SOLICITATION NUMBER: 72068822R10004

ISSUANCE DATE: July 13, 2022

CLOSING DATE AND TIME: August 3, 2022; 5PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Project Management Specialist (PMS Education & M&E)

Dear Prospective Offerors/Applicants:

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,

Douglas Quiggle
Supervisory Executive Officer (EXO/CO)
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068822R10004
2. ISSUANCE DATE: July 13, 2022
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 3, 2022; 5 PM Bamako Local Time
4. POINT OF CONTACT: Human Resources Section, email at bamakohrmvacancies@usaid.gov
5. POSITION TITLE: Project Management Specialist (Education and M&E)
6. MARKET VALUE: FCFA 21,897,069 TO FCFA 33,940,461 equivalent to FSN-11. In accordance with AIDAR Appendix J and the Local Compensation Plan (LCP) of USAID/Mali, final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: CCNPSC contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future strategic hiring management guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation and estimated to start o/a December 2022.
8. PLACE OF PERFORMANCE: Bamako, Mali with possible travel as stated in the Position Description (PD).
9. ELIGIBLE OFFERORS: All interested Cooperating Country National (CCN) candidates eligible to work in Mali. A CCN is defined as 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: Security certificate (Certification)

11. STATEMENT OF DUTIES:

1. The Program/Project Management Specialist (hereafter referred to as the M&E Specialist) will provide technical assistance to the USAID/Mali Education Team. Responsibilities will involve working together with education team colleagues to manage a range of activities in support of the Ministry of National Education. Specifically, s/he will assume responsibility for the monitoring and evaluation of all education programs, including the development and maintenance of a formal Performance Monitoring Plan (PMP) that must be updated semi-annually as it serves as a management tool and the basis for all of education program reporting. Additionally, the M&E Specialist will be directly involved in managing awards as the AOR/COR or Activity Manager on mechanisms related to assessments, reach studies, and monitoring and evaluation; including day-to-day responsibility for the management of awards with ambitious education sector objectives and rigorous reporting requirements, such as the grant for education in conflict and crisis implemented by Education Cannot Wait (ECW).
It is expected that the successful execution of the responsibilities of this position will lead to a positive impact on the national education system in Mali.

2. Statement of Duties to be Performed:

A. Monitoring, Evaluation and Learning (50%)

The M&E Specialist has primary responsibility for all assessment, monitoring, evaluation and learning areas of the education portfolio. As such, duties will include the following:

- Develop and maintain a formal Monitoring, Evaluation and Learning (MEL) Plan to serve as the education portfolio management and reporting tool. Ensure implementation of the Plan, including regular engagement with implementing partners.
- Coordinate with the Mission’s Program & Resource Management (PRM) Office on implementation of monitoring, evaluation and learning contract to ensure support of the education portfolio, including tracking of indicators, data quality assessments, and third-party monitoring.
- Collaborate with PRM and the MEL contractor to create the Mission Performance Monitoring Plan (PMP) to track progress of the CDCS. Collect performance data from implementing partners to contribute to regular updates of the PMP.
- Coordinate with Education Team A/CORs to guide implementing partners in identifying performance indicators and setting targets that can be used for the annual Operational Plan and Performance Plan & Report. Compile performance data when more than one activity uses the same indicator. Facilitate reporting of results to USAID/Washington.
- Ensure that all new implementation agreements contain a provision for collecting cost financing data and that the data are reviewed and shared with the MNE on a regular basis.
- Ensure baseline data are collected for all education portfolio implementing mechanisms. Work with A/CORs and implementing partners to set and regularly update targets.
- Prepare and present MEL Plan data during periodic working group meetings and program implementation reviews.
- Present MEL Plan, along with other education sector data, in a variety of analytical and visual formats (graphs, charts, maps, etc.) to help demonstrate achievements.
- Contribute to the team’s Development Outreach and Communications strategy by writing program success stories and finding ways to convey information on USAID/Mali’s education program to audiences in Mali and the United States.

B. COR/AOR/Activity Management roles (35%)

The incumbent will manage the design and implementation of specific activities which focus on expanding access to education and improving the basic education skills of children and youth. Examples of duties in this category include, but are not limited to:

- Contribute to the management priorities of USAID/Mali’s education portfolio, including contracts for assessments, research studies and evaluations outside the Mission-wide M&E contract.
- Review ECW’s annual work plans, monitoring plans for tracking indicators and targets, and annual reports for implementation of a $10 million grant for emergency education services in northern Mali regions impacted by conflict.
- Collaborate with MEL Plan third-party monitors to organize regular field visits and document, in writing, any deficiencies.
- Participate in regular monitoring meetings with the implementing partners and MNE technical staff to evaluate performance and provide timely technical direction.
• Ensure reports/deliverables are received in a timely manner and monitor them for accuracy and completeness.
• Conduct analysis of reports/deliverables and identify program, policy and other implications for consideration by the education team and MNE.
• Identify success stories and other means of outreach to U.S. and Malian audiences.
• Monitor implementing partners' spending through their budgets, vouchers and invoices.
• Ensure that all incremental funding actions comply with USAID's forward-funding guidelines.

C. Strategic Planning, Design, Research and Analysis (15%)
• Serve as a technical advisor on focal areas of USAID/Mali's education portfolio as well as other USG support to the education sector.
• Contribute to technical and policy discussions related to the USAID/Mali's education program, to Mali's national education strategy (PRODEC2) and Education Sector Investment Program (PISE), and to Mali's education system at large.
• Participate in education sector thematic commissions and working groups along with the MNE and other donors supporting the sector. Collaborate closely with bilateral and multilateral donors working in technical areas relevant to USAID's education priorities.
• Review, analyze, and respond to education sector-related documents and studies, including support to the MNE for the management of information leading to a robust Education Management Information System.
• Serve as the Education Team's focal point environmental compliance. Provide the Team and the Mission Environmental Specialist with guidance on USG environmental regulations and environmentally sound activity design, implementation, monitoring and evaluation. Ensure that both the project-level and implementing partners' Initial Environmental Examination and the Environmental Mitigation and Monitoring Plans are drafted and kept up to date. Analyze and respond to queries related to environmental compliance and climate risk assessments associated with the education portfolio.

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

3. Supervisory Relationship:

The M&E Specialist will work under the supervision of the Education Team Leader; however, he/she will be expected to perform duties with a minimum of daily supervision and high degree of independence and responsibility.

4. Supervisory Controls:

No formal supervision of employees, but the M&E Specialist will guide and advise all team members with respect to monitoring, evaluation and learning, and compliance with Agency reporting requirements.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.
II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** A minimum of a bachelor's degree in education sciences, psychology, philosophy, management, public administration, or topics related to social sciences is required.

b. **Prior Work Experience:**
   - Minimum of five years of progressively more responsible experience managing and implementing education programs, preferably large-scale programs that aim to improve basic education in Mali.
   - Previous experience in monitoring and evaluation of education programs.
   - Previous experience working directly with USAID-funded programs, with high-level representatives of the MNE, with the donor community, and/or with international or local non-governmental organizations is required.
   - Extensive knowledge of Mali's education sector reforms (PRODEC and PISE) is required.

c. **Language Proficiency:** Proficiency in both oral and written French (level 4) and English (level 4).

d. **Knowledge:**
   - Extensive knowledge of international education issues, as well as trends in Mali and West Africa.
   - Thorough knowledge of the Malian basic education system, its evolution and the challenges and issues involved in achieving reform as proposed under PRODEC and the Education Sector Investment Program (PISE).
   - Technical knowledge of education system planning and program management.
   - General knowledge of teacher training, student instruction and assessment, girls' education, use of ICT in education, commune/community participation in education, and education in crisis and conflict environments.
   - Some knowledge of USAID/Mali's education programs in Mali.

e. **Skills and Abilities:**
   - Ability to analyze education sector issues based on reading, discussion, and observation to provide prompt and succinct written and oral recommendations, options, and strategies.
   - Ability to engage in discussion and policy dialogue with host government officials and donor stakeholders.
   - Ability to assume administrative, technical, and financial management responsibility for large-scale technical programs.
   - Ability to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner.
   - Ability to deal with various program implementation issues simultaneously while meeting deadlines.
   - Ability to take initiative, identify objectives and priorities, and manage time effectively to achieve results while working in a team context.
   - Ability to assess new opportunities for intervention.
   - Ability to conduct program design, monitoring, and reporting.
• Ability to represent USAID and conduct meetings with various partners and beneficiaries.
• Ability to prepare documents, budgets, and reports using MS Office software (Word, Excel, Google, PowerPoint).

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The EXO (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 EXO (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 EXO (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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed. To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on Technical Evaluation Committee’s assessment of the selection factors listed below.

PRIOR WORK EXPERIENCE (45 points):
• Minimum of five years of progressively more responsible experience managing and implementing education programs, preferably large-scale programs that aim to improve basic education in Mali.
• Previous experience in monitoring and evaluation of education programs.
• Previous experience working directly with USAID-funded programs, with high-level representatives of the MNE, with the donor community, and/or with international or local non-governmental organizations is required.
• Extensive knowledge of Mali’s education sector reforms (PRODEC and PISE) is required.

KNOWLEDGE (35 points):
• Extensive knowledge of international education issues, as well as trends in Mali and West Africa.
• Thorough knowledge of the Malian basic education system, its evolution and the challenges and issues involved in achieving reform as proposed under PRODEC and the Education Sector Investment Program (PISE).
• Technical knowledge of education system planning and program management.
• General knowledge of teacher training, student instruction and assessment, girls’ education, use of ICT in education, commune/community participation in education, and education in crisis and conflict environments.
• Some knowledge of USAID/Mali’s education programs in Mali.

SKILLS & ABILITIES (20 points):
• Ability to analyze education sector issues based on reading, discussion, and observation to provide prompt and succinct written and oral recommendations, options, and strategies.
• Ability to engage in discussion and policy dialogue with host government officials and donor stakeholders.
• Ability to assume administrative, technical, and financial management responsibility for large-scale technical programs.
• Ability to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner.
• Ability to deal with various program implementation issues simultaneously while meeting deadlines.
• Ability to take initiative, identify objectives and priorities, and manage time effectively to achieve results while working in a team context.
• Ability to assess new opportunities for intervention.
• Ability to conduct program design, monitoring, and reporting.
• Ability to represent USAID and conduct meetings with various partners and beneficiaries.
• Ability to prepare documents, budgets, and reports using MS Office software (Word, EXCEL, Google, PowerPoint).

1. Prior Work Experience 45 points
2. Knowledge 35 points
3. Skills and Abilities 20 points

Applicants are required to address each of the selection factors on a separate sheet describing specifically and accurately what prior work experience, knowledge, skills and abilities they have received relevant to each criterion as listed above, and any related considerations.

How the selection will be made: The successful candidate will be selected based upon:
1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test.
3. Other Tests: Candidates may be (pre) tested on Microsoft Office skills, critical thinking and writing skills, or any technical or practical skills test that might be deemed appropriate.
4. Interviews.
5. Professional Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. Applications which meet the minimum qualifications will be contacted (Step 2) for English language testing. Applicants passing the language test by obtaining the required scores will be forwarded (Step 3) to the Technical Evaluation Committee (TEC) for further reviews against the established evaluation criteria to develop a shortlist of applicants to be tested (technical) and/or interviewed. Following the interviews (Step 4) during which the applicant will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment (Step 5) and forward that list as a recommendation memorandum to the Supervisory Executive Officer (Contracting Officer), through the HR Specialist. EXO/HR or the TEC will conduct reference checks (Step 6) on the best suitable candidate (s) as decided by the TEC. References may be solicited from current as well as former supervisors in addition to the references provided in the application package. The HR section will contact the selected candidate to confirm their interest and for contract negotiations (Step 7).

Note:
Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
Current employees serving a probationary period are not eligible to apply unless duly justified by the Supervisor to the EXO(CO). Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

IV. SUBMITTING AN OFFER
Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted and provided with guidance for the next step of the process.

1. Resume or curriculum vitae (CV) relevant to the position for which the applicant is applying.
2. Cover letter of not more than two (2) pages describing how the incumbent’s skills and experience fit the requirements of the subject position and minimum qualification requirements.
3. Applicants must submit a Supplemental Document within three (3) pages outlining how they meet each selection requirement (Relevant Work Experience, Knowledge, Skills and Abilities). The document should describe what experience, training, knowledge and/or awards or recognition they have received relevant to each criterion, and any related considerations.
4. Applicants are required to provide five (5) Professional References with complete contact information including email address and telephone number(s). References should have knowledge of the candidate’s ability to perform the duties set forth in the solicitation and must not be family members or relatives.
5. Copy of Degrees/Diploma, Work Certificates, Recommendation Letters or any relevant Academic Transcripts.
6. Applicants must provide their full Address with Telephone, Email address.
7. Applicants should retain for their records, copies of all enclosures that accompany their submissions.
8. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.
9. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission: 72068822R10004

All CV/Resumes, Supplemental Document and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual written and language proficiency test will be conducted in English.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD
Once the Executive Office/CO informs the successful applicant about being selected for a contract award, the EXO/CO will provide the successful applicant instructions about how to complete the following:

1. Conditional Selection Letter
2. Medical Examination/Statements
3. Security Eligibility for Certification
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
5. Employee Biographical Data Sheet (Form AID 1420)
6. Responsibility Determination

Please be advised that, upon award, the selected contractor will be required to follow the Mission policies and/or directives regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES (as applicable):
The incumbent will be compensated in accordance with the U.S. Mission to Mali’s Local Compensation Plan (LCP). The plan includes basic salary, transportation and miscellaneous allowances, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. TAXES

The successful Applicant will be subject to host country tax laws.

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

USAID regulations and policies governing CCNPSC awards are available at these sources:


<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES (DESCRIPTION)</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>1</td>
<td>LOT</td>
<td>$TBD</td>
<td>$TBD at Award after negotiations 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.

~ End of Solicitation~