
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,

James E. Mayer

James Mayer
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72066422R0001

2. ISSUANCE DATE: July 01, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: July 29, 2022

4. POINT OF CONTACT: Amruta Tripathi, email at usaidmerpjobs@usaid.gov.

5. POSITION TITLE: Project Management Specialist (Economic Growth)- 2 positions

6. MARKET VALUE: TND 69,893.00- TND 108,353.00 equivalent to FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tunisia. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five-Year Period of Performance, estimated to start o/a September 2022, with a possibility to renew in accordance with Automated Directive System (ADS 309). Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and are expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.

8. PLACE OF PERFORMANCE: Tunis, USAID/Tunisia

9. ELIGIBLE OFFERORS: Cooperating country nationals: Tunisian citizens and non-cooperating country citizens lawfully admitted for permanent residence in the cooperating country. Eligible offerors with valid work permit at the time of application to work in Tunisia.

10. SECURITY LEVEL REQUIRED: Facility access

11. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract
      The Project Management Specialist will independently administer multi-million economic growth projects and assist in managing USAID economic growth activities in Tunisia. S/he will assist in project design, preparation, implementation, monitoring through closeout, and evaluation. S/he will work in a multidisciplinary, dynamic, and results-oriented team where members must support one another and play interchangeable roles when necessary. S/he will provide technical advice on USAID’s economic growth activities, visit project sites to monitor progress, independently draft project documents, deliver oral and written briefs, evaluate activities, and provide input to periodic and ad-hoc reports required by the Mission or USAID/Washington. S/he must have relevant
experience and a deep understanding of private sector development approaches and the relationship between the private sector and government in a market-oriented economy. S/he will exercise broad technical judgment in support of USAID Tunisia’s economic growth projects and is a concise and persuasive oral and written communicator. S/he reports to the Deputy Director of the Economic Growth Office (EGO) and is a critical member of the EG team.

2. Statement of Duties to be Performed

**Project Management and Administration Duties (60%)**

- Serves as a Contracting Officer Representative (COR) for economic growth projects implemented through contractors in Tunisia.
- Manages contractors and leads the implementation of one or more contracts in the EGO portfolio.
- Monitors and documents the performance of contractors to ensure results are achieved per policy, technical and contractual considerations.
- Conducts field visits to project sites across Tunisia to monitor progress against award terms and conditions.
- Prepares project documents and coordinates with relevant USAID offices for required clearances and approvals.
- Guides and approves annual work plans, scopes of works, and other actions for the implementation of assigned contracts.
- Solves or recommends ways to solve day-to-day technical and operational issues with projects.
- Prepares status reports or provides oral briefs on project progress, including problem analysis and recommendations for corrective actions.
- Reviews periodic reports to ensure that benchmarks and goals are being met and monitor progress and contribution towards Intermediate Results.
- Tracks project-related financial expenditures and prepares accrual and expenditure projection reports.
- Prepares procurement requisitions, funding analysis, and other relevant financial documents, and maintains complete and auditable files for all assigned contracts.

**Monitoring and Evaluation Duties (20%)**

- Collects and monitors performance data regularly to measure achievement against performance indicators, assess progress, and aggregate findings.
- Assesses data quality from assigned contracts.
- Maintains the mission performance management plan.
- Reviews and analyzes activity-level monitoring, evaluation, and learning plans, including indicators and baseline data, and ensures their practical use as management and information tools.
- Prepares and submits performance data for periodic reports while ensuring the quality and relevance of data.
Identifies lessons learned and develops case studies to capture qualitative outputs of the project.

Supports the evaluation of projects focusing on impact, lessons learned, problem areas, and how they have been overcome.

Provides advice on improving project performance using M&E findings.

Ensures that performance metrics are accurately tracked and used to revise tactical direction as needed.

 Coordinates with the EGO team to ensure that data submitted on projects is complete and consistent for annual Agency-wide reporting, portfolio reviews, and other required reporting.

**Communication and Project Design Duties (20%)**

Collaborates and coordinates with contractors and partners, Embassy, and Mission staff to organize and coordinate USAID public events and prepare press releases, speeches, and background information.

Drafts weekly updates, briefing papers, success stories, reports, and press releases as assigned and specialized documents for EGO when needed.

Drafts and delivers periodical or ad hoc reports, including oral presentations, as required.

Assists with the development of programmatic public relations and briefing materials, including brochures, Activity Fact Sheets, success stories, etc.

Ensures professional-level communication with USG and Government of Tunisia (GOT) officials, private sector, media, and other donor representatives, to provide issue-oriented briefings and presentations.

Serves as an interpreter and takes meeting notes when necessary.

Maintains knowledge of country context, technical approach, development objectives, accomplishments, and results of assigned EGO projects to summarize in writing or in oral briefs upon demand, especially for meetings, speeches, background papers, and other USAID reporting requirements.

Ensures that the EGO team is informed of current events that affect project implementation and EGO activities.

Prepares project documentation for acquisition and assistance actions such as statements of work, program descriptions, independent government cost estimates, selection criteria.

Reviews of technical and cost proposals, solicitations, award recommendations, and contracts.

Collaborates with USAID staff team members to align the proposed technical approach and performance metrics to the Mission’s objectives and results framework.

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

3. **Supervisory Relationship**
   S/he will report to the EGO Deputy Office Director and is expected to work with minimal day-to-day supervision. Assignments are made orally and in writing. Most
assignments occur in the normal course of the work, but the Specialist is required to
determine those that must be coordinated with the supervisor. The supervisor
provides a review of the assignment, the goals, and objectives to be achieved, and the
results expected. The Specialist will seek advice and assistance as required. Work is
reviewed in terms of results achieved.

4. Supervisory Controls
The supervision of other staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a) Education: A Bachelor’s degree in an area such as business administration, economics,
economic development, finance, or related field is required.

b) Prior Work Experience: At least five (5) years of progressively responsible, and
professional-level experience managing projects, activities or services in areas related to
business development, private sector investment, banking, trade, public-private sector
partnerships, ITC, e-solutions, reforms to foster private sector growth or relevant business
development field is required.

c) Language Proficiency: Fluency (Level IV) in spoken and written English and, Arabic
as well as French (Level III) is required.

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.

1. Knowledge (60 points)
   ● Technical and applied knowledge of the Tunisian economy, private sector, and
government regulations and measures for businesses and investors.
   ● Knowledge of private sector and economic development issues, especially in
SME competitiveness, access to finance, trade, investment, and public-private
partnerships.
• Applied knowledge of project management and coordination with a relevant private and/or public sector organization.
• Applied knowledge in devising and implementing solutions to promote private sector development, expand export markets, attract investment, and mobilize public-private partnerships.

2. Skills & Abilities (40 points)
• Must have very strong written and verbal communication skills and analytical capabilities.
• Must be able to obtain, organize, analyze, evaluate, and summarize information clearly and concisely.
• Must be able to manage competing priorities and multiple tasks, and work effectively under pressure.
• Must have (3) three years of project management skills with a relevant private and/or public sector organization to plan, develop, manage, and evaluate projects and activities.
• Must be able to apply USAID programming policies, regulations, procedures, documentation, and policy parameters for activity implementation.
• Must be able to establish and maintain productive working contacts with mid-to high-level USG and Government of Tunisia officials and representatives from the private sector, donor community, and private organizations.
• Must have the interpersonal skills and the ability to balance working well in a team and have the initiative, creativity, and ability to carry out responsibilities independently.
• Must demonstrate the ability to assume management and leadership roles.
• Must be able to concisely document key points, action items, and decisions discussed in formal and informal meetings, and have the initiative to close and follow up on actions or matters raised.
• Must be resourceful, have excellent judgment, and be able to work with people from different backgrounds effectively.
• Must be proactive, flexible, and dedicated, and willing to take on new and various tasks and responsibilities.
• Must be willing and able to travel.
• Must be able to translate French and/or Arabic documents and provide translation support when necessary.

The successful candidate(s) will be evaluated based upon the following:
1. A preliminary review of the applicant's submitted application package to establish that minimum educational and experience requirements are met.
2. Language test (English & French)
3. Case study and Interview
4. Reference verification (Pass/Fail) checks.

USAID/MERP, Frankfurt’s Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work
experience. A Language test (Step 2) will be conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

- The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants. Applicants will be contacted for the case study and interview (Step 3).
- Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank and in which order, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).
- Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

**IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to apply via [ERA](ERA) (Electronic Recruitment Application) system.

2. Offerors must enclose a Cover Letter not to exceed one page, CV/Resume not to exceed 2 pages, valid residence/work permit and a list of 3 references in ERA by the closing date and time specified in Section I, item 3.

3. Offeror submissions must clearly reference the Solicitation number on all documents submitted by the offeror.

4. **Ensuring Adequate COVID-19 Safety Protocols for Federal** Contractors - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.*

   *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*

**5. LIST OF REQUIRED FORMS PRIOR TO AWARD**

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

1. Background investigation forms
2. Medical clearance forms
VI. BENEFITS AND ALLOWANCES

Benefits/Allowances as applicable for Tunisia Local Compensation Plan include:

- Food Allowance
- Transportation Allowance
- Miscellaneous Benefit Allowance
- Year-End Allowance
- Biweekly Bonus

VII. TAXES

The U.S. Mission will not assume any obligation or responsibility to withhold taxes levied by the host government. It is the responsibility of the individual to ensure that all requirements as established by the Tunisian Government regarding taxes are adhered to.

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. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

   **Subpart 52.2—Text of Provisions and Clauses**

   **52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.**

   Insert the following clause in all solicitations and contracts for personal services with individuals performing in the United States or its outlying areas. COs may incorporate this requirement into new solicitations and resulting contracts for personal services with individuals performing outside of the United States or outlying areas (United States National (US), Cooperating Country National (CCN), and Third Country National (TCN), depending on local conditions.

   **ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**

   (a) **Definition.** As used in this clause -
United States or its outlying areas means—

(1) The fifty States;

(2) The District of Columbia;

(3) The commonwealths of Puerto Rico and the Northern Mariana Islands;

(4) The territories of American Samoa, Guam, and the United States Virgin Islands; and


(c) Personal Services Contracts with individuals. As a matter of policy, the contractor must comply with the USAID’s guidance applicable to direct-hire federal employees.

(End of clause)

Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, “Excluded State or Outlying Area”). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at https://www.saferfederalworkforce.gov/contractors/.
3. **Contract Cover Page** form AID 309-1 available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms). Pricing by line item is to be determined upon contract award as described below:

<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>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Award Type: Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Product Service Code: [e.g. R497]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


5. **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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

6. **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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

The PSC Ombudsman may be contacted via: **PSCOmbudsman@usaid.gov**.