



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72060323R10005

ISSUANCE DATE: 06/18, 2023

CLOSING DATE/TIME: 07/16, 2023

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC to serve as **USAID Project Management Specialist** in the Djibouti office.

Dear Prospective Candidates:

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. Candidates should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 attachment.

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 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72060323R10005
- 2. ISSUANCE DATE:** 06/18, 2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 07/16, 2023, no later than 5:00 p.m (EAT) (close of business).
- 4. POINT OF CONTACTS:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at *djiboutiusaidjobs@usaid.gov*.
- 5. POSITION TITLE:** **USAID Project Management Specialist**
- 6. MARKET VALUE:** **DJF 8,115,864– DJF 10,550,614 yearly** i.e., equivalent to FSN - 11. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Djibouti. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be from 08/01/2023 – 08/01/2028.
- 8. PLACE OF PERFORMANCE:** USAID/Djibouti
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “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:** Facilities access.

11. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

The USAID/Djibouti Project Management Specialist serves as the technical lead and activity manager for energy and private sector development projects/activities implemented by USAID/Djibouti. He/she facilitates communication and ensures collaborative working relationships with high-level decision-makers as well as technical staff in the government of Djibouti ministries, counterparts in USAID/Ethiopia and Washington, other government entities, and other development partners, donors, and non-governmental entities working in the sectors in which USAID/Djibouti provides assistance to the government of Djibouti (GoDj). The Specialist is a key interlocutor on behalf of USAID/Djibouti and the Civilian Affairs unit of the U.S. government's only military base

in Africa, Camp Lemonnier. The Specialist delivers analytical and technical assistance services to other bilateral/multilateral agencies, the government of Djibouti, and civil society to develop policies and programs based on best practices and innovations in development assistance. Representing the U.S. Government (USG), the incumbent leads national technical working groups, builds alliances with development partners, and provides essential communication and liaison within USAID offices and other USG agencies. The jobholder is the primary person responsible to private sector outreach as well as for seeking private sector funding opportunities via USAID/Washington and regional programs.

The incumbent serves as Agreement Officer's Representatives/Contracting Officer's Representative (AOR/COR) or Activity Manager for selected programs/projects/activities. As an AOR/COR, the jobholder monitors program and performance progress, identifies implementation achievements as well as problems in performance, and initiates appropriate actions in consultation with the USAID Country Representative, the General Development Officer, or other staff as appropriate. The Specialist is responsible for leading Mission compliance with USG statutory requirements and policies for all activities/projects under the jobholder's responsibility. He/she serves as a technical advisor on development assistance projects, including energy and youth unemployment programs designed and implemented by USAID/Djibouti. In addition, the jobholder assists with overall Mission planning and the preparation of new programs and activities, program management, program monitoring, evaluation, and results reporting across the portfolio. The job holder reports to the General Development Officer or his or her designee.

2. Statement of Duties to be Performed

USAID Project Management Specialists administer development assistance projects (through contracts, cooperative agreements, or grants) to ensure that objectives are achieved in accordance with financial, timing, and other considerations embodied in the project. The following duties broadly cover the range of duties and responsibilities for the position:

Contract, Cooperative Agreement, and Grant Administration - Technical Liaison and Direction, Substantial Involvement, and Activity Management 25%

- Serve as the technical liaison between the Contracting Officer (CO) and contractor(s), the Agreement Officer and grantee(s), and/or Activity Manager (AM) in support of the Contracting Officer's Representative (COR) or Agreement Officer's Representative (AOR). Serve as the alternate AOR for at least one other position's functional/subject area.
- Provide technical direction/guidance within the scope of awards managed, designated roles (AOR/COR/AM), and authorities. This includes overseeing compliance with all award terms and conditions, and applicable Agency policies and regulations.
- Assists in the preparation of, and coordinates review of, program planning documents, including concept papers, activity approval documents, assistance checklists, work plans and other needed documents for program activities, as

designated.

- Prepares statements of work and supports development of procurement documents in the contracting process, including chairing and supporting Technical Evaluation Committees and responding to Requests for Information for planned procurements.
- Establish and maintain routine communication with the alternate AOR/COR/AM, as applicable, and provide updates on award performance and activities to ensure continuity of oversight and support for projects.
- Establish and maintain AOR/COR/AM files to Agency standards and use mandated electronic storage applications for document retention. This also includes maintaining records of all monitoring and oversight, site visits, correspondence with grantees/contractors, and all other relevant actions taken in an AOR, COR, and/or Activity Manager role.
- Manages review/clearance of program documents with other offices, including the Regional Legal Office and the Program Office until getting final signatures.
- Ensure IP's compliance with USAID's branding and marking requirements, liaise with the Embassy public affairs section (PAS).

Applied Technical and Advisory Support – Technical Expertise, Strategy Development, and Project Design 20%

- Applied Technical Expertise in the position's functional/subject area to support project, program, portfolio, and broader Mission and/or Agency objectives.
- Engagement in Planning and Strategy Development, to include the preparation and compiling of performance and reporting documents such as Operational Plans, Performance Reports, and supporting activities, as applicable.
- Plays a lead role in the Project Design process and supporting activities to operationalize the Mission's development strategies.
- Works collaboratively with USAID/Ethiopia support offices, including, the Office of Acquisition and Assistance (OAA) and the Office of Financial Management (OFM) to provide input on USAID/Djibouti's procurement plan and documents (budgets, Statements of Work, evaluation criteria, required memos, etc.). Leads administrative actions for program management using USAID procurement platforms such as Global Acquisition and Assistance System (GLAAS). Tracks, follows-up, and monitors procurement actions through the Financial Management, Contract, Program, and Executive Offices.
- Serves on Project and/or Activity Design Teams, Technical Evaluation Committees for procurements or new staff recruitment, as assigned.

Monitoring and Evaluation - Performance Monitoring, Analysis, and Reporting 20%

- Monitors implementer's performance and ensures that it conforms to the project/strategic objectives, technical requirements and quality standards agreed to. Performs site visits to gather data and verify progress toward project objectives.
- Obtains project data, provides input into Agency repositories, and analyzes information to assess implementer performance and advance broader Mission

objectives.

- Drafts, authors, edits, reviews, and updates documentation for project and other relevant administrative reporting on activities. This includes the preparation of internal documents (various memoranda, spreadsheets, databases, checklists, etc.) as mandated by Mission and USAID regulations, and in support of general administrative and collaboration, learning, and adapting activities.
- Ensures development of various program cycle products in a timely and efficient manner, such as the Operating Plan (OP), the Congressional Budget Justification (CBJ), the Mission Resource Request (MRR), Performance Plan and Report (PPR), Strategy reporting, and other ad-hoc requests and reports.
- Develop performance monitoring plans, oversee their implementation, conduct evaluations and perform reporting in support of designated programs/projects, as well as the broader office portfolio, Quarterly, Semi-Annual and Annual Progress Reports, among others.
- Coordinating and preparing twice-annual Mission Portfolio Reviews for the programs focusing on: performance, identification of program and resource management and policy issues, results, lessons learned over the reporting period and determine and recommend necessary adaptations/strategies to address lack of achievement, as well as determination of status of project and activity design, M&E needs, and other human resource requirements to accomplish the annual foreign assistance objectives.
- Based on observations, assessment reports, and performance statistics and other available data, support the USAID Country Representative in making programmatic recommendations to OGAC, USAID/Washington, and USAID/Djibouti.
- Ensure that ongoing activities integrate in an efficient manner based on the Collaboration Learning and Adaptation (CLA) approach.
- Promote tools and processes to encourage local capacity development.

Stakeholder Engagement - USG Inter-Agency, Host Government, Donors, Partners, Multilateral Group Engagement Reporting 20%

- Represent the Agency to key stakeholders, manage information flows, and inform decision makers to achieve objectives. This includes written and verbal communication, and presentations to cross-cultural audiences that convey Agency standards, policies, and priorities.
- Furthers private sector engagement in Djibouti and leverages USAID/Washington and other regional and interagency programs to increase the role of the private sector in Djibouti's development portfolio.
- Build partnerships, facilitate communities of practice, and serve on working groups, committees, technical review panels, and other administrative or governing bodies that are stakeholders in the subject technical area of the position.
- As appropriate, represent USAID at the monthly 3D (Defense, Diplomacy, and Development) meetings organized by the U.S. military leadership. Coordinate with the military, Djibouti government officials/ministries/communities to provide technical leadership, liaison support for all community projects to be

built/repared by the Civil Military unit from Camp Lemonnier.

- Act as a liaison officer on behalf of USAID and USG between high level government officials and the Civil Affairs team for related programs.
- Represent USAID at handover ceremonies for projects completed by the Civil Affairs team highlighting the combined USG diplomacy, development, and defense doctrine, for related programs.
- As requested by the Djibouti Country Representative or GDO, carry out special assignments such as: serving on mission-wide committees, responding to USAID/Washington or U.S. Embassy taskers, participating in technical evaluations, coordinating with other technical and support offices, and other tasks as assigned.

The incumbent will perform other roles that transcend the individual duties detailed above on ad-hoc assignments which may include special coordination or short-term tasks within USAID/Djibouti, USAID/Ethiopia, USAID/Washington, or other USG agencies.

- Coordinate public events attended by the US Ambassador in Djibouti to highlight and ensure attribution for USAID's activities in Djibouti. Draft all the required documents, including the scene setter and the ambassador's remarks in French and English. Draft briefing materials, talking points, and other documentation for the USAID Program Office, senior USG leadership, USAID/W, USAID/DG offices, and other relevant audiences. Advise and provide recommendations to relevant counterparts and audiences.
- Coordinate with the Public Diplomacy team at the embassy all outreach and communication activities/events to highlight USAID's work in Djibouti for all activities managed by the incumbent.
- Coordinates field travel and public affairs activities of the Country Representative, as well as the Ambassador, DCM, and other USAID and Embassy staff members. Prepares schedules, briefings, and all information related to events (e.g., backgrounders/scene setters, talking points, speeches, etc.), and organizes logistics, guest lists and other arrangements in collaboration with mission staff.
- Provide support to USG and congressional visitors by preparing briefing materials and scene setters, coordinating meetings and briefings with partners, and handling logistical support for such visits.
- Maintains effective communication and builds strong external networks and partnerships, particularly with GoDj. This includes the coordination of regular activities and/or communications with GoDj at both ministerial and provincial levels, preparing official correspondence between USAID and GoDj, responding to inquiries and preparing responses and preparing for meetings between USAID, the embassy and other interested stakeholders and donors after consultation with supervisor.
- Maintains knowledge of emerging trends. Strengthens coordination with GoDj by leading technical working group meetings and engaging key counterparts related to USAID/Djibouti portfolio. As needed, serves as translator in meetings and assists in the translation of documents.
- Coordinates with implementing partners to obtain necessary host country approvals and certificates for program activities in a timely manner.

- Develop, maintain, and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities, and the media to identify and implement efforts to increase synergy among the key stakeholders. Provide briefings to USAID and its partners on the status of USAID projects/activities under the responsibility of the jobholder. Prepare and deliver presentations on the same issues to local government and USG officials and international and local program partners and colleagues. Organize site visits and prepare briefing materials for delegations from USAID Headquarters, State Department, other agencies, and Congress.

Financial Management - Budget Tracking, Financial Oversight, and Administrative 15%

- Monitor the financial status of relevant awards on a regular basis, including quarterly accruals and incremental funding, to ensure award compliance with Agency regulations for financial management.
- Review award recipient requests for payments or financial reports and provide or deny your administrative approval.
- Ensure that all applicable Agency regulations, policies, and procedures for the financial management authorities within the position's purview, are followed and that activities maintain compliance.

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

3. Supervisory Relationship

The Project Management Specialist will report to the General Development Officer or his/her designee. Most arrangements are self-generated and occur in the normal course of work and the jobholder exercises independence in most phases of his/her job responsibilities but determines those situations that must be coordinated with the supervisor or other team members. Completed work is accepted as technically correct and the overall work is reviewed in terms of results achieved.

4. Supervisory Controls

None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** A Minimum of Bachelor's degree or local equivalent from accredited University in social or political science, law, business administration, public or international affairs, economics, or a related development field

- b. **Prior Experience:** Minimum of five (5) years of progressively responsible experience in development work (local and/or international). A minimum of 2 years of prior experience working with or for bilateral or multilateral donors/stakeholders, such as USAID, World Bank, Global Fund, UN Agencies, or national-level public or private sector projects and ensuring compliance with rules and regulations
- c. **Language:** Level IV (fluent proficiency) in French, English, and local language proficiency, both oral and written. Language competence may be tested.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

Rating factors are used to determine the **competitive ranking** of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (20 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE, SKILLS and ABILITIES (40 points): Demonstrated knowledge of working in the development sector, particularly in project design, implementation, monitoring, and reporting. Preference given to candidates with experience in private sector engagement and/or the energy sector in particular. Demonstrated technical and analytical skills in activity/project design, management, and oversight. Demonstrated communication skills, advocacy, and networking. Demonstrated conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. Demonstrated ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. Demonstrated excellent computer skills including skills with Microsoft Office, web-based databases, electronic

filing. Demonstrated individual judgment in his/her roles. Demonstrated skills in initiative and offers leadership in reviewing the progress of programs and projects under his/her personal and team's responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling reporting requirements. Demonstrated timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

INTERVIEW PERFORMANCE (50 points)

WRITTEN TEST (50 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the 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. Interviews may be conducted either in person or by telephone/video call at USAID's discretion.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview and performance. USAID/Ethiopia will not pay for any expenses associated with interviews.

Satisfactory Professional Reference Checks – **Pass/Fail (no points assigned)**. Reference checks will be conducted only for the first-ranked candidate. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit:

1. The offer form DS-174 (Application for U.S. Federal employment) which can be found in the U.S. embassy website <https://www.usaid.gov/document/application-form-ds-174-ccn>
2. A resume in English
3. Letter of application (cover letter) that describes your experience with the evaluation criteria (Section III: Evaluation and Selection Factors), and

4. Contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

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

Application must be submitted ONLY via djiboutiusaidjobs@usaid.gov and the email subject must say– solicitation 72060323R10005, USAID Project Management Specialist. Be sure to include your name and the solicitation number at the top of each page.

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Djiboutian time 5 p.m. Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
Group life insurance, medical coverage, annual leave and sick leave.
2. ALLOWANCES (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Djiboutian laws and regulations.

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:

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>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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_

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.

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.