

SOLICITATION NUMBER: 72066321R10002

ISSUANCE DATE: April 21, 2021

CLOSING DATE/TIME: May 5, 2021

SUBJECT: Solicitation for a **Cooperating Country National (Personal Service Contractor (CCNPSC - *Local Compensation Plan*) - USAID Project Management Assistant**

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,

Anmarie McGillicuddy
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066321R10002
2. **ISSUANCE DATE:** April 21, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 5, 2021 *before and/or on 5:00PM Ethiopian local time (close of business).*
4. **POINT OF CONTACT:** Annmarie McGillicuddy, Supervisory Executive Officer and Fekadu Tamirate, Human Resources Specialist, e-mail at addisusaidjobs@usaid.gov.
5. **POSITION TITLE:** USAID Project Management Assistant
6. **MARKET VALUE:** FSN - 8, \$12,133 to \$ 21,829
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Ethiopia*. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** *Five (5) years. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.* Estimated to start on 09/05/2021.

The **base period** will be *five years*. Estimated to start on September 5, 2021

Period:	<u><i>September 5, 2021-September 4, 2026</i></u>
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8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa* with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** All CCN interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). 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:** Regional Security Office certification.
11. **STATEMENT OF DUTIES:**

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

The basic function of this position is to provide essential administrative, program management, and technical support critical to USAID/Ethiopia's Office of Democracy and Governance (ODG) based in Addis Ababa. Administrative functions cover essential office management, filing, travel and logistical support for major assessments and events. The incumbent participates in the development of ODG program design, strategy development,

and annual reporting, and tracking the office's entire budget in coordination with the Program Office and the Office of Financial Management at USAID/Ethiopia. The incumbent may manage DG activities as an Activity Officer's Representative/Contracting Officer's Representative (AOR/COR) for activities up to \$5 million, and will be the office's monitoring and evaluation point of contact. Further, the incumbent assists the ODG staff as needed in their duties and responsibilities.

2. *Statement of Duties to be Performed*

1. Provide office and program management support (55%):

- a. Budget management: The incumbent will track and maintain the overall ODG budget with the Program Office and Office of Financial Management. S/he will also monitor project budget ceilings, obligated amounts, mortgages, accrued expenditures, pipeline, and schedule of incremental funding.
- b. Program management: The incumbent will contribute to the development of ODG program design, strategy development, program management plans, portfolio reviews and annual report. As the monitoring and evaluation (M&E) point of contact, s/he will serve on the Mission's M&E technical working group, advise ODG on maintaining an updated Performance Management Plans, and support Program Management Specialists in all aspects of M&E.
- c. Project management: The incumbent will serve as an AOR/COR or as an alternate AOR/COR to monitor project implementation, maintain relationships with implementing partners, and provide support as needed. S/he will also manage the close-out of activities with the Office of Acquisition and Assistance. This may include the management of awards in size up to \$5,000,000.

2. Provide administrative support (30%):

- a. Prepare/draft letters, memoranda and cable communications.
- b. Maintain appointment calendars.
- c. Maintain electronic and hard copy files relating to the activities and functions of ODG.
- d. Provide logistical arrangements for field trips, schedule meetings, and respond to inquiries from the public, governmental and non-governmental organizations and diplomatic missions.
- e. Facilitate travel and other logistical arrangements for ODG and temporary duty staff members and consultants working with the DG Office.

3. Perform other tasks in support of ODG activities as assigned (15%):

- a. Represent the DG office at relevant meetings, workshops, seminars and briefings, including with the Government of Ethiopia (to include Zonal and Woreda Administrators, and middle-management at the Ministerial level) and Ethiopian civil society.

- b. Provide Amharic-English and English-Amharic translations of a variety of documents in DG Office. Ability to read, write, and/or speak other languages (Afaan-Oromo, Somali, Tigriyna, Sidamo, Wolaytta, Gurage) preferred.

The contractor is eligible for temporary duty travel to the U.S. and/or other USAID Missions abroad on an as-needed/qualified basis, and to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. ***Supervisory Relationship***

Supervised by the ODG Office Director or Deputy Director

4. ***Supervisory Controls***

Non-supervisory position

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **EDUCATION:** Minimum of college/university studies in management, economics, social sciences or a related field, is required.
- b. **PRIOR EXPERIENCE:** Minimum of three years progressive experience in program management assistance functions.
- c. **LANGUAGE:** Fluent English (Level IV) and Amharic is required. Ability to read, write, and/or speak other Ethiopian languages preferred.

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>.

Therefore, the TEC may conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and/or written test. The CO will consider findings from the reference checks as part of the responsibility determination.

- a. **EDUCATION (10 points)** Minimum of college/university studies in management, economics, social sciences or a related field, is required. *Additional evaluation points will be given to offerors who exceed the minimum requirements.*
- b. **EXPERIENCE (20 points):** Minimum of three years progressive experience in program management assistance functions.
- c. **JOB KNOWLEDGE (35 points)** At least five years progressive experience in program management assistance functions. Knowledge of development programming terms and implementation, democracy and governance programming, Ethiopian development challenges, USAID programs and priorities desirable. Basic skill level in financial management, project management and M&E.
- d. **SKILLS and ABILITIES (35 points)** Standard computer skill levels in Microsoft Suite (Word, Excel, and PowerPoint) and Google Suite applications (G-Mail, Google Docs, Google Spreadsheets, Google Presentations) applications.

BASIS OF RATING: The initial evaluation of applications will be based on the weight assigned for education and experience that will be out of 30 points. The weight assigned for education and experience will be used to help set a competitive range. Those candidates in the competitive range will be contacted for the interview. The overall assessment based on weight assigned for the evaluation criteria during the initial evaluation and the interview will determine the final candidate. Therefore, the final rating and ranking for the offerors will be based on the initial evaluation of applications and interview.

The Offeror rating system is as follows:

Evaluation factors have been assigned the following points:

Education – 10 points

Experience – 20 points

Initial evaluation – 30 points

Knowledge_ 35 points

Skill and ability – 35 points

Interview Performance – 70 points

Total possible points: **100 points**

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

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written

in English. 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. 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. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Application must be submitted **ONLY** via *addisusaidjobs@usaid.gov* and the email subject must say– solicitation *72066321R100002, USAID Project Management Assistant. This solicitation will also be posted on the USAID Ethiopia career page. Be sure to include your name and the solicitation number at the top of each page of your application package.*
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer 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 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

Per the Mission's policy.

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

USAID regulations and policies governing CCN 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
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	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]	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>

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.