



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066324R10020

ISSUANCE DATE: October 21, 2024

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

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to Serve as **Project Management Specialist (Economic Policy Advisor)** in the USAID Office of Economic Growth and Resilience (EGR)

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.: 72066324R10020

2. ISSUANCE DATE: October 21, 2024

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: November 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: Project Management Specialist (Economic Policy Advisor)

6. MARKET VALUE: **\$26,638 – \$47,950 yearly** i.e., equivalent to **FSN-11**. 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 03/02/2025 – 03/01/2030.

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). “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 Project Management Specialist is a senior expert specialized in working in the areas of macroeconomic and microeconomic (agriculture, food security, natural resources), policies, and learning, monitoring, and evaluation of food and agriculture development programs. The jobholder will be an expert in aggregate and sector policy review, analysis and reporting; development and communication of new strategies to stakeholders; analysis of macro- and micro-economic dynamics, review of market system approaches, and coordination of research designs and implementation. The incumbent supports USAID, other donor and host country economic growth and assistance programs by developing strategies, analytical models, and methodologies; analyzing data; and providing assistance and advice on economic growth issues. Employs economic analyses, such as inclusive growth diagnostic/constraints analysis, and insights derived from them to provide guidance to the Mission Leadership for decisions about allocation of resources across sectors. The jobholder will have broad experience working with

senior government officials and institutions, civil society and business organizations (such as the Ethiopian Economics Association, the Ethiopian Agricultural Professional Associations, the Ethiopian Land Administration Professionals Association, Chamber of Commerce, and Sectoral Association Apex Entities at the Federal and Regional levels), and various bilateral and multilateral donors and development partners.

The jobholder leads mission-wide collaboration and coordination of economic, food security, resilience, nutrition, and water, sanitation, and hygiene activities, and represents the Mission's efforts to the Ministry of Agriculture, the Ministry of Health, the Ministry of Trade, the Ministry of Industry, the Agriculture Transformation Institute, the Ethiopian Policy Studies Institute, the Ethiopian Institute for Agricultural Research, the U.S. Government interagency, international and bilateral organizations, other development partners, and civil society and business organizations, such as the Ethiopian Economics Association, the Ethiopian Agricultural Professional Associations, the Ethiopian Land Administration Professionals Association, the Chamber of Commerce, among others, and sectoral association apex entities at the Federal and Regional levels. The jobholder serves as a Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager on assigned program/project/activities and serves as a trusted resource in development and economic growth practices and principles.

b. Statement of Duties to be Performed

Technical and Strategic Leadership (45%)

- Serves as the Mission's technical expert and lead on economic, food and agriculture policy and learning, providing high level technical guidance to the Mission, the Government of Ethiopia, and other development partners on issues pertaining to agriculture and food system transformation in order to reduce poverty, hunger and malnutrition.
- Provides overall strategic and technical guidance and direction on food and agriculture policy programs, institutional capacity building, and learning.
- Provides expert technical assistance and support to the Mission, implementing partners, government counterparts, and policy system actors on strategy development, policy development and implementation, learning and impact assessment, participatory engagement, collaboration, and adaptive management.
- Works closely with leadership across the agrifood system to ensure that the quality of programs implemented by partners are adequately addressed.
- Through literature review, research and regular communications with local and international stakeholders, keeps abreast of emerging developments in food systems development approaches, and provides advice on how these policies and strategies can most effectively be incorporated to enhance Mission approaches.
- Analyzes the effects of current economic policies and briefs and advises senior Interagency, USAID Mission and EGR Office management regarding economic policy issues relevant to successful achievement of USG assistance objectives.
- Serves as a technical resource and advisor, providing analyses on the economic aspects of assistance programs and analyzing and presenting consumer price index and forex market data.

- Contributes economic criteria into scopes of work for project and program evaluations and briefs evaluation teams regarding economic background and conditions within which USAID programs operate.
- Coordinates evidence and learning agendas as related to assessing the high-level impact of the USG's FtF Initiative on food system transformation, poverty reduction, and nutrition, including the collection and analysis of data and the identification of lessons learned.
- Identifies and arranges for the procurement of short-term technical assistance and ensures that the objectives of this assistance are consistent with and support the furtherance of the Mission's FtF and economic development portfolio.
- Organizes site visits and prepares orientation materials for delegations from USAID headquarters, the State Department, and other agencies.
- Identifies potential external partners and builds, develops and maintains strategic, high-level relationships with external partners, including private sector, governmental, non-governmental, and non-traditional development organizations, and others, through formal and informal outreach, personal contacts and networking.
- Builds capacity for partner engagement and learning throughout the Mission.

Program/Project/Activity Management (30%)

- Leads the design of FtF, resilience, economic growth and other project mechanisms and activities supporting work with food systems actors to promote inclusive and sustainable agriculture-led growth, prosperity, resilience, and nutrition. Primary areas of programming will include sustainable production and market systems, business and entrepreneurship and inclusive policy systems for agriculture, resilience, land governance and nutrition.
- Designs, implements, monitors, and evaluates programs directed at achieving rapid, sustainable, and broad-based economic growth.
- Serves as the Alternate COR for the \$11 million Land Governance activity and the \$68 million Feed the Future Transforming Agriculture activity and the Activity Manager for the \$18 million Policy Link activity.
- Keeps the Office Director regularly informed of FtF, resilience, economic growth and other relevant program implementation progress, results, and issues/problems on a timely basis.
- Prepares and reviews technical scopes of work for technical assistance activities.
- Reviews implementing partners' annual work plans, monitoring and evaluation plans, and learning and adapting strategies.
- Oversees strategic implementation of FtF and other relevant activities, to include but not be limited to: activity pipeline management, design of USAID-funded transaction support mechanisms; monitoring performance and compliance issues; and providing operational guidance to implementing partners and mission staff about the partner technical support and business relationship(s).
- Engages with government, civil society, and business leadership to support new and existing efforts to advance availability and affordability of nutrition-sensitive agriculture.

- Supports and strengthens the implementation and coordination of Ethiopia's food and agriculture policies and programs.
- Designs and conducts impact and/or performance assessments to assess the effectiveness of FTF, economic growth, resilience, nutrition and agriculture policy and programming.
- Communicates results of analysis both verbally and in writing to specialist and non-specialist audiences in a manner easily understood.
- Provides policy related technical guidance to the Mission's COR/AORs and Activity Managers of FtF activities as needed, requested, and/or otherwise appropriate

Representation and Reporting (25%)

- Leads Mission engagement with, and represents Mission programming to, high-level GoE officials with respect to Mission-wide FtF and other relevant activity implementation and performance.
- Produces briefing materials for, and facilitates, high-level engagement between senior USG and GoE officials related to food security policy, food and agriculture system transformation, and agriculture sector competitiveness, resilience, sustainability, and inclusivity.
- Represents the Mission as its designated representative to national, regional and international meetings and other fora related to economic growth, food security policy, food and agriculture system transformation, and agriculture sector competitiveness, resilience, sustainability, and inclusivity. Develops presentation materials for self and other senior USG officials for such engagements.
- Communicates regularly with donors, Ethiopian chambers and associations, civil society actors, and policy makers to better understand the business enabling environment for agriculture, anticipate upcoming policy changes before they happen, and build broad consensus on USAID's development implementation approach to food security in Ethiopia.
- Works with non-government entities in civil society, associations, and business to increase their capacity to advocate for the changes required to better enable agribusiness, food security, and nutrition.
- Establishes strategic working relationships with senior government officials at the national and district levels, development partners, civil society organizations, private sector counterparts, and professional organizations to enhance regular and timely sharing of information on issues related to food and agriculture policy reform and business enabling environment affecting USAID implementation.
- Leverages relationships to attain high-level consensus on changes to key policy, legal and regulatory constraints that limit inclusive, resilient, and nutrition-sensitive agriculture-led growth.
- Exchanges evidence, experiences, and learning with Washington and other USAID Missions to advance the Agency's FtF and other projects learning agenda.

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 Specialist will report to the Policy and Strategy Division Chief in the EGR Office. Most assignments 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.
- d. **Supervisory Controls.** The position will not have supervisory responsibility.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of master's degree in agricultural economics, agricultural extension, economics, food security, rural development, statistics, or relevant field of studies is required.
- b. **Prior Experience:** A minimum of seven (7) years of progressively responsible experience in food and agriculture systems development, economic and policy analysis and strategic planning, program management, collaboration with and/or working for a large governmental organization, donor organizations, the host country government, or other related organizations is required.
- c. **Language:** Level 4 (advanced professional proficiency) in English and Amharic, both oral and written.
- d. **Knowledge:** Demonstrated knowledge and understanding of food and agriculture system transformation, economics analysis, policy, and learning approaches and interventions. Demonstrated senior-level knowledge of the overall agricultural development sector context and coordination platforms between government and development partners. Working knowledge of project design and management to support the agriculture sector and food system through bilateral cooperation.
- e. **Skills and Abilities:** Demonstrated strong leadership, coaching, mentorship skills, particularly in the areas of program coordination, learning, adaptation, and improvement. Demonstrated strategic, technical, and analytical skills needed to effectively conceptualize, design, implement, monitor and evaluate the Mission's food security interventions. Demonstrated strong skills in communication, advocacy, negotiating, consensus building, and networking. Demonstrated strong conceptual and analytical skills to be able to quickly grasp situational realities, envision solutions, and translate these new concepts into operational plans and results.

Demonstrated outstanding 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, Google Workspace, web-based databases, and electronic filing. Demonstrated ability to exercise individual judgment in his/her roles. Demonstrated ability to take initiative and offer leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other reporting requirements. Demonstrated timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.

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	20 points
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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	30 points (Writing Test)
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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	50 points
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Total Possible Points:	100 points
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Reference Check	Pass/Fail
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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/](https://et.usembassy.gov/embassy/jobs/;); or <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 (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</p> <p>- Award Type: Cost</p> <p>- Product Service Code: <i>[e.g. R497]</i></p> <p>- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i></p>	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
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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.