I. GENERAL INFORMATION

1. SOLICITATION NO: VA-669-22-000011

2. ISSUANCE DATE: July 13, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: July 27, 2022, 11:59 pm Local Time, Monrovia, Liberia

4. POINT OF CONTACT: Executive Officer, email at LiberiaHR@usaid.gov

5. POSITION TITLE: Project Management Specialist (Education and Budget)

6. MARKET VALUE: USD $40,344 – $64,550 FSN-11
   
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment.

7. PERIOD OF PERFORMANCE: This contract will be for up to five years depending on programmatic needs, funding availability, and satisfactory performance. This is considered a permanent position and employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

8. PLACE OF PERFORMANCE: Monrovia, Liberia with possible travel as stated in the statement of duties.

9. ELIGIBLE OFFERORS: Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Current employees serving a probationary period with the mission are not eligible to apply.

10. SECURITY LEVEL REQUIRED: Facility access
11. STATEMENT OF DUTIES

Basic Function of Position
The incumbent is an Education Specialist in the USAID/Liberia Education Office (EDO). In partnership with local Liberian institutions, s/he will design and manage USAID/Liberia’s education sector investments and ensure that new and current activities produce results. S/he will provide expertise and analysis on education development issues in Liberia, and serve as a liaison between USAID/Liberia and relevant Government of Liberia entities, civil society organizations, other donors, and local communities. S/he will accomplish work related to the conceptualization, design, documentation, and management of development assistance projects, including leading the development of cost estimates and analyzing program budgets.

The incumbent will also provide technical expertise and leadership for the EDO on financial management, budgeting, and procurement planning. S/he will interact regularly with other offices within USAID/Liberia, including the Financial Management, Acquisition and Assistance, Program and Project Development offices. S/he will also work in collaboration with EDO members to support overall internal operations and to simplify and standardize processes that support more effective portfolio management.

The incumbent must demonstrate strong attention to detail, organization, inquisitiveness, prioritization, interpersonal skills, teamwork, and passion for education. S/he will help ensure that USAID investments in the education sector change the lives of our most important stakeholders: Liberian children and youth. The incumbent must be able to multitask well but also know how to prioritize, focus, and meet deadlines. The position will be under the supervision of the Supervisory Education Officer or his/her designee.

Major Duties and Responsibilities
Project management (50%)
1. Serve as Contracting/Agreement Officer’s Representative (C/AOR) on USAID education activities to ensure U.S. taxpayer dollars are managed effectively to reach their intended development objectives.
2. Monitor implementing partner progress to ensure and verify that activities conform to the terms of the award and that planned results are achieved. Review deliverables, assess performance progress, and prepare performance review materials. Occasional work-related travel is required to fulfill monitoring responsibilities.
3. Meet with partners regularly, conduct quarterly visits to education project sites to monitor activity implementation, and closely review annual work and activity plans and propose adjustments to better achieve results.
4. Monitor the financial status of the award to ensure adequate financial management.
5. Manage activity start up and close out processes to ensure a successful start and support sustainability as activities wind down.
6. Identify and promote opportunities for collaboration, linkages and cross-sector synergies to improve effectiveness and reach broader impact.
7. Represent the EDO at meetings with the Government of Liberia and with other donors, development partners, and non-governmental organizations to ensure harmonization of
USAID/Liberia activities and work towards proper implementation of education sector strategies and policies.

8. Write and/or review briefings, reports, memoranda, speeches and/or talking points, press releases, sector profiles, activity fact sheets, success stories, and other essential communication for USAID/Liberia, USAID/Washington, U.S. Embassy, media, and other stakeholders in order to communicate and publicize USAID’s development work and achievements in Liberia.

**Program design**

1. Collaborate with EDO members to write and review program/project documents including concept papers, scopes of work, statements of objectives, program descriptions, action memoranda, waivers, environment reviews, monitoring and evaluation plans and financial documents (including quarterly accrual reports). These documents are essential to effectively programming USAID funding and how USAID turns U.S. taxpayer dollars into development results.

2. Coordinate and support new activity design, program evaluations, procurements, and ongoing implementation actions in support of the EDO to program USAID funding and ensure USAID is reaching intended results.

3. Write inputs and guidance in the design, implementation, monitoring, and evaluation of activities in education; write and/or review program descriptions. Spanning the USAID program cycle, these processes are the core of USAID’s work.

4. Draft and review scopes of work and independent government cost estimates for new activities, evaluations, special studies or personnel. These documents are required to create solicitations for USAID programs.

5. Review unsolicited proposals/applications. These often come from local organizations, and it is important for USAID to take local perspectives into consideration and remain alert for innovative ideas to intractable development challenges.

**Financial management, budgeting, and procurement planning**

1. Work closely with the Office of Financial Management and Program and Project Design Office providing overall coordination and internal monitoring and analysis of the Education program budget, assisting the EDO with the use of the OPS MASTER system. Effective management of the budget and procurement plan ensures that the EDO is well prepared to reach intended results and adapt to changing circumstances as necessary.

2. Work with EDO office leadership and team members, including extended team members, on budget planning and management to effectively plan and program USAID funds.

3. Maintain all EDO budget documentation, including pipeline analysis, and providing regular briefings to the EDO on this information. This will ensure that EDO properly manages its funds and is prepared to be a good steward of U.S. taxpayer dollars.

4. Support the EDO in the preparation of financial, performance, and portfolio reviews to ensure USAID activities are making progress and have the necessary funding to reach intended results.

**Supervision Controls:** This position has no supervisory responsibilities.

**Supervisory Relationship:** The incumbent will work under the direction of the Supervisory Education Officer or his/her designee. S/he will develop a personal annual performance plan, in
coordination with his/her supervisor, and will be evaluated annually on the basis of the performance plan.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

2. Prior Work Experience: Minimum of five (5) years of experience in international development, administration, project management, development communications or applied research and evaluation is required.

3. Work/Residency Permits: Applicants must have valid work and/or residency permits allowing work in Liberia.

4. Language Proficiency: Fluent (Level IV). Excellent English writing, editing and speaking skills, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents are required.

III. EVALUATION AND SELECTION FACTORS
The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

1. Selection Process
After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.

2. Evaluation Factors
Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.
FACTOR #1: Understanding of the education sector in Liberia
Describe in 500 words or less, the overall political, economic, and related contextual factors that affect the education sector in Liberia. What are the current major challenges and opportunities for improving access to quality education?

FACTOR #2: Experience in the education sector
Describe in 500 words or less your experience managing education projects. This should include managing relationships and coordination with the Government of Liberia and other key stakeholders as well as financial management. Give specific examples of the results you achieved.

FACTOR #3: Conflict Resolution
Describe in 500 words or less specific instance(s) when you have resolved conflicts during project implementation. What was your approach to the problem(s), and what was the result?

3. Basis of Rating
Applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

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<thead>
<tr>
<th>Evaluation Factors</th>
<th>40 points</th>
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<tbody>
<tr>
<td>Factor #1</td>
<td>15 points</td>
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<td>Factor #2</td>
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<td>Factor #3</td>
<td>10 points</td>
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Written Exercise | 20 points
Candidates selected for an interview will be given a 50 minute written exercise. The purpose is to evaluate the candidate’s approach to understanding problems in the education sector, critical thinking ability, problem-solving skills, and the ability to clearly communicate in writing.

Group Exercise Interview | 20 points
Candidates selected for an interview will be given a 50 minute group exercise interview. The purpose is to evaluate the candidate’s interpersonal skills, ability to apply education knowledge in work settings, and ability to work in a team setting.

Interview Performance | 20 points
Interview questions will revolve around the candidate’s fit for the position as described in the statement of duties, including:
- Knowledge and experience of the education sector
- Ability to implement and manage education activities
- Ability to plan and manage budgets
- Ability to work with diverse people with varying backgrounds and experiences
- Ability to manage multiple competing priorities and meet deadlines
- Ability to communicate clearly

Total Possible Points 100 points

IV. SUBMITTING AN OFFER

Applications must be submitted electronically by email with the subject line VA-669-22-000011–Project Management Specialist (Education and Budget) LiberiaHR@usaid.gov.

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. Candidates must also meet the full work experience requirement and demonstrate in their application that they are an eligible offeror as required in I.9 above. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.

Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.