; and, ensures that contracts nearing anniversaries or completion have a completed performance report from the COR/AOR, and submits reports to the Contractor for comment. The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits

**At the intermediate level**, the CCNPSC will perform the following general duties:

- a. The Specialist (Intermediate Level/IL) is responsible for providing acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide assistance with acquisition and assistance processes to designated Technical Offices, and/or DO Teams, and to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative

agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide more advanced experience with the intent that the Specialist will be responsible for all phases of the A&A process for complex actions in the future. The Specialist performs complete A&A transactions for activities involving moderate complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

- b. The Specialist (IL) must understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism and apply these requirements to make recommendations to the supervisor or higher-level Specialist/Officer regarding the appropriate instrument type for the situation at hand. The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist should have an operating knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.
- c. The Specialist (IL) performs his/her assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

- i. **Pre-Award Duties:** The Specialist assists the Technical/DO Teams with A&A planning and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist,



with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher-level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

- ii. **Post-Award Duties:** The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.
- iii. **Award Closeout:** The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

**At the entry level**, the CCNPSC will perform the following general duties:

- a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is

eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

- b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions and managing and awarding assistance agreements.
- c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties include:

- i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.
- ii. Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level



Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

- iii. Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

### Full Performance Level (FSN-11):

**Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree.

**Experience:** A minimum of five years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.

**Certifications:** Certification at the Federal Acquisition Certification in Contracting (FAC-C) Level - 1, and completion of USAID Essential Elements in Assistance and CON 237 Simplified Acquisition Procedures (SAP) or equivalent.

Language: Level IV in English and Amharic.

### Intermediate Performance Level (FSN-10):

**Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree.

**Experience:** A minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management. One year of this experience must have

been gained working at a Fully Successful level in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.

**Certifications:** Successful completion of all online courses required for Federal Acquisition Certification in Contracting (FAC-C) Level I, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or equivalent. FAC-C Level I certification is not required to achieve the FSN -10 level, only that the required training has been completed in accordance with the ILTP.

Language: Level IV in English and Amharic.

### **Entry Level (FSN-09):**

**Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree.

**Experience:** A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization.

**Certifications:** There are no specific pre-entry training requirements for this entry level position.

Language: Level IV in English and Amharic.

### **III. EVALUATION AND SELECTION FACTORS**

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review other offerors. The TEC will then consider all offerors for placement at the intermediate or entry levels, based on the evaluation criteria for each level. In order to ensure attainment of the full performance level in the shortest possible time, priority will be given to those who can enter at the intermediate level before those who could enter only at the entry level.

The evaluation criteria are provided below:

#### **Full Performance Level (FSN-11):**

**Job Knowledge (25 points):** Knowledge of public and/or private-sector business processes. Professional level knowledge of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio,

particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A professional level of knowledge of host-country and regional markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods.

**Skills and Abilities (25 points):** The ability to independently plan and administer complex A&A activities and provide A&A support for Agency programs and projects in a timely manner. The ability to apply contracting and assistance regulations, procedures, and policies to complex acquisition and assistance programs. Ability to manage the competition phase of new agreements and contracts and to perform cost or price analysis in both a competitive and non-competitive environment. Skill in solving practical problems relating to A&A. An ability to deal effectively with mid-to-high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region. Skill in the use of most elements of the Microsoft Business suite. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail. The ability to work calmly, tactfully, and effectively under pressure, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process.

Intermediate Performance Level (FSN-10):

**Job Knowledge (25 points):** Knowledge of public and/or private-sector business processes. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a moderately complex acquisition and assistance portfolio, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types. A good knowledge of host-country and regional markets pertaining to activity requirements for services and commodities, and a good knowledge and understanding of US/local market and pricing methods.

**Skills and Abilities (25 points):** The ability to semi-independently plan and administer A&A activities and provide A&A support for Agency programs and projects in a timely manner. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving moderate complexities. The ability to manage the competition phase of new agreements and contracts of moderate complexity, and to perform cost or price analysis in both a competitive and non-competitive environment. Skill in solving practical problems relating to A&A. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region. Skill in the use of most elements of the Microsoft Business suite. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail. The ability to work calmly, tactfully, and effectively under pressure, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process.

Entry Level (FSN-09):

**Job Knowledge (25 points):** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.

**Skills and Abilities (25 points):** The ability to plan and administer simple A&A activities and provide A&A support for Agency programs and projects in a timely manner. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities. Skill in solving practical problems relating to A&A. An ability to deal effectively with mid-to-high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region. Skill in the use of most elements of the Microsoft Office suite. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail. The ability to work calmly, tactfully, and effectively under pressure, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process.

**Interview Performance: (30 points)**

**Written Test: (10 points)**

**Reference Checks: (10 points)**

**BASIS OF RATING:** Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Reference checks will be conducted only for the highest-ranking candidates and will be handled separate from the technical evaluation. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, written test, and reference checks. USAID/Ethiopia will not pay for any expenses associated with interviews.

#### **IV. SUBMITTING AN OFFER**

Eligible Offerors are required to complete and submit:

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

#### **Further Guidance:**

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say – ***Solicitation 72066322R10003, Acquisition and Assistance Specialist. Be sure to include your name and the solicitation number at the top of each page.***

Please do not submit more than one application, and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

#### **I. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

#### **II. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS:**  
Group life insurance, medical coverage, annual leave and sick leave.
2. **ALLOWANCES (as applicable):**  
Meal allowance and miscellaneous benefit allowance.

### **III. TAXES**

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

### **IV. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National 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>. Pricing by line item is to be determined upon contract award as described below:

#### **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & 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>.

5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

***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.***

***The EEO complaint procedure is 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.***