



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72060323R10007

ISSUANCE DATE: August 20th, 2023

CLOSING DATE/TIME: September 7th, 2023

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Project Management Specialist.

(Local Compensation Plan)

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 information.

Sincerely,

James Cerwinski
Supervisory Executive Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel. : 251-11-306002
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Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72060323R10007
- 2. ISSUANCE DATE:** August 20th, 2023
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 7th, 2023
before and/or on 5:00PM Djibouti local time (close of business).
- 4. POINT OF CONTACT:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, email at djiboutiusaidjobs@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist
- 6. MARKET VALUE:** FSN-10, \$DJF 7,381,233 to \$ 9,595,603.
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Djibouti* 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. The period will be 1/02/2023– 1/01/2028.
- 8. PLACE OF PERFORMANCE:** USAID Djibouti.
- 9. ELIGIBLE OFFERORS:** 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 USAID Project Management Specialist has responsibilities involving all aspects of activity development, program management, program monitoring and evaluation and results reporting across the portfolio. S/He is required to perform both technical and program administrative duties that includes participating in strategic planning; partner work plan review, preparation and review of performance management plans (PMPs); guiding Data Quality Assessments (DQAs); acting as or providing support to AORs/CORs and; overseeing compliance with internal program budget guidelines. Primary responsibilities will include assisting with the management of current and proposed future activities. S/he contributes to the coordination of efforts with other USAID offices involved

with Djibouti programs, and U.S. Embassy officials. Duties require occasional in-country travel to monitor USG funded programs.

2. Statement of Duties to be Performed

The USAID Project Management Specialist carries out the following duties and responsibilities vis-à-vis technical areas (including but not limited to) Peace and Security; Democracy and Good Governance; Health, Education and Economic Growth, as assigned. Serves as the principal FSN advisor on overall program/project implementation documents; including but not limited to performance monitoring plan (PMP) development, data quality assessment (DQA), Operational Plan, and Performance Reports among others.

A. Program Management and Implementation (50%)

- Leads USAID/Djibouti's data entry on performance and planning reports into the Foreign Assistance Coordination and Tracking System (FACTS Info) and reports any errors.
- Leads the coordination of USAID Djibouti's response in completing the Annual Performance Plan Report, Portfolio Implementation Review (PIRs) and any other required performance reporting.
- Supports USAID/Djibouti's CORs and AORs by advising team members on policy, process and procedures of program implementation documentation as is required by ADS 200 and any other relevant guidance. Participates in preparing country program budgets for Operational Plan (OP) and Mission Resource Requests (MRRs).
- Supports Contracting Officer Representative (COR), Agreement Officer (AOR), or Activity Manager for Djibouti activities, as specified by the AO/CO. Analyzes financial reports, including reporting on activity burn rates and pipelines, expenditure accruals, reviewing reports from partners with particular attention to activity and financial indicators.
- Monitors Country Office budget and keeps current on the provision of the strategy (ies), results, performance reports, and operational plans to better monitor procurements, disbursements and pipelines.
- Participates in the development and implementation of USAID Djibouti Development Assistance. Advises teams on program considerations and participates in the design of new activities and results. At the working level, advises and provides guidance on program and USAID guidelines related to the design and development of activities.
- Takes the lead in coordinating the response to the annual Federal Managers' Financial Integrity Act (FMFIA) exercise corresponding.
- Works closely with Project Management Specialist and Technical staff in maintaining the quality control. The incumbent reviews all program-funded implementation documents (bilateral agreements....) by ensuring that funding is allocated per Functional Objective or Resource Allocation Table, AID/W control levels are maintained, and that funding rules and regulations are followed. Reviews and clears bilateral agreements commitment/sub-obligation documents, including ILs and MAARDS/GLAAS Requisitions by ensuring that funding is charged against the correct budget line item and planned

allocations are not exceeded.

- Prepares and writes documents related to the assigned area of responsibility such as Data Quality Assessment (DQA) reports and Performance Monitoring Plan (PMP) approval memo. He/she will provide program management assistance, including drafting action memos, justifications, waivers and sections of acquisition and assistance documents, among others.

B. General Duties (25%)

- Accompanies the Country Representative at meetings with partners, donors, host-government officials, or other meetings/events of interest for USAID.
- Independently responds to inquiries as appropriate or refers them to the appropriate individual. S/he will also respond independently in a timely fashion to inquiries from other USAID offices and Embassy officials.
- Participates in discussions and meetings with contractors, recipients, counterpart governments, and other stakeholders at the local level to document, record, and report relevant activities to the AOR/COR.
- Facilitates briefings with USG agencies (including military) and participating in meetings with interested local counterparts. These meetings should be coordinated with technical staff.

C. Monitoring & Evaluation (M&E) (15%)

- Assists the Djibouti M&E Specialist by working with CORs/AORs and USAID/Ethiopia Program Office to establish, review, and maintain an up-to-date PMP. Works with CORs/AORs to ensure that implementing partners have developed strategic interventions and M&E plans consistent with F standard indicators and the needs of specific Mission objectives. Works with partner organizations to develop a results monitoring system that responds to USAID reporting requirements as well as on the implementation of the relevant Performance Monitoring Plan (PMP). Gather PMP related information and reviews for clarity of information received. This includes liaising with partners in order to manage the process of baseline as well as other periodic data collection for use in activity management and annual reporting.
- Responsible for maintaining up-to-date spreadsheets on USAID's portfolio, keeping details on past and current projects (description, year of funding, etc) so that information on USAID/Djibouti's portfolio is readily accessible when needed. Consults with respective AORs/CORs and activity managers to update this information.
- Analyzes financial reports, including reports on activity burn rates and pipelines, expenditure accruals, reviewing reports from partners with particular attention to activity and financial indicators.
- Assumes a role in coordination of the response in completing the Annual Performance Report, PPRs and any other required performance reporting.
- Assists respective activity managers in M&E functions, as needed. Conducts site visits to review implementation of M&E. Coordinates Data Quality Assessment activities and works with COR/AORs and implementing partners on how to improve the quality of data being collected and reported Based on

the information collected during the field visits, communicates findings and recommendations for strengthening M&E activities to USAID/Djibouti program office and appropriate CORS/AORs.

- Gathers Performance Monitoring Plan (PMP) related information and reviews for quality of information received. This includes liaising with partners in order to manage the process of baseline as well as other periodic data collection efforts for use in activity management and annual reporting.
- Participates in the design of the evaluations as well as the implementation.

D. Activity Manager (10%)

- Serves as alternate Activity Manager for projects on a need basis. In this capacity: works collaboratively, and under the direction of the respective COR/AOR, in providing program guidance and coordination at the local level. Report's implementation issues to the AOR/COR and recommends alternative courses of action.
- Assists the AOR/ COR or Activity Manager with conducting regular project monitoring including site visits and providing inputs into the assessments of contractor/recipient performance. Prepares reports for all site visitors. Assesses contractor performance, as needed, and provides reports to the AOR/COR via email on a regular basis.

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

Directly supervised by the USAID Country Representative to Djibouti or his/her designee. Work is reviewed primarily in terms of results achieved within the broader constraints of policy and priorities. S/he will handle assignments independently with minimal supervision according to established policies, previous training and accepted practices. S/he will be expected to develop her/his own work schedule, procedures for accomplishing tasks, and will work independently to resolve problems which may arise during accomplishment of activities. S/he will be expected to provide finished, accurate, concise reports as required without day-to-day assistance in the preparation of the reports and other outputs.

4. Supervisory Controls

None anticipated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Bachelor's degree in social science or other relevant fields/areas.

- b. **Prior Work Experience:** Minimum of five years' experience in program work and planning.
- c. **Language:** Level IV (French and English) is required written and spoken ability is required. Level V French (fluent) written and spoken ability is required. Good command of English and French languages is required as translation from one language to another is frequently necessary.

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>.

EVALUATION FACTORS:

- a. **Education (10 points):** Additional points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position.
- b. **Experience (20 points):** Prior work experience in areas of project/program work, planning, monitoring and evaluation, performance management plan (PMP) including data quality assessment (DQA). Experience in Peace and Security; Democracy and Good Governance; Health, Education and Economic Growth. Experience to analyzes financial reports, including reports on activity burn rates and pipelines, expenditure accruals, and reviewing reports.
- c. **Knowledge, skills and abilities (20 points):** Demonstrated understanding of the nature of the goals of development programs. Demonstrated knowledge of donor programming policies and donor regulations, procedures and practices. Demonstrated knowledge of political and economic development issues in the Horn of Africa region. Demonstrated ability to obtain, organize, and analyze data to prepare precise and accurate reports and budgets. Demonstrated ability to demonstrate interpersonal skills and experience working effectively as a member of a team. Demonstrated ability to handle inquiries from senior management and technical staff, partners and beneficiaries with tact and persuasion. Demonstrate ability to maintain a very strong attention to detail. Demonstrated ability in Microsoft Office suite.
- d. **Interview Performance (40 points):**
- e. **Writing test (10 points)**

BASIS OF RATING: Offerors who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors. Offerors should address the Evaluation and Selection Factors in offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The highest-ranking applicants may be selected for an interview and writing test. Therefore, the final rating and ranking for the offerors will be based on **the initial evaluation of the applications, interview performance and writing test**. The qualified offerors may be invited to be interviewed, either in person or by telephone/video call at USAID's discretion. USAID/Ethiopia will not pay for any expenses associated with interviews.

Note: Satisfactory Professional Reference Checks – Pass/Fail (no points assigned) Reference checks will be conducted for the highly ranked offeror. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

IV. **SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete 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 <http://dj.usembassy.gov/jobs/>

Further Guidance:

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**.

Offerors submission must clearly reference the Solicitation number on all offeror submitted documents;

Application must be submitted **ONLY** via djiboutiusaidjobs@usaid.gov and the email subject must say– solicitation **72060323R10007-USAID Project Management Specialist**

Please submit the application only once; and

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 FOR PSC HIRES

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. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
Per the Mission’s LCP.
2. ALLOWANCES:
Per the Mission’s LCP.

VII. TAXES

Per the Mission’s policy.

VIII. 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>

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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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
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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>
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

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Djibouti 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/Djibouti 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.