SOLICITATION NUMBER: 72066322R10011
ISSUANCE DATE: 07/10/2022
CLOSING DATE/TIME: 07/25/2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to serve as Project Management Specialist in the Program office

Dear Prospective Candidates:

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. Candidates 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 attachment.

Sincerely,

[Signature]
Linda Gregory
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
1. GENERAL INFORMATION

1. SOLICITATION NO.: 72066322R10011

2. ISSUANCE DATE: 07/10/2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 07/25/2022, no later than 5:00 p.m (EAT) (close of business).

4. POINT OF CONTACTS: Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov.

5. POSITION TITLE: Project Management Specialist

6. MARKET VALUE: $22,927 – $41,263 yearly i.e., equivalent to FSN - 11. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.

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 11/25/2022 – 11/24/2027.

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: Facilities access.

11. STATEMENT OF DUTIES

   1. **General Statement of Purpose of the Contract**

The incumbent will serve as a USAID Project Development Specialist, based in USAID/Ethiopia and lead USAID/Djibouti’s development programs and support USAID/Ethiopia’s Education and Youth Office. The USAID Project Development Specialist is responsible for guiding technical offices to plan, coordinate, and manage project and activity design from concept to approval. The USAID Project Development Specialist is part of the USAID/Ethiopia Mission’s Program Office (PRO) Strategic Planning and Design (SPD) Team and will report to the Deputy SPD Team Lead or their designee. The PRO supports country strategy development and implementation; project...
and activity design; monitoring, evaluation, and learning; donor coordination; resource management; and development outreach for USAID activities in Ethiopia and Djibouti. As such, the Project Development Specialist is responsible for work assigned through the PRO requiring quality outputs, rapid turnaround, and ability to work with minimal supervision. The primary role of the USAID Project Development Specialist is to support the PRO in providing design, management, performance monitoring, and evaluation support to USAID programs in Djibouti. The incumbent will lead the Mission's efforts to provide activity design support to the USAID/Djibouti country program, a non-presence Operating Unit with a $50 million portfolio. In coordination with the Djibouti team, the incumbent will coordinate with the USAID/Djibouti team and liaise with USAID/Ethiopia offices including the Program Office, the Office of Acquisition and Assistance (OAA), the Office of Financial Management (OFM), and technical offices. In addition, the individual will support the USAID/Ethiopia's Education and Youth Office (EYO), with particular emphasis on synchronizing activities, timelines, and reporting requirements of the Mission Operational Plan. The job holder is expected to guide the expanding, cross-cutting and high-profile education and youth portfolio to ensure that inclusive development is integrated across the portfolio. As subject-matter expert, they serve as the Mission-wide Youth Coordinator and provide technical leadership to EYO staff and its implementing partners including teams within the Government of Ethiopia (GoE) to develop and manage appropriate strategies and practices tailored to the youth context of USAID and Ethiopia. The Specialist will also be called upon to brief USAID senior management on programs in Djibouti and Ethiopia, as necessary, and assist both Missions in integrating USAID/W initiatives or requirements. The incumbent will brief senior Government of Djibouti (GoJ) officials and lead Program Office initiatives or requirements.

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

**Leads Project/Activity Design and Implementation:** (Djibouti) 

- **Functions** as senior FSN in the Mission for overall project and activity design and program development. Leads/supports cross-office teams in project and activity design, ensuring that the appropriate stakeholders are represented and involved in the analysis and conceptualization of projects and activities. Prepares policy analyses on the Mission portfolio and makes recommendations to the Mission Management (Director, Deputy Directors, Djibouti Country Director, OAA and PRO Directors) on programmatic strategy. Ensures high quality substance and direction for the Mission portfolio.
- Provides guidance on new project designs, including managing design processes, drafting key sections of project documentation, ensuring adequate technical, economic, financial, environmental, and social analyses and fulfillment of the pre-obligation requirements, notifying USAID/W and Congress, and negotiating with counterpart institutions (at both technical and directorial levels) in matters related to the design process.
- Leads USAID/Djibouti's cross-office design teams to prepare Project Development Documents (PDDs), including necessary activity-level program descriptions, statements of work, pre-obligation requirements, and legal requirements. This includes the development hypothesis and theory of change, a logic framework, and planning for monitoring, evaluation and learning. Coordinates project and activity reviews with
relevant stakeholders, including Mission staff, in order to assess progress and address key issues as needed. The incumbent synthesizes Mission input, developing and disseminating briefing materials, and tracking actions to ensure key issues are addressed.

- Drafts and edits documents relating to the authorization, obligation, implementation, and reporting for the bilateral portfolio and manages Mission processes (in coordination with technical and staff offices) to ensure their timely approval. Advises in the preparation of scopes of work for contracts and program descriptions for assistance related to the design, implementation, and evaluation of projects and activities, and (in coordination with technical offices) decides on the acceptability of proposals. The incumbent will work with USAID/Djibouti technical teams to ensure the completion of mandatory analyses, including, but not limited to, environment and gender analyses.

- In collaboration with technical offices, initiates contacts and participates in negotiations with counterpart and other donor officials (at Ministerial, Vice-Ministerial, Directorial, and technical levels) relating to the implementation and presentation of USAID's portfolio in assigned strategic area(s). Ensures compliance with USAID regulations and Mission procedures in areas such as quality control of documentation, counterpart reporting, compliance with conditions precedent, and review of work plans in assigned strategic areas. This requires coordination of the activities of project managers, counterparts, and other support offices, identifying problem-solving measures, and briefing senior Mission management.

**USAID/Djibouti Point of Contact (POC) for Program Office:** (Djibouti) 20%

- Acts as the point of contact for all Program Office work related to the USAID/Djibouti portfolio. This requires positive working relationships with USAID and Embassy staff, including the interagency Djibouti team, and serving as a core member of USAID's inter-office Djibouti team. The incumbent will be responsible for coordinating with the USAID/Djibouti team and leading project design processes, including developing design schedules; identifying and mobilizing individuals with appropriate skills for the design work; facilitating the preparation, review, and approval of Concept Papers; facilitating the preparation, review, and approval of PADs; and preparing Action Memos for final approval by the Mission Director.

- The incumbent is also responsible for regular duties of the Program Office, which may include the following: serve as a Contract or Agreement Officer's Representative (COR/AOR) for programs managed by the Program Office; assist with annual reporting and planning processes; develop and draft Mission Orders; and develop procedures and tools that will assist the technical offices in improving workflow, efficiency, and effectiveness. As a backstop, the Project Development Specialist will liaise between the Program Office and technical teams, provide guidance on Program Cycle processes, and identify opportunities for cross-office collaboration.

- As the USAID/Djibouti POC, keeps the Program Office Director informed about issues that require additional PRO attention, tracking the completion of any tasks issued by headquarters.

- Liaises with USAID/Djibouti stakeholders to ensure effective coordination, implementation, and reporting related to USAID/Djibouti's portfolio. This requires occasional travel to Djibouti and includes maintaining positive working relationships with national government officials, non-government and private sector representatives,
and other foreign donor institutions.

- Provides periodic analyses and summaries of project achievements for the USAID/Djibouti portfolio at least quarterly, delivering occasional presentations, and organizing the Mission's annual portfolio review for Djibouti.
- Serves as a liaison between the USAID/Djibouti team and support offices such as OAA to provide input on USAID/Djibouti’s procurement plan and documents (budgets, Statements of Work, evaluation criteria, required memos, etc.). Leads administrative actions for program management using USAID procurement platforms such as Global Acquisition and Assistance System (GLAAS). Tracks, follows-up, and monitors procurement actions through the Financial Management, Contract, Program, and Executive Offices. Leads/supports overall USAID/Djibouti M&E planning, implementation, and reporting at the Development Objective/PDD level, including Performance Management Plan development, cross-cutting data analysis, collaborative learning, and adaptation. This requires the incumbent to stay up to date on the Agency’s M&E and CLA policies and requirements. Support the Mission’s Gender Point of Contact on gender and social inclusion issues. This will require keeping up to date on gender statistics in Djibouti and staying current on USAID’s gender policy and directives.

**Youth Development Coordinator: (Ethiopia)** 15%

- Serves as the Mission wide Youth Coordinator, facilitator, and point of contact on the Mission’s Youth Development programming. The incumbent will provide appropriate advice and guidance to technical and program staff to ensure that the principles of the Agency’s Youth Policy and the Mission’s strategic approach to youth development are successfully integrated into all new projects and activities to the fullest extent possible.
- Provides technical knowledge of the efficiency and effectiveness of education, health, governance, agriculture/food security, and private sector programs on youth; the development impact of gender-based differences; youth-led research, youth-led assessments, implementation research, and/or participatory action research; and the Positive Youth Development (PYD) approaches that support youth to contribute to their full potential and/or with youth-led data synthesis and youth-led advocacy/communications.
- Chairs the Mission’s Youth Working Group, attends stakeholder meetings (in particular with the Ethiopian Ministry of Women and Youth), and collaborates with other donors and responds to requests from USAID/W for information on youth programs.
- Provides technical and other support for implementing workshops, forums, and other learning events at the local level to disseminate results of project-wide assessments, communicate innovative approaches and good practices, and share research findings, as appropriate, for the purpose of knowledge-sharing and for building or sustaining partnerships.

**Strategy Development/Programming/Analysis: (Djibouti)** 15%

- Based on knowledge of Djibouti, assists Mission management in the identification of options/strategies to promote broad-based, sustainable development.
- Ensures the cross-sectoral consistency of strategies in assigned areas by coordinating input from relevant offices and consulting with Mission Management/counterparts.
• As a Senior member of the PRO Office, provides input into the development of policy agenda, evaluation plans, and performance management systems.
• Advises Office Chief(s) in assigned sector(s) on programming of USAID resources and budget analysis of projects activities within the sector(s).
• Analyzes and prepares precise, accurate, factual, and analytical reports and indicators dealing with major developmental issues which affect USAID strategy and objectives. Prepares or supervises the preparation of these into presentations of political and social-economic developments in Djibouti.

Cross-Sectoral Support: (Djibouti) 10%
Actions/issues that are cross-sectoral in nature, and therefore are not the responsibility of any one technical office, the incumbent will support cross-cutting activities that span more than one sector objective. Below are examples of such responsibilities.
• Participates in and manages cross-sectoral analyses (e.g. youth) in conjunction with technical offices and counterparts.
• With the Financial Management Office, may track compliance with audit findings across the Mission’s portfolio.
• Maintains relationships with GoJ officials responsible for monitoring donor and counterpart contributions.
• Acts as primary Mission policy advisor on the ADS as relates to program design, implementation, and funds obligation.
• As necessary, drafts and reviews Mission Orders, Automated Directive System chapters, and other relevant guidance.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship
The Project Development Specialist will report to the Strategic Planning and Design Unit Deputy Team Lead in the Program Office. It is expected that they will consult with the Deputy Team Lead on USAID requirements, Program Office responsibilities, and assigned duties, but that they will independently perform the duties and responsibilities in a manner which is highly collaborative with and supportive of the technical teams.

4. Supervisory Controls
This is a non-supervisory designated position.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Bachelor’s degree in Business Administration, Economics, International Public Administration, or other discipline related to economic, social, and/or a related field.

b. Prior Experience: Five years of progressively responsible, professional-level experience in program planning, design implementation, administration of private and/or public sector development projects/programs, financial and policy analysis, economics, or a related field.
III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

**EVALUATION FACTORS**

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position, and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (30 points): Demonstrated knowledge of the concepts and techniques associated with the design and implementation of development projects, as well as an understanding of the Government of Ethiopia and Government of Djibouti policies and the development needs of Ethiopia and Djibouti.

SKILLS AND ABILITIES (20 points): Demonstrated ability in analysis of cross-sectoral issues, communication with technical offices, and assessment of the validity of development interventions. Demonstrated organizational and management skills, analytical and research skills, and good social and professional judgment. Demonstrated interpersonal skills in cross-cultural and multi-level settings with the ability to work with senior level governmental officials and maintain collaborative working relationships within a team structure. Written and communications skills with the ability to edit text and reports. Demonstrated ability to self-start and computer skills.
INTERVIEW PERFORMANCE (70 points)

REFERENCE CHECKS (30 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

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 and the email subject must say— solicitation 72066322R10011, Project Management 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.

V. 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)

VI. 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.

VII. TAXES

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

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

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

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**

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]</td>
<td>1</td>
<td>LOT</td>
<td>$<em>TBD</em></td>
<td>$<em>TBD</em> at Award after negotiation with Contractor</td>
</tr>
</tbody>
</table>


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.

**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.