



SOLICITATION NUMBER: 72064119R100010

ISSUANCE DATE: July 29, 2019

CLOSING DATE/TIME: August 12, 2019

SUBJECT: Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC)**
(Local Compensation Plan)

Dear Prospective Offerors:

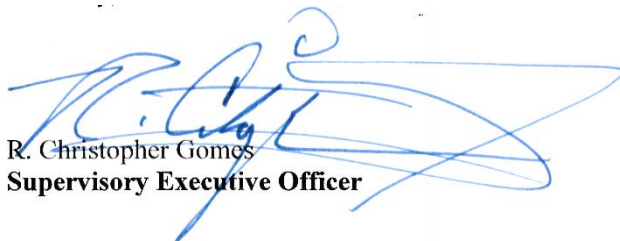
The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** 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,



R. Christopher Gomes
Supervisory Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72064119R100010**
- 2. ISSUANCE DATE: July 29, 2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: August 12, 2019 at 5:00 pm local time.**
- 4. POSITION TITLE: PROJECT MANAGEMENT SPECIALSIT (M&E)**
- 5. MARKET VALUE: GHC 109,044.00 – GHC 163,582.00** equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy, Ghana.

Final compensation will be negotiated within the listed market value.

- 6. PERIOD OF PERFORMANCE:** Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.
- 7. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Employment Authorization
- 9. STATEMENT OF DUTIES**

BASIC FUNCTION OF POSITION

The primary purpose of this position is to perform ME&L and reporting functions for the Mission. The incumbent serves as a principal ME&L advisor to the Mission including its Development Objective (DO) teams in the conception, design, development and implementation of ME&L systems for the USAID/WA development program.

MAJOR DUTIES AND RESPONSIBILITIES

A. Management of Monitoring, Evaluation and Learning Projects in RPO: - 25%

1. Serve as Agreement/Contracting Officer's Representative (AOR/COR) and/or Alternate AOR/COR, directly responsible for the management, implementation and administration of contracts and or cooperative agreements related to monitoring, evaluation, and learning. Duties include:

i) Manage the formal review and approval process for annual work plans and planned activities of implementing partner(s) ensuring that implementation remains on track and in support of USAIDs goals and objectives.

ii) Maintain and report budget information on the status of obligations, expenditures, pipelines, accruals, and resource requirements.

B. Advise and Support the Mission on ME&L Policy, Guidance, Systems and Overall Approach – 25%

1. Provide guidance to all Mission personnel on all aspects of USAID and Mission's policy and the Mission's strategy related to monitoring, evaluation and learning.
2. Ensure that the Mission-wide Performance Management Plan (PMP), a key component of the RDCS, is an effective and well-documented plan that adequately measures progress and accomplishments under the Mission's portfolio. Coordinate input from all technical offices to the PMP. Facilitate use of the PMP as a tool by senior management for decisions.
3. Ensure DO teams understand and implement the Mission ME&L approach including the concept and practice of the Collaboration, Learning and Adapting (CLA) methodology, which enables the Mission to remain flexible in program implementation.
4. Participate in the design of new Project Appraisal Documents (PAD) and activities, particularly related to the setting of goals, objectives, targets, anticipated results and monitoring and evaluation plans. Ensure PAD and activity ME&L plans align with RDCS ME&L approaches.
5. In consultation with the DO teams, maintain a schedule for all monitoring and evaluation activities and ensure that they are carried out in a timely manner.
6. Review and provide written comments, in consultation with DO teams, on contractor and grantee annual work plans and activity monitoring and evaluation plans to ensure that activities and targets in the work plans support the indicators and anticipated results as included in the relevant PMP.
7. Make sure that all technical teams possess adequate expertise in the areas of performance measurement and that activity managers in each DO team receive adequate training. The incumbent, in coordination with the ME&L Team Leader, provides the necessary training.
8. Ensure that partners understand USAID's strategic planning, monitoring and evaluation concepts, and support partners in developing M&E plans and meeting other M&E needs.
9. Assist with the deployment of Mission-wide Geographic information Systems to support technical offices.

C. Guide Effective Performance Monitoring Including Data Quality, Tracking and Reporting - 20%

1. Assess the quality of performance data for all of the technical sectors' performance indicators through designing, developing and implementing a system of surveys and instruments to collect data, analyzing the survey data, and writing Data Quality Assessment reports, including presenting survey results to DO Teams; thus ensuring compliance with Agency policy. This may include site visits to regional institutions and stakeholders entrusted with public statistics, other donors, and USAID/WA contractors and grantees to ascertain that their M&E systems adequately support the DO teams' M&E plans and that data provided are of sufficient quality to support informed decision-making.
2. Provide expertise while leading the data quality assurance process as well as reporting on compliance with USG policy and regulatory requirements. Provide guidance to the Mission, client Missions, other USG agencies, regional stakeholders and implementing partners concerning M&E systems and issues.
3. Manage, as required, the Mission's computerized database(s) (DIS) for tracking achievements against development objectives and intermediate results, and for preparing the annual Performance Plan and Report (PPR) for USAID/Washington.
4. Conduct periodic field visits to monitor activities of implementing partners in coordination with technical offices and assess progress; identifies and anticipates implementation problems; and works with technical officers and partners to make the most effective use of available program resources.

D. Advise DO teams on Evaluations: 15%

1. Coordinate with Contracting Officer Representatives/Agreement Officer Representatives (COR/AOR) or activity managers in charge of the Mission's third party ME&L capacity building awards to ensure that teams adequately use these resources.
2. Serve as a resource and provide support to technical teams on Mission evaluation processes including evaluation design, scope of work development, evaluation implementation and management, data collection management and evaluation data use.
3. Manage evaluation activities (where appropriate) and support technical offices in evaluation process from start to completion. Create and chair evaluation selection committees; provide guidance to external teams of technical experts; participate in evaluation execution and final report writing.
4. Ensure evaluation excellence, adherence to, and implementation of the Agency's Evaluation Policy to improve the quality and relevance of evaluations conducted with USAID funds.
5. Ensure that evaluation recommendations are used in new Mission procurements and project designs.

6. Manage evaluation data and facilitate the use of and importation of evaluation data to inform decision making processes and support technical offices with the ability to visualize, analyze and better use evaluation data products.

E. Support Collaboration, Learning and Adapting (CLA) in the Mission 15%

1. Analyze and interpret, in conjunction with Mission COR/AORs, activity data to better understand implications of performance data for the activity, how to use it effectively for decision-making, management purposes, informing new program designs and supporting the CLA approach.

2. Participate in and play a significant role in leading and designing Mission semi-annual Portfolio Reviews to demonstrate progress in achieving results.

3. In collaboration with DO Teams and other RPO staff, support learning and/or collaboration events to promote learning among stakeholders in the region, including the dissemination of lessons and best practices.

10. POSITION ELEMENTS

a. **Supervision Received:** The Monitoring and Evaluation and Learning Specialist works under the direct supervision of the Regional Director of the Program Office or his/her designee and follows direction of the Mission ME&L team leader. The employee is expected to work within the greater Mission strategic plans as outlined in key planning documents. The employee in collaboration with the Regional Program Office and in line with Mission policy has the authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. S/he is expected to perform complex duties independently. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

b. **Supervision Exercised:** None

c. **Available Guidelines:** Automated Directives System (ADS) Series 200, USAID/WA Mission RDCS, USAID Evaluation Policy, Mission Orders on Performance Monitoring, Evaluation, Portfolio Reviews, Strategy, Budget Management and Project Design, established USAID/Malawi administrative procedures and regulations; standard accounting, auditing and financial management operating procedures and systems requirements. USAID Mandatory and Standard Provisions, the Federal Acquisition Regulation, Agency for International Development Acquisition Regulations, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, thus, requiring considerable interpretation.

d. **Exercise of Judgment:** The incumbent makes administrative arrangements consistent with ADS guidance and Mission policy. The incumbent acts and establishes priorities based on available guidelines and professional judgment. Supervisory guidance is sought when needed, and the supervisor is informed of activity and project status. The

incumbent has considerable latitude in carrying out work and is expected to exercise judgment in carrying out his/her duties.

e. **Authority to Make Commitments:** None

f. **Nature, Level, and Purpose of Contacts:** The ME&L Specialist has a full range of contacts within the Mission, at all levels, across the greater Agency and maintains contact with contractors and grantees implementing USAID-funded activities or projects. Within the Embassy, contacts are with counterpart staff as needed. Regional, host country, local, and other contacts vary widely with the type of activity being implemented, and may be at any level, although most are at the counterpart level.

g. **Time Expected to Reach Full Performance Level:** Twelve to 24 months maximum depending upon availability of required trainings.

11. AREA OF CONSIDERATION: The position is opened to all Cooperating Country Nationals (Ghanaians) and Third Country National (Neither a U.S. Citizen, nor a Permanent Legal Resident Alien of the United States, nor a Ghanaian Citizen). Third Country National applicants must attach copies of the required Ghanaian residency and work permits to their application to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee's responsibility.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. POINT OF CONTACT: acpersonnel@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

a. **Education:** Completion of a Bachelor's degree in social sciences such as political science, sociology, economics, international development or in another field relevant to development studies and or monitoring and evaluation.

b. **Prior Work Experience:** Five years professional experience monitoring and evaluating development projects. At least five years of professional experience in the area of monitoring and evaluation. This should include developing performance management plans, selecting indicators and developing targets, conducting evaluations, surveys, assessments, designing log frames and other tasks related to ME&L. Experience with reporting on project activities. This should include writing quarterly reports, project success stories, final reports, and other reporting tasks. Significant work experience which demonstrates a strong understanding of computer systems, in particular databases used to track results and other programmatic information.

c. **Language Proficiency:** Must have excellent written and oral English skills (Level IV). Ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required.

d. **Job Knowledge:** Advanced knowledge of ME&L key concepts, systems and procedures, particularly as they relate to USAID reporting; data collection and information sharing; financial management (USAID specific knowledge desired); database systems; basic development practices; and knowledge of the development challenges and historical context for West Africa. Understanding of information needed to effectively design projects and perform rigorous project monitoring and evaluation. Possess highly developed analytical skills and basic knowledge of monitoring and evaluation, preferably on development projects. Knowledge of USAID procedures is an advantage.

d. **Skills and Abilities:** The incumbent must have superior data collection, analysis, writing and presentation and communication skills. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required. Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private-sector organizations. Proven cross-cultural and interpersonal skills. Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint, Access, Environmental Research Systems Institute (ESRI) ArcGIS, or other database software, and word processing programs are a must. Strong training/ability to facilitate learning, collaborate in a team environment and work independently to achieve Mission objectives are needed. Effective communication skills to present and advocate for ME&L concepts such as the USAID evaluation policy, data quality practices, etc., to USAID staff and implementing partners (IPs). Strong writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Ability to work effectively in a team environment.

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 factors in order to be considered. Only the highest-ranked applicants will be interviewed.

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. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist 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. If an applicant does not wish USAID to contact a current employer for a

reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

a. **Prior Work Experience (25%):** Five years professional experience monitoring and evaluating development projects. At least five years of professional experience in the area of monitoring and evaluation. This should include developing performance management plans, selecting indicators and developing targets, conducting evaluations, surveys, assessments, designing log frames and other tasks related to ME&L. Experience with reporting on project activities. This should include writing quarterly reports, project success stories, final reports, and other reporting tasks. Significant work experience which demonstrates a strong understanding of computer systems, in particular databases used to track results and other programmatic information.

b. **Language Proficiency (15%):** Must have excellent written and oral English skills (Level IV). Ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required.

c. **Job Knowledge (40%):** Advanced knowledge of ME&L key concepts, systems and procedures, particularly as they relate to USAID reporting; data collection and information sharing; financial management (USAID specific knowledge desired); database systems; basic development practices; and knowledge of the development challenges and historical context for West Africa. Understanding of information needed to effectively design projects and perform rigorous project monitoring and evaluation. Possess highly developed analytical skills and basic knowledge of monitoring and evaluation, preferably on development projects. Knowledge of USAID procedures is an advantage.

d. **Skills and Abilities (20):** The incumbent must have superior data collection, analysis, writing and presentation and communication skills. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required. Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private-sector organizations. Proven cross-cultural and interpersonal skills. Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint, Access, Environmental Research Systems Institute (ESRI) ArcGIS, or other database software, and word processing programs are a must. Strong training/ability to facilitate learning, collaborate in a team environment and work independently to achieve Mission objectives are needed. Effective communication skills to present and advocate for ME&L concepts such as the USAID evaluation policy, data quality practices, etc., to USAID staff and implementing partners (IPs). Strong writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Ability to work effectively in a team environment.

PRESENTING AN OFFER

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section.

Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

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

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

2. Cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. 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.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s), and resident permit and/or work permit.

Interested Applicants must cite the solicitation number and position title within the subject line of the email.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Applications must be received by the closing date and time specified.

Only short listed candidates will be contacted.

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

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, item 11**.

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO 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. Background Investigation Form
3. Finger Print Card (FD-258)

V. BENEFITS/ALLOWANCES

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

1. BENEFITS:
Medical Insurance
Social Security Contribution
Local and American Holidays
Salary Advance (0% interest)
Annual Bonus
2. ALLOWANCES (as applicable):
Miscellaneous Benefits Allowance
Meals Allowance

Compensation is in accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy, Ghana.

VI. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VII. 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>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

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>

END OF SOLICITATION