



USAID | PHILIPPINES

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72049224R10026

ISSUANCE DATE: September 11, 2024

CLOSING DATE/TIME: September 25, 2024, 11:59PM PST

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - 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 this solicitation. **Incomplete or unsigned offers will not be considered. Offerors 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 this solicitation.

Sincerely,

Lorraine Sherman
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72049224R10026
- 2. ISSUANCE DATE:** September 11, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 25, 2024 / 11:59 PM, Philippine Standard Time (PST)
- 4. POINT OF CONTACT:** Executive Office/Human Resources Division, USAID/Philippines e-mail at aidmnlhr@usaid.gov
- 5. POSITION TITLE:** **USAID Development Assistance Specialist (Monitoring, Evaluation and Learning/Collaboration, Learning and Adapting), FSN-10**
- 6. MARKET VALUE:** **PHP 1,170,266.00 to PHP 1,813,907.00** basic salary equivalent to **FSN-10** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Philippines. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** 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 that are incrementally funded. The initial CCNPSC contract will be for five years, (subject to the availability of funds, the need for services and contractor's performance) with the possibility of renewing. The further renewal may be exercised based upon satisfactory contractor performance, mutual agreement between the Contractor and United States Government (USG), continued USAID/Philippines (Mission) requirements and the continued availability of funds. The probationary period is six months.
- 8. PLACE OF PERFORMANCE:** Manila, Philippines, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID does not sponsor work permits nor reimburse travel/transportation of household effects to/within the Philippines for purposes of this application.
- 10. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

The USAID Development Assistance Specialist (Monitoring, Evaluation and Learning (MEL) and Collaboration, Learning and Adapting (CLA)) plays a key role in the Regional Office of Program Resources Management (RPRM), USAID/Philippines, enabling the Mission to better understand, apply, and utilize Monitoring, Evaluation and Learning and Collaboration, Learning and Adapting for more effective and efficient development and humanitarian assistance programming. In particular, the Specialist is responsible for managing the Mission's data, tracking and providing access to performance indicator data, and ensuring proper reporting of data according to Agency requirements.

The Specialist works closely with the Monitoring and Evaluation Team, Technical Offices, Project Leads, and Development Objective teams in USAID/Philippines to understand data requirements and reporting methods to develop a database that will streamline the data collection process. The job holder engages, coordinates with, and develops strong working relationships with key MEL stakeholders, including USAID/Washington, USAID Implementing Partners, other donors, and regional USAID Missions. The Specialist performs monitoring, analyses, and reporting for the Mission portfolio, as well as supports technical teams planning activity evaluations. The Specialist conducts data analytics to inform development programming across the sectors in which USAID works with a specific emphasis on strategic planning, program design, and monitoring, evaluation, and learning. The Specialist analyzes data and generates data visualization products to communicate analytical findings to internal USAID decision-makers and external audiences. The Specialist also builds the capacity of USAID/Philippines and the Operating Units (OUs) it supports to use data, analysis, and visualization products to better support the goal of data-driven decision making. The job holder is responsible for management of USAID's programs and systems such as FACTS Info NextGen, Development Information System (DIS), and others.

MAJOR DUTIES AND RESPONSIBILITIES:

I. Data Management & Data Standards (40%)

The Specialist leads all aspects of data management for the Mission and the OUs the Mission supports. This requires coordination with multiple USAID employees, the interagency, and technical specialists. Specific data management and data standards duties include but are not limited to:

1. Collects, manages, and analyzes data sets from disparate sources and in different formats.
2. Builds working-level contacts with international and bilateral donor organizations responsible for the coordination of donor assistance.
3. Reviews and provides written comments on contractor and grantee annual work plans and activity MEL plans to ensure that activities and targets in the work plans

support the indicators and anticipated results as included in the relevant planning and tracking documents.

4. Leads Data Quality Assessments (DQAs) of Mission performance indicators and data and presents results to appropriate stakeholders in accordance with Agency policies.
5. Assists in the verification of the quality of data collected from outside sources.
6. Works with technical offices to ensure the collection of implementing partners' performance and geographic data and utilization of such data to perform analyses.
7. Ensures timely data updates from Mission personnel.
8. Acquires, validates, and manages databases, including retrieval of historic data previously funded by USAID.
9. Reads and understands USAID's guidance on Development Data, including Automated Directives System (ADS) 579 and supplemental guidance issued by the Permanent Working Group (PWG) of USAID's Information Governance Committee (InfoGov).
10. Provides guidance to Contract Officer Representatives/Agreement Officer Representatives (CORs/AORs), and others within USAID/Philippines and the operating units it supports on their responsibilities for developing Data Management Plans and identifying, cataloging, and clearing data for public release.
11. Provides reports to Mission Senior Management regarding open data compliance.
12. Attends routine conference calls or meetings related to Data Stewardship to gain increased understanding of USAID's progress on Open Data and to share best practices within the Mission.
13. Collaborates with InfoGov and the PWG to facilitate and enhance the integration of current and future data collection systems, including but not limited to driving awareness of USAID's Development Data Library as the Agency's repository for USAID-funded data.

II. Strategic Planning and Technical Assistance (40%)

1. Facilitates discussion among key offices within the Mission to articulate a vision and plan for integrating data and analyses into strategic planning, program design, and monitoring, evaluation, and learning.
2. Assists with the preparation of activity level MEL plans, and performance management plans, Country Development Cooperation Strategies (CDCS), Strategic Frameworks, and Statements of Work (SOWS) by incorporating data analysis and visualization to help set targets, select appropriate indicators, and present information on results through compelling visuals.
3. Provides on-demand data reporting, analysis, and visualization products to inform development programming decisions.
4. Provides technical advice to ongoing Mission programming, introducing and supporting policies and processes that enable incorporation of data-informed decision making and analytical capacity in the Mission's portfolio.

5. Fills in for and supports other RPRM team members, as needed, to ensure successful completion of all RPRM's tasks, duties and responsibilities. The job holder also accompanies senior Mission and/or U.S. Embassy staff on official visits, as needed, and represents RPRM internally and externally, as assigned, in informational meetings or with visitors to the Mission on matters related to areas of specialization.

III. Capacity Building for Philippines Mission (20%)

1. Advises Mission staff on CLA approaches in accordance with USAID in Washington D.C. (AID/W) and Mission specific guidance, while ensuring alignment with overall Mission strategy.
2. Seeks out and facilitates learning opportunities for Mission staff, based in Collaborating, Learning and Adapting (CLA) practices, including planning and facilitating learning sessions for Mission and Implementing Partner staff. These sessions share performance and evaluation results, as well as other key learning, inviting discussion and possible programmatic responses.
3. Works closely with Mission staff across teams and across sectors to review and identify optimal entry points for digital tools and analytical support.
4. Prepares concept papers, background analyses, and briefings to build support for the use of data visualization and data science techniques throughout the Mission.
5. Provides basic training on principles of data analysis, specifically tailored to Mission needs.
6. Consults with Mission staff to offer needs-based suggestions and demonstrations of utility of data analysis and visualization for planning and improving outcomes. In conjunction with Mission Communications staff, prepares and disseminates communications resources targeted to both internal and external audiences around data topics.
7. Conducts training on best-practice data collection, management, analysis, and visualization for Mission staff and USAID partners.
8. Engages regional stakeholders on topics such as accessing and using regional datasets, new analytical methods, and other resources related to development programming.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

SUPERVISORY RELATIONSHIP: The Specialist works under the direct supervision of the MEL Team Lead.

SUPERVISORY CONTROLS: Supervision of other staff is not contemplated.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for this position, offerors must meet the following minimum qualifications:

- a. **Education** – Completion of a Bachelor’s degree in any of the following is required: statistics, data science/data analysis, public health, environmental studies, or another quantitative discipline relevant to international development is required.
Note: Additional education may NOT be substituted for experience.
- b. **Prior Work Experience** – A minimum of three (3) years of professional experience in MEL, or development programming (project design, and project management) with substantial involvement in MEL at the project activity level is required. Should have at least three (3) years of work experience with donor or international development organization. A minimum of one (1) year of experience with data analysis and interpretation; development of reports and data visualizations; database design and development; and troubleshooting and providing guidance on the effective use of applications, data management and visualization tools, and emerging technologies is required. Experience in business, advocacy, health care, environment, or education sectors, whether private sector, government, U.S., or international organizations, which demonstrates increasing responsibility is required.
Note: Additional experience may NOT be substituted for education.
- c. **Language Proficiency/Communication Skills** – Level IV (fluent) English (reading, writing, speaking). The Specialist must have excellent written and oral English and Tagalog (local language) skills. Ability to write technical documents in English, to concisely summarize complex ideas and to edit work is required.
- d. **Job Knowledge** – The Specialist must have an advanced knowledge of monitoring, evaluation, and learning (MEL), including data analysis, interpretation, and visualization. An understanding of the region’s economic, social, cultural, and political characteristics; and knowledge of current development trends and priorities in MEL is required.
- e. **Skills and Abilities** – The Specialist must have the ability to obtain, clean, maintain, analyze, interpret, visualize, and report all forms of data and prepare concise, accurate and complete reports using both technical and non-technical vocabulary. The Specialist must have the ability to facilitate and link culturally appropriate assessments and related issues to development programs and be able to use this data for decision making. The Specialist must also possess excellent communication and interpersonal skills and be able to work with a diverse set of individuals who have varying degrees of familiarity with MEL. An ability to effectively communicate with diverse audiences including the MEL community, policymakers across government, development practitioners, and civil society is required. Must have a deep understanding of current and emerging MEL solutions as well as related policy considerations. Excellent written and oral communication skills including preparing communications materials, training and support resources, presentations, and reports for diverse audiences ranging from beneficiaries in developing countries to executive-level

decision-makers are required. Excellent computer and quantitative skills, including the ability to manage large amounts of data in Excel, SPSS, STATA, R, and/or other analytical databases, and the ability to help others to learn new programs quickly, is required. Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint, Google Suite is required. The ability to visualize data using software is also required, whether through one of the previously listed software, Tableau, ArcGIS, or another tool. The Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment. This role requires the ability to respond professionally and adjust in fluid situations to meet deadlines in the face of competing priorities and time pressures.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, may do so before or after a candidate is interviewed, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror's submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

Only finalists will be contacted by USAID with respect to their offers. No response will be sent to unsuccessful offerors. As part of the selection process, finalist offerors may be interviewed either in person or by telephone at USAID's discretion.

USAID expects to award a personal services contract for the period of performance commencing as early as practically possible subject to security and medical clearances and funds availability.

In the event, USAID receives a significant number of offers for this solicitation as deemed by the Contracting Officer, Offerors will be evaluated holistically for all criteria on a red (reject), yellow (review only if inadequate green), and green (move on to full review) basis. Green ranked offerors will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education (PASS/FAIL)
2. Prior Work Experience (PASS/FAIL)
3. Language Proficiency / Communication Skills (25 points)
4. Job Knowledge (35 points)
5. Skills and Abilities (40 points)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following: (**NOTE:** As stated in the cover letter: **Incomplete or unsigned offers will not be considered.**)
 - a. **AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form:** The AID 309-2 application form can be found on the USAID website (<https://www.usaid.gov/forms/aid-309-2>). Continuous pages are required if your work experience description goes beyond Section C - Additional Work Experience in AID 309-2.
 - b. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the offeror's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section II of this solicitation. Please indicate this as the subject line of the cover letter: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan).
 - c. **Current resumé/curriculum vitae (CV) without photo:** The CV/resumé must contain sufficient relevant information to evaluate the offer in accordance with the stated evaluation criteria. Please indicate period of employment for each job in this format: MMMM dd, yyyy (e.g., July 01, 2015 to December 31, 2020).
 - d. **References:** Minimum of three (3) references with name, occupation, and contact information (email address and mobile number). The references may be current or previous supervisors or work colleagues who can respond to reference check/s on the applicant's professional expertise and work ethic. The Contracting Officer or the Technical Evaluation Committee may also reach out to other references not provided by the applicant.
 - e. **Transcript of records (TOR):** The TOR should reflect the date of graduation.
2. Offers must be received by the closing date and time (**September 25, 2024/11:59PM PST**) specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I (aidmnlhr@usaid.gov)**.

3. Offeror submissions must clearly reference the Solicitation number (**72049224R10026**) on all offeror submitted documents.

By submitting your offer materials, you certify that all of the information on and attached to the offer is true, correct, complete and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. Once the Contracting Officer (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 forms needed to obtain medical and security/facility access.

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS AND ALLOWANCES

The Local Compensation Plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS:

- a. Miscellaneous Benefit Allowance
- b. Mid-year bonus
- c. Year-end bonus
- d. Paid leaves (annual and sick leave) – leave earning starts after six months of employment
- e. membership to Philippine Social Security System, PhilHealth and Home Development Mutual Fund (Pag-IBIG)
- f. Health plan
- g. Group life insurance plan
- h. Supplemental Retirement Plan – eligibility starts after 5 years of continuous employment with the United States Government

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes.

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/ads/policy/300/aidar>
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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: [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/resources_standards-of-conduct.
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

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN, 2023
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