



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066324R10019

ISSUANCE DATE: September 20, 2024

CLOSING DATE/TIME: October 4, 2024, 11:59 p.m. EAT

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to Serve as **Acquisition and Assistance Specialist** in the Office of Acquisition and Assistance (OAA) – USAID/Ethiopia (Internal Candidates)

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,

Reid H. Ahl, CM
Contracting Officer

I. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066324R10019

2. **ISSUANCE DATE:** September 20, 2024

3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** October 4, 2024 NLT 11:59 p.m. EAT

4. **POINT OF CONTACTS:** Reid Ahl, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.

5. **POSITION TITLE:** Acquisition and Assistance Specialist

6. **MARKET VALUE:** **\$32,085 – \$57,777 yearly** i.e., equivalent to **FSN-12**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. 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 initial period of performance is 12/01/2024 – 11/30/2029.

8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.

9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs) currently employed by USAID Ethiopia. “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:** Facility Access.

11. **STATEMENT OF DUTIES:**

a. *General Statement of Purpose of the Contract*

The Senior Acquisition and Assistance (A&A) Specialist with an Incremental Funding Warrant (IFW) fills a leadership role by ensuring that all of USAID/Ethiopia’s, USAID/Djibouti’s, and USAID/African Union’s (“the Missions”) A&A obligations and awards’ terms and conditions effectively support teams in achieving implementation of the Country Development Cooperation Strategy (CDCS) and Integrated Country Strategy (ICS) objectives. The Incumbent oversees, mentors, and coaches CCN/FSN A&A Assistants and Specialists in grades FSN-08 to FSN-11, to ensure that all A&A actions and awards are properly and efficiently performed. The Incumbent serves as a core team member of the three Missions’ technical teams providing expert-level A&A guidance during the pre-award, post-award and close out functions, while working independently on activity design and implementation with related A&A assignments. **Once onboard, the Incumbent will obtain an FSN Contracting and Agreement Officers (CO/AO)**

Incremental Funding Warrant (IFW) and will be responsible for all administrative and closeout functions under their assigned portfolio - the IFW is not a prerequisite for this position - the incumbent must obtain the IFW within one year of hiring for this position. The incumbent will make A&A technical decisions and make recommendations relevant to issues above their authority to the USDH COs. The Senior A&A Specialist protects agency interests by ensuring Missions A&A actions are accomplished with the highest degree of integrity and ethical standards, decisions are made in the best interest of USAID and its foreign assistance strategic objectives, and that business with contractors, grantees, and other parties is conducted in a professional manner.

b. Statement of Duties to be Performed

Senior Acquisition and Assistance Technical Support: (70%)

The incumbent will provide expert technical assistance in the execution of A&A mechanisms in accordance with Agency Procurement Action Lead Time (PALT) metrics, including supervising staff and providing them with guidance on all aspects of procurement and contract management relating to policy, project planning, design, implementation, evaluation, and closeout. The Incumbent will be required to provide on-the-job training for A&A Specialists on all aspects of A&A procedures, policy, and document formation. The Incumbent will also advise, guide, train, and mentor Missions technical staff, US Embassy staff, host government officials, implementing partners, and others, in all A&A matters. The incumbent will assist the Missions' COs/AOs in establishing individual and teamwork objectives for junior OAA team members; ensuring that the staff carries out those assignments; and, as required, providing input into staff performance. The work includes but is not limited to the following:

Pre-award:

- Advise Technical Teams, the Program Office, and the Missions at large on A&A instruments available for use in the implementation of development assistance activities. Assist in the identification of the most appropriate procurement instrument for specific program objectives being addressed.
- Represents the COs/AOs during the design and procurement of Missions project requirements. Works with Technical Offices serving as a technical expert assisting with the statement of work/program description conceptualization and preparation to ensure contractibility and that such design documents will efficiently and effectively meet the needs of the Technical Office's objectives.
- Advise Technical Teams and the Missions at large in generating the requisition package to ensure compliance with agency A&A policies, regulations and procedures, review A&A documenting including but not limited to scopes of work, instructions to offers, program statements, and individual acquisition plans, to ensure that performance requirements are clearly stated and contractible.
- Supervise A&A Specialists with the preparation and publication of solicitation documents, ensuring that federal requirements for competition have been adequately addressed; schedule publication/dissemination of solicitation announcements; monitor

receipt of offers submitted in response to solicitations; supervise in the preparation of documents associated with the technical evaluation of proposals received.

- Manages the receipt and review of proposals and applications for responsiveness. Prepares proposals and applications for submittal to Technical Evaluation Committee/Merit Review Committee while preparing instructional memoranda for the Committee.
- Upon COs/AOs' selection of the successful offeror/applicant, supervise A&A Specialists with conducting the research and analysis required to initiate negotiations, including but not limited to detailed analysis of cost proposals, evaluation of proposed key personnel, and assessment of the viability of proposed schedules and milestones.
- Conducts quality control of procurement documents prior to submittal to the COs/AOs, while being held accountable for these documents.
- Prepares required packages for submittal to the Agency's Contract Review Board (CRB) at the solicitation, competitive range, and proposed award stage. Similarly responsible for the management of assigned procurements at each of these stages.
- Requests and participates in the conduct of Pre-Award Surveys and Financial Reviews while interpreting the results of such surveys/reviews to identify risk factors and methods of mitigation which are associated with a prospective awardee's responsibility. Coordinates all actions and decisions with the COs/AOs, Office of Financial Management, and Contracting Officer's Representative (COR)/Agreement Officer's Representative (AOR).
- Ensures proposed award and prepared award documents are fully compliant with applicable regulatory guidance to include full documentation in support of the award in GLAAS and ASIST. Supporting documents are to record all points of negotiation, compromises or agreements reached, rationale for accepting such as well in making the recommended award.
- Ensures preparation of appointment of the COR/AOR for award management while assisting in conducting post-award orientation conference. Ensures key issues which may arise in the award's/project's implementation are identified and sufficiently addressed.

Post-award:

- Following award, the incumbent will guide and supervise the development of schedules for oversight and administration of the award, identify reporting requirements and monitor compliance with reporting requirements, advise A&A Specialists on issues stemming from noncompliance with contract terms and/or deadlines.
- Establish close coordination with the COR/AOR on assigned actions; respond to questions, conferring with the COs/AOs. Maintains constant contact and interchange with the appointed representative of the CO/AO and participates in field trips to ensure that there are no impending issues for successful achievement of project/award results.
- Provides sound and tailored advice across a diverse background of situations to resolve contractual issues. Ensures that activity needs are met by ascertaining that post-award

issues are properly managed. In this context, the incumbent is considered as a problem solver of complex issues.

- Reviews project procurement requests recommending necessary modifications while working with other office staff to ensure timely and proper initiation of projects' procurement. Responsibilities include consideration of the level of technical intervention required in delivering assistance.
- Assists COR/AOR and other Technical Offices staff in the determination of the need for any waivers and/or justifications as well in understanding the documents essential to supporting such exceptions and securing their approval. May provide sample documents or templates while explaining their applicability.
- Participates in and interprets post-award reimbursement reviews and audits while establishing recommended course of action/decision for the CO/AO while applying and enforcing the decision with the awardee. Maintains constant interaction with the reviewing/auditing organization to satisfactorily understand questioned costs and practices as well to reach and effect a CO/AO's management decision.
- Resolve and settle contract disputes, termination and settlement of procurement instruments, close outs, and reporting of contractor performance.
- Compose and prepare all manner of contractual correspondence to include debriefing letters, administrative approvals, responses to protest, congressional inquiries and audit recommendations.
- Ensures post-award documents are fully compliant with applicable regulatory guidance, to include full documentation in ASIST.
- Assists CO/AO and COR/AOR to comply with the CPARS and Performance Assistance Review requirements.
- Provides professional procurement advice and updates on the latest regulations to Missions personnel as required, host country personnel, personnel of local and international Non-Governmental Organizations (NGOs), and IPs, in understanding and applying Federal and USAID Rules and Regulations, and in following U.S. Government policies and procedures.

Information Management Reporting: The Incumbent is responsible for developing meaningful A&A information reports including, but are not limited to, supervising the update of fiscal year plans; overseeing the updating of OAA databases (e.g., DIS, A&A Plan, ASIST, USAID/Washington in the prescribed manner and schedule; website; etc.)

Fiscal Year Procurement Planning: The incumbent will represent OAA in the fiscal year procurement planning duties that includes but is not limited to: coordination with Program Office and Technical Teams to ensure consistency with Missions Objectives and Plans; preparation and updating, as necessary, the A&A fiscal year procurement plan, planning for consideration and observance of PALT.

Supporting Agency Initiatives: The incumbent has a leading role in providing local organizations capacity building, procurement streamlining, U.S. Small Business target, etc. The incumbent helps OAA and the Missions' offices in implementing Agency initiatives, such as the New Partnerships Initiative, Localization, Diversity, Equity, Inclusion, and Accessibility (DEIA), gender, and others. Serves as a liaison to new potential partners and IPs, including directly managing "Google Group Mailbox" related to answering questions and providing resources to the public on how to work with USAID.

Incremental Funding Warrant (IFW) (30%)

The Senior A&A Specialist (IFW) serves the Missions and the Agency as an Administrative Contracting and Agreement Specialist (AAS/ACAS-IFW) with limited warrant authority to perform: select contract administration functions listed in FAR subpart 42.302(a), executed at no additional cost; and, select grant/cooperative agreement administration functions listed in ADS 303.3.17, executed at no additional cost; and, exercise additional delegated authority to execute within-scope incremental funding actions at any dollar level for both A&A awards. **It is not a requirement of the Senior A&A Specialist (IFW) position to hold a warrant at the time of application, but the Senior A&A Specialist (IFW) must obtain a warrant within one year of hiring.** In addition, this delegation includes additional responsibilities on the Specialist and on the Missions, as follows:

- i. the AAS/ACAS-IFW is required to complete a self-assessment of accomplishments and performance in the Warrant Program every six (6) months, which will be submitted through the Supervisory CO/AO to the Management Bureau's Office of Evaluation in the Office of Acquisition and Assistance (M/OAA/E);
- ii. the Specialist must complete the requisite continuing training requirements every two years;
- iii. The Specialist, at this level and regardless of the local OAA structure, must serve as a senior member of the Missions' staff, provide mentoring to new and junior A&A Specialists, and provide advisory services to journey person A&A Specialists and to other technical professionals within the Missions; and
- iv. Any additional tasks or duties as required and updated by USAID and M/OAA/E.

The self-assessment of accomplishments and performance required in "i" above, must address all these elements in order to maintain IFW authority, and must include an explanation for any that have not been met in the six-month period covered by the self-assessment. NB: if warrant authority is removed for any reason, the position will revert to the original (pre-warrant) title, series, and grade, in accordance with normal FSN personnel rules and regulations.

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.

- c. **Supervisory Relationship.** The incumbent is under the general supervision of the Missions' COs/AOs. The incumbent must have the ability and is expected to work independently with minimal supervision. Work is reviewed for full compliance with Federal and/or agency regulations and policy. All documentation presented to the AOs/Cos for signature should be complete, in final form and rarely require any corrections or revisions.
- d. **Supervisory Controls.** This is a non-supervisory position, but the Specialist provides support and guidance to lower-level Specialists. Continuing supervision of other office staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Possession of a Bachelor's Degree or the host-country equivalent of a four-year U.S. college/university (equivalency accreditation if a non-U.S institution) degree in accounting, law, business, finance, contracts, purchasing, economics, management and/or related field is required.
- b. **Prior Experience:** A minimum of seven (7) years responsible experience in the field of A&A is required. This experience must have included demonstrated expertise in negotiation and administration of large or complex types of A&A instruments. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of A&A Specialist, within a USG organization, the Host Government, the private sector, or within an international or donor organization. The applicant must be at least certified in FAITAS as a Federal Acquisition Certification Contracting (FAC-C) Professional Level.
- c. **Language:** English and Amharic at Level IV (Proficient). *English proficiency is a requirement for positions with USAID. In lieu of testing, as academic courses are taught in English at the secondary and post-secondary level, English proficiency will be assessed throughout the evaluation process - application review, skills test, interview. In addition, candidates may provide proof of English language proficiency. Acceptable certifications include CEFR of C1 or C2, IELTS (minimum of 6.5), Cambridge (CAE), TOEFL IBT (minimum of 95), or TOEFL ITP (minimum of 560). These test results are valid for two years.*
- d. **Knowledge:** Extensive knowledge of Federal and USAID regulations, and the associated governing guidance (e.g., CFR, FAM, FAR, AIDAR) for all types of procurements. Demonstrated knowledge and understanding of how to execute and administer a complex A&A portfolio required, particularly to methods of advanced negotiation that result in standard and complicated A&A instruments. Demonstrated knowledge of the latest USAID initiatives is required. Demonstrated expertise of business processes in public or private sectors is required.
- e. **Skills and Abilities:** Excellent teamwork, communication, and interpersonal skills. Demonstrated ability to deal effectively with high-level representatives of the US Government, host-country government, and international business community. Demonstrated ability to plan and administer large A&A activities and provide excellent support for agency programs and projects in a timely manner. Proven ability to plan, organize and manage complex negotiations and briefings. Demonstrated ability to manage difficult policy and programmatic issues in a manner understandable by knowledgeable laypersons without oversimplifying. Demonstrated ability to work in a highly demanding environment, capable to work calmly, tactfully, and effectively under pressure, with varying and tight deadlines and expertly manage many priorities at once. Demonstrated extreme flexibility to manage more than one

activity at a time in the performance of daily related actions while maintaining a high energy level. Demonstrated ability to maintain and adhere to high standards of professional conduct as well as the ability to maintain strict confidentiality throughout all phases of A&A actions. Demonstrated experience with mentoring and/or supervising more junior colleagues. Excellent analytical, time management, proofreading, attention to details, negotiating, influencing and persuading skills. Demonstrated versatility in the use of computers, the Microsoft suite, Gmail, GLAAS, DIS, etc. to allow him\her independently to prepare or modify correspondence and documentation with minimal office administrative support. Excellent business acumen skills, sound judgment and excellent leadership and management skills.

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>.

To meet the basic eligibility requirements for this position the offeror must:

- Be a citizen of Ethiopia, or otherwise eligible to work lawfully in Ethiopia;
- Submit a complete application (Offer) as outlined in the section IV;
- Be able to attain a security certificate for Facility Access;
- Be cleared medically to work in the U.S. Mission to Addis Ababa.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered. The TEC will review and score the applications to create a list of applicants to be interviewed. Short-listed candidates will be evaluated based on information presented in the application, skills test (if used), interview, and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below.

Application Review	15 points
--------------------	-----------

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties as outlined in this solicitation (***See Section II. d. Job knowledge and e. Skills and Abilities***).

Technical Skills	25 points
------------------	-----------

A skills test will be administered in the form of an essay to assess the candidate's technical knowledge, attention to detail, and clarity of response using logic and reasoning.

Interview Performance 60 points

Interview questions will be intended to explore the candidate's:

- Knowledge of the USAID contracting processes and procedures
- Capacity to lead or work as a member of a team
- Understanding of Diversity, Equity, Inclusion, and Accessibility concepts

Total Possible Points: 100 points

Reference Check Pass/Fail

A "Fail" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; e.g., not a single critical comment.

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://et.usembassy.gov/embassy/jobs/;> or [https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application.](https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application)
2. A résumé or CV in English
3. Letter of application (cover letter) that describes your knowledge, skills, and abilities, and
4. Contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of your 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 addisusaidjobs@usaid.gov with the email subject being: Solicitation **72066324R10019, Acquisition and Assistance 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 Ethiopia time 11:59 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). 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 Ethiopian laws and regulations.

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

USAID regulations and policies governing **CCN** 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	SUPPLIES/SERVICES (DESCRIPTION)	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(A)	(B)	(C)	(D)	(E)	(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.

6. FAR Provisions Incorporated by Reference

52.304-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
-----------	------------------------------------------------	----------

***EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Ethiopia 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/Ethiopia 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.*