



SOLICITATION NUMBER: 72038822R10007

ISSUANCE DATE: December 02, 2021
CLOSING DATE/TIME: January 02, 2022; 04:30PM

SUBJECT: Solicitation for Cooperating Country National Personal Service Contractor (CCN PSC)
– Project Management Specialist (Monitoring, Evaluation, and Learning), FSN – 11

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all solicitation material for their records.

This solicitation does not obligate USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Sara Suliman
Contracting Officer

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72038822R10007
2. **ISSUANCE DATE:** December 02, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 02, 2022 at 4:30 pm local time in Dhaka, Bangladesh.
4. **POINT OF CONTACT:** KMA Zubin Faisal, email at zfaisal@usaid.gov. Please DO NOT send applications to this email address. For instructions on how to apply, see section IV & V of this solicitation.
5. **POSITION TITLE:** Project Management Specialist (Monitoring, Evaluation, and Learning), FSN – 11
6. **NUMBER OF VACANCIES:** One (1)
7. **MARKET VALUE:** FSN-11, 40 hours equivalent (TK. 3,164,510.00 – TK. 5,763,953.00 per annum). In accordance with AIDAR Appendix J and the Local Compensation Plan. Final compensation will be negotiated within the listed market value
8. **PERIOD OF PERFORMANCE:** The period of performance is five years, with the possibility of extensions.
9. **PLACE OF PERFORMANCE:** Dhaka, Bangladesh with possible travel as stated in the Statement of Work.
10. **ELIGIBLE OFFERORS:** This is a Cooperating Country National position; all Qualified Bangladeshi Nationals are eligible to apply.
11. **SECURITY LEVEL REQUIRED:** The successful candidate shall be required to obtain a Facility Access clearance.
12. **STATEMENT OF DUTIES:**

A. GENERAL STATEMENT OF PURPOSE OF THE CONTRACT

The USAID Project Management Specialist (Monitoring, Evaluation, and Learning [MEL]) is located in the Office of Population, Health, Nutrition and Education's (OPHNE) Learning and Innovation Team, and plays a lead role in the development of effective strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representative (C/AOR) managing Mission Health programs/projects/activities.

The Specialist applies evaluation research to the monitoring of program/project/activity implementation in order to document results, and to translate MEL and other data into meaningful policy and program improvements. The Specialist serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing senior-level technical guidance to Health Office leaders, the broader USAID Mission, implementing partners (IPs) involved in program monitoring and evaluation, and

within the cooperating country government. The Specialist serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities.

The Specialist is a key member of the OPHNE Learning and Evaluation Team. The jobholder reports to the OPHNE Deputy Director or designee and has no formal supervisory responsibility.

B. STATEMENT OF DUTIES TO BE PERFORMED

Program/Project/Activity Performance Management and Reporting

- Provides senior/high level technical guidance to Health Office, Mission staff, IPs, and other USG agencies on MEL concepts, processes, design, training, and best practices.
- Provides expert direction and technical guidance in the implementation of the Health Office portions of the Mission Performance Management Plan (PMP), and Health Office responsibilities from Mission PMP; and, MEL services and support to IPs in the development and implementation of program/project/activity Monitoring, Evaluation, and Learning Plans.
- Provides guidance to IPs in understanding of the Performance Monitoring Plan systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
- Provides technical monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies in order to plan and manage Health Office responsibilities related to the PMP, including collection, assessment of validity, and improving data quality.
- Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.
- Provides technical leadership to C/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and Health Office topics. Briefs Health Office and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
- Provides expert guidance to Health Office technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance Reports.
- In collaboration with the Mission Program Office, leads the Health Office compilation and reporting on the annual Performance Plan and Report (PPR) to Congress and ensures all required indicators have appropriate targets and data are collected and reported on by IPs.
- Leads USAID's support to the cooperating country government for the development and management of a national information system, and a central repository (data warehouse) for Health data; and, serves as USAID point of contact for health data and information systems.

Evaluation and Organizational Learning

- Provides technical guidance and leadership to ensure evaluations are properly planned and carried out in a high quality and professional manner, by aiding Health Office C/AORs to draft appropriate Scopes of Work (SOWs) for evaluation Teams, by actual participation in and/or leading evaluation Teams, and by ensuring that Team comments on draft evaluation reports are reflected in final reports.

- Leads a team in the development and execution of an evaluation plan that ensures compliance with USAID Evaluation Policy. Advises thematic teams/working groups and technical specialists on planning, designing, and implementing appropriate Evaluation Plans.
- Provides technical guidance and leadership to other USG agencies in the development, preparation, and dissemination of results of Public Health evaluations, Demographic Health Surveys, etc.
- Leads cross-cutting evaluations, and supports prioritization and implementation of recommendations, as required.
- Manages the Collaborating, Learning, and Adapting (CLA) component of Health Office activities.
- Organizes and leads roundtables and consultations with Health Office staff, IPs, and other stakeholders to develop a Learning Agenda for Health interventions; identifies mechanisms for implementing research; and, manages implementation of research and evaluation activities and dissemination of results.
- Provides technical leadership and oversight to the Ministry of Health and other cooperating country government staff to ensure that national-level data is available and reliable, and works with inter-agency Heads of Departments and senior technical staff to ensure that USG data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are attributable to USAID (and USG) interventions.

Project Management

- Serves as a C/AOR and/or Activity Manager for MEL programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conducts site visits and data quality audits, as required, in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of USG funding.

Representation

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, and in consultations with other social sector donors, government officials, and IPs.
- Provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.

C. SUPERVISORY RELATIONSHIP

The Specialist works under the very general supervision of the Health Office Chief/Director, and the closer but general supervision of the Deputy Director. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting cooperating country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

D. SUPERVISORY CONTROLS

Continuing supervision of other Division and Office staff is not anticipated. The Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Specialist is expected to serve as mentor

to C/AORs, Assistant-level staff, and others in SI and MEL systems and processes, and to provide other work guidance.

13. PHYSICAL DEMANDS

The work requested is generally sedentary and poses few physical demands. The incumbent may be required to visit activities outside Dhaka.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications listed below.

Education: Master's degree or local equivalent from an accredited program in social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.

Prior work Experience: Five years of progressively responsible job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in a development-oriented workplace, or a related field, for other donor agencies, cooperating country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.

Job Knowledge: The Specialist must have in depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring and evaluation. The Specialist must have excellent knowledge of MEL systems, public health programming, and international donor operations in the sector. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the cooperating country; development problems in the health sector in the cooperating country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the cooperating country and the region. The Specialist must have working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

Skills and Abilities: The Specialist must have the ability to plan, organize and execute complex MEL activities, including the ability to provide technical leadership and apply this ability to programming in the cooperating country and the region. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in Excel, SPSS, STATA, R and/or other analytical databases.

Language Proficiency: Bangla and English proficiency Level IV (written, reading, and oral) is required. English level will be tested.

III. EVALUATION AND SELECTION FACTORS

Applications that do not meet the required minimum qualifications will not be scored. Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application. USAID reserves the right to conduct written examinations and interviews with the top ranked short-listed candidates. If the interview is conducted, it will be one of the determining factors in the final selection.

Candidates will be evaluated and ranked based on the following selection criteria:

- **Education: (Pass/Fail)**

- **English Language Proficiency: (Pass/Fail)**

- **Prior Work Experience: (30 Points)**

The USAID Project Management Specialist (Monitoring, Evaluation, and Learning [MEL]) must have minimum of five years of progressively responsible experience in development assistance work, program monitoring and planning, analysis, preparation, and tracking of project documentation in a development setting, at least three years of this experience should be directly managing activities related to MEL, programming for results, or implementation research. Experience working with the Bangladeshi government, USG agencies, or USG implementing partners is required.

- **Job Knowledge: (35 Points)**

Thorough knowledge monitoring, evaluation and learning in a resource-poor setting is required. The job holder must understand the nature and goals of donor funded health and development programming, and the donor landscape. S/he must have knowledge of public health metrics, and how to use those metrics to guide programmatic performance. S/he must understand how to translate evidence into useful tools for policy-makers, and how to integrate proven interventions and best practices into programs. S/he must have a thorough understanding of using performance data to guide program design, implementation, and how to design and implement evaluation activities. Knowledge of the GOB's national health sector and/or GOB public health strategies, programs and policies is required.

- **Skills and Abilities: (35 Points)**

The Specialist should have the ability to establish and maintain contacts with a wide-range of government officials, implementing partners, and site-level program implementers, in order to productively work to on public health programming in Bangladesh. The incumbent should be able to obtain and rapidly analyze information, evaluate data, and prepare reports, presentations, and related documents for a variety of audiences. Must be able to communicate effectively in writing and verbally in English. Must be self-motivated, able to learn quickly, work with a minimum of immediate supervision and simultaneously manage multiple tasks and deadlines. Proficiency with computers, including Microsoft Office software and the cloud-based google versions, as well as proficiency with use of virtual meeting platforms, is required. Strong interpersonal skills are required.

IV. SUBMITTING AN OFFER

INSTRUCTIONS FOR SUBMITTING AN APPLICATION

Interested candidates must submit the following:

1. Eligible offerors are required to complete and submit the offer form **AID 309-2, "Offeror Information for Personal Services Contracts,"** available at [HERE](#). The form and all other required documents must be submitted as per instruction in V: WHERE TO APPLY below.
2. A cover letter of no more than two (2) pages that demonstrates how the candidates' qualifications meet the work requirements as follows:
 - a) **Education:** how a candidate's education level meets the minimum requirements.
 - b) **Work Experience:** how candidate is prior (relevant) work experience meets the minimum work experience requirements to successfully perform the duties mentioned above.
3. A curriculum vitae (CV) which describes education and career experiences and achievements. To fully evaluate each application, every CV must include:
 - a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.
 - b) Specific duties performed that fully detail the level and complexity of the work.
 - c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards, or accomplishments.
4. Names, contact numbers, and e-mail addresses of three professional references from individuals

who are not family members or relatives.

5. A passport-size photograph (taken within six months), a copy of passport or voter ID or driver's license and copy of educational or trade school certificate as required.

V. WHERE TO APPLY

Applications must be addressed to:
Human Resources Office
Attention: Executive Officer
USAID, Embassy of the United States of America

*Applicants must submit the full application package via the online application portal as detailed below to be considered. Failure to do so may result in a determination the applicant is not qualified. (Online Application Process instructed below)

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

Online Application Process:

*Applicants would be required to create or already have a personal GMAIL account to access the online form. *

Access the 'USAID/Bangladesh Online Recruitment Form' [HERE](#).

Follow the instructions within the form carefully and submit your information and supporting documents as instructed at the top of the form. Remember to press SUBMIT for confirmation of successful submission.

By submitting your application materials, you certify that all the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated after award, and may be punishable by fine or imprisonment.

Only qualified and shortlisted candidates will be contacted. Additionally, only candidates that are interviewed will be notified if the position is filled.

VI. LIST OF REQUIRED FORMS FOR PSC HIRES

When an offer for the position is made, the successful candidate will be required to complete the following:

1. Medical examination by Embassy approved physician (form will be provided)
2. Security back-ground check (required forms will be sent to the candidate)

The above forms shall be completed only upon the advice of the Contracting Officer that a candidate is the successful candidate for the job. Do not submit this form with your application.

VII. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

BENEFITS

- Provident Fund Contribution (10% of base salary) after one year
- Annual & Sick Leave
- 2 Festival Bonuses (Included in above mentioned annual package "7. Market Value")
- Medical reimbursement
- Life insurance

VIII. TAXES

Deductions for Bangladesh income tax are not made by the U.S. Mission and a declaration of earned income is not provided to the local government. CCN employees are responsible for filing and paying income taxes.

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

USAID regulations and policies governing CCN/TCN PSC 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>
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>

USAID IS AN EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

-----X-----