



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066321R00011

**ISSUANCE DATE:** 03/12/2021

**CLOSING DATE/TIME:** 04/11/2021

**SUBJECT:** Solicitation for a U.S. Personal Service Contractor (USPSC) – Water Security, Sanitation and Hygiene Lead

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 Attached 1.

Sincerely,

Annmarie McGillicuddy  
Supervisory Executive Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066321R00011
2. **ISSUANCED ATE:** 03/12/2021
3. **CLOSINGDATE/TIMEFORRECEIPTOF OFFERS:** 04/11/2021 (5:00pm Ethiopia’s local time.)
4. **POINT OF CONTACT:** Annmarie McGillicuddy, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov).
5. **POSITION TITLE:** Water Security, Sanitation and Hygiene Lead
6. **MARKET VALUE:** \$79,468 to \$103,309 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.** Resident-Hires USPSCs are not eligible for any fringe benefits, differentials, or allowances; and are only eligible for FICA, health insurance, and life insurance.
7. **PERIOD OF PERFORMANCE:** For two years, with three renewable one-year option periods up to a maximum of five years. Estimated to start on 07/01/2021.

The base period will be 07/01/2021 – 07/01/2023, estimated to start on 07/01/2021. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for a time period for three years for the date(s) estimated as follows:

Base Period:	07/01/2021 – 07/01/2023
Option Period 1:	07/01/2023 – 07/01/2024
Option Period 2:	07/01/2024 – 07/01/2025
Option Period 3:	07/01/2025 – 07/01/2026

8. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.
9. **ELIGIBLE OFFERORS:** U.S. Resident-Hire. “U.S. Resident Hire Personal Services Contractor” (“PSC”) means a U.S. citizen who, at the time of hiring as a PSC, resides in the Cooperating Country: (1) As a spouse or dependent of a U.S. citizen employed by a U.S. Government Agency or under any U.S. Government-financed contract or agreement, or (2) For reasons other than for employment with a U.S. Government Agency or under any U.S. Government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting is a lawfully admitted permanent resident of the United States and have a valid work authorization for Ethiopia.

**10. SECURITY LEVEL REQUIRED: Facility Access.** The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **11. STATEMENT OF DUTIES**

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

The position will provide leadership, program management and technical support for USAID water security and sanitation-related programs. The Water Security, Sanitation and Hygiene (WASH) Lead is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of WASH service delivery. The incumbent serves as the Mission's senior advisor on WASH and water resource management (WRM) issues and ensures that the Mission has the necessary strategic, technical, and management expertise to direct and successfully implement WASH programs. In addition, s/he manages three other staff supporting the Mission's \$125 million WASH Project. The WASH Lead is expected to guide, coordinate, manage and monitor the expanding and high-profile WASH related portfolio of the country, leading to successful outcomes. She/he serves as the in-house subject matter expert on WASH and the Mission's senior representative in policy, strategic and technical engagements with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts.

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

**Sector Leadership and Strategy (30%):** Serve as the lead technical officer for the \$125 million WASH portfolio and provides expert direction in the design, implementation, monitoring and evaluation of WASH programs and interventions across the Mission. Lead the Mission Water/WASH Committee to oversee and coordinate technical offices on 1) strategic WASH programming and investments, and 2) allocate water directive funds. Lead efforts to identify, prioritize and address key technical challenges, policy and institutional constraints and opportunities in water and sanitation service provision and management in Ethiopia. Through literature review and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global WASH landscape and advise accordingly on how these policies, strategies and technical guidelines can most effectively be incorporated into Mission programming. Play a key role in identifying and coordinating among the various USG WASH-related activities and players to advance Ethiopia's High Priority Country Plan under the Water for the World Act of 2014.

**Representation and Coordination (30%):** Represent USAID at designated national, regional and international meetings that relate to WASH, including regular participation in national level Water Sector Working Group and related committees. Develop, maintain and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, and universities to identify and implement efforts to increase synergy among the key stakeholders. Organize site visits

and prepare orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress.

**Project Management (20%):** Lead the Mission's \$125 million WASH Project within Development Objective (DO) 4 of the Mission's Country Development Cooperation Strategy, including leading meetings, discussions, and engagement with other DOs. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the WASH portfolio. Conduct field visits to USAID-supported WASH activities to meet with implementing partners and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary. Develop concept papers, scopes of work, USAID project and activity design documents and bilateral and multilateral agreements related to the design of water, sanitation and hygiene related programs, with the goal of ensuring that program design and implementation will achieve planned results and USAID goals in alignment with the objectives of the Water for the World Act and its associated directive. Maintain a technical portfolio as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits and ensuring that financial reporting (accruals/vouchers) are submitted to the Financial Management Office as required. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives (e.g. PPRs and OPs). Participate, engage and contribute to USAID's institutional learning on WASH (e.g. learning workshops, webinars, commentary), drawing on lessons learned, issues and recommended solutions.

**Supervision, Coaching/Mentoring and Staff Support (20%):** Supervise the Mission's WASH team members, which includes developing annual work objectives, identifying appropriate training opportunities, mentoring and coaching team members in facilitation of professional development. Conduct regular performance reviews and address any performance challenges that may arise. Work with direct reports to determine training needs, helps identify appropriate training opportunities and ensure fair participation in training. Provide expert advice and guidance to direct reports on matters relating to WASH.

### **11. Supervisory Relationship:**

The incumbent works under the general supervision of the Private Sector Team Lead or her/his designate, who will review and approve his/her work plan and performance measures. The incumbent is also expected to collaborate with the Program office and relevant Development Objective Leads across the Mission.

### **12. Supervisory Controls:**

The incumbent will supervise up to three Foreign Service Nationals who will serve as AOR/CORs for WASH activities in the Mission. The incumbent will also oversee the Mission's \$125 million WASH Project and serve as the USAID/Ethiopia's go-to sector expert.

### **13. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

*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**

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening. Offerors who do not meet all the education and experience factors are considered NOT qualified for the position.

**EDUCATION:** A minimum of a master's degree in environmental management, public health, engineering, economics or related field is required. Demonstrated proficiency in computer-based software application and processing is required.

**WORK EXPERIENCE:** At least 7 years of progressively responsible technical experience in water supply, sanitation, and hygiene improvement, including work in environments comparable to those of Ethiopia. The position requires a combination of managerial, technical, and analytical abilities. Expertise in the areas of sustainable water and sanitation services, hygiene promotion, private sector engagement, finance, sector policy reform, and program design is desirable. Experience in analyzing sector data and translating into practice.

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

The Government may award a contract without discussions with offerors 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 offerors 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 offerors 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>.

A USAID Facility Access security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

### **EVALUATION FACTORS**

Offerors should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. For factor five (5), see the instructions stated below. Any additional words above the limit will neither be read nor scored.

**EDUCATION: (20)** A minimum of a master’s degree in environmental management, public health, engineering, economics or related field is required. Demonstrated proficiency in computer-based software application and processing is required.

**WORK EXPERIENCE: (40)** At least 7 years of progressively responsible technical experience in water supply, sanitation, and hygiene improvement, including work in environments comparable to those of Ethiopia. The position requires a combination of managerial, technical, and analytical abilities. Expertise in the areas of sustainable water and sanitation services, hygiene promotion, private sector engagement, finance, sector policy reform, and program design is desirable. Experience in analyzing sector data and translating into practice.

**KNOWLEDGE, SKILLS AND ABILITIES: (40)** Direct experience in the management of USAID or other bilateral or multilateral donor-funded projects. Direct hands-on experience on improving water and sanitation services and hygiene promotion in urban, peri-urban, and/or rural areas, informal urban settlements, and/or displaced persons camps, preferably in similar geographies to Ethiopia. Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc. Knowledge of water and sanitation sector development, including understanding of emerging, evidence-based approaches in technology selection, policies/enabling environment, institutional structures, community governance, financing, environmental sustainability, and social/cultural issues including gender. Strong interpersonal and liaison skills to lead WASH portfolio across the Mission.

**BASIS OF RATING:** Offerors who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Offerors are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all your pertinent experience, education, training and/or awards.

**The Offeror Rating System is as Follows:**

Evaluation Factors have been assigned the following points:

Education – 20

Work experience – 40

Knowledge, Skills and Abilities – 40

***Total Possible – 100 Points***

***Interview Performance*** – Interviews will come after the shortlisted candidates’ document reviews and initial scoring. Based on interview responses, scores may be readjusted.

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

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

For your application to be considered, the following documents must be submitted:

1. Eligible offerors are required to complete and submit the offer form AID 309-2, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>. Due to COVID-19 and limited access to equipment, we are currently accepting electronic and typed signatures on the AID 309-2 form.
2. 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**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. Letter of Application and current resume.
5. Application must be submitted ONLY via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say –: ***72066321R00011 Water Security, Sanitation and Hygiene Lead. Be sure to include your name and the solicitation number at the top of each page.***
6. Please submit the application only once; and
7. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time (GMT+3)).

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

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

**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 AID309-1** available at <https://www.usaid.gov/forms>.

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (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 -
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497]	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with

	- Accounting Info: <i>[insert from Phoenix/GLAAS]</i>				Contractor –
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor –
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor –

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 **5CFR2635**. 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.***