



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066324R00011

ISSUANCE DATE: October 9, 2024

CLOSING DATE/TIME: November 8, 2024, 11:59 p.m. (EAT)

SUBJECT: Solicitation for a Resident Hire U.S. Personal Service Contractor (USPSC) - Senior Education Advisor, Resident Hire.

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. 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 the Attached 1.

Sincerely,

Reid H. Ahl, CM
Contracting Officer

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U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066324R00011
2. **ISSUANCED DATE:** October 9, 2024
3. **CLOSINGDATE/TIME FOR RECEIPT OF OFFERS:** November 8, 2024, no later than **11:59 p.m (EAT)**
4. **POINT OF CONTACT:** Reid H. Ahl, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
5. **POSITION TITLE:** Senior Education Advisor
6. **MARKET VALUE:** \$ **88,520** to \$ **115,079**, equivalent to **GS-13**. The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
7. **PERIOD OF PERFORMANCE:** Initial period of performance of two years with three one-year options to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds. No PSC contract may exceed a five-year period of performance. Estimated starting date of February 8, 2025.

The base period is estimated as the period February 08, 2025 – February 07, 2027. Based on Agency need, the Contracting Officer may exercise additional one-year option period for a maximum of three years, as noted below:

Base Period:	02/08/2025 – 02/07/2027
Option Period 1:	02/08/2027 – 02/07/2028
Option Period 2:	02/08/2028 – 02/07/2029
Option Period 3:	02/08/2029 – 02/07/2030

8. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.
9. **ELIGIBLE OFFERORS:** U.S. Resident-Hire. Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, (i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or

non U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting is a lawfully admitted permanent resident of the United States and have a valid work authorization for Ethiopia.

Applicant must:

- Submit a complete application as outlined in the solicitation titled **SUBMITTING AN OFFER**
- Be able to obtain **facility access** security clearance.
- Be able to obtain a medical clearance.
- Be willing to travel to work sites and other offices or locations as/when requested.

10. CLEARANCES: The final selected candidates must obtain both the ‘facility access’ security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. STATEMENT OF DUTIES

a. General Statement of Purpose of the Contract:

The Senior (Sr.) Education Advisor will serve as a technical expert and advisor for USAID/Ethiopia’s Education and Youth Office (EYO) and serve as the lead for EYO’s Education Sub-Team. She/he will provide technical expertise and project management, and administrative oversight for EYO’s education programming. In this capacity, the Advisor plays a key technical role in designing, managing, and monitoring activities valued at roughly \$15 million per year. The EYO Office consists of two sub-teams : 1) Education Team and 2) Youth Team. The Education Advisor will directly oversee the Education Sub-Team and provide EYO with technical expertise and have specific project design and management responsibility for activities supporting early childhood education, education in emergencies, foundational learning, and advise the youth team on functional literacy programming and other relevant youth empowerment interventions. S/he will also coordinate with other USAID technical Offices and support offices to ensure unity of effort, integration, sustainability and the achievement of Agency results.

The Sr. Education Advisor is required to exercise professional judgment and expertise in planning and carrying out tasks, including the specific approach to be taken, the resolution of challenges and conflicts, and the meeting of deadlines. The incumbent is required to work with minimum supervision and in collaboration with other professional staff internal and external to the Mission and Agency and may supervise other staff, as required.

b. Statement of Duties to be Performed:

(1) Management of the Education Sub-Team to include Portfolio Activity Programmatic Design and Management (45% of time)

The Sr. Education Advisor serves as the Education sub-team lead and assists the Office Director with technical oversight and management of the USAID/Ethiopia Education and Youth Portfolio. This includes the following areas:

- Provide technical leadership and insights into the design and development of new education activities and initiatives, analyze Government of Ethiopia policies, strategies, and implementation plans to ensure coordination and complementarity of efforts.
- Represent USAID in relevant Technical Working Groups.
- Oversee, monitor and report on performance of Implementing Partners’ field activities through review of project documentation, communications, and periodic field visits.

- Evaluate and analyze Implementers' data to ensure accuracy and effectiveness of development activities.
- Support direct project management of EYO contracts and agreements to ensure that activity objectives are being effectively met within USAID guidelines and regulations.
- Assist EYO in preparation and presentation of key reviews and documentation, including semi-annual portfolio reviews, annual report narratives, implementation letters, activity approval documents, correspondence and others as required.
- Oversee learning processes across EYO programs to ensure data and research are used to inform programmatic improvements.
- Contribute to strategic planning, performance monitoring, and major EYO program decisions.
- Demonstrate independent action in setting work priorities, deciding on activity implementation matters, problem identification, and problem solving.
- Assure that all activities are carried out in a technically sound, cost-effective, and ethical manner, in accordance with Mission and Agency requirements and regulations.

(2) Stakeholder and Customer Relations (45% of time)

- Build and maintain key relationships with representatives of Ethiopia's Ministry of Education and Regional Education Bureaus to foster collaboration and coordinate appropriate technical assistance. Other Government of Ethiopia relationships may also be formed with the Ministry of Women, and Social Affairs and The Ministry of Labor and Skill.
- Participate in bilateral and multilateral education working groups including the Global Partnership for Education (GPE) and Education Cannot Wait (ECW), as well as other development partners to discuss and develop plans to improve collaboration and coordination between the Government of Ethiopia, donors, and implementing partners, including NGOs and civil society organizations.
- Identify opportunities for engaging traditional and non-traditional partners, including the private sector, universities, and diaspora, in efforts to improve education services.
- Act as liaison between EYO and other Offices to ensure that cross cutting objectives are met. Proactively participate in team and Mission processes and activities.
- Provide briefings to visitors, short-term consultants, and other program-related guests of USAID (e.g., congressional delegations, senior-level USAID officials).
- Serve as a resource for USAID, US Embassy inter-agency and other personnel by addressing requests for technical and programmatic information, and providing guidance related to Agency goals and initiatives.
- Collaborate with key USAID Bureaus and offices as needed to ensure efficient program planning, management, and reporting.
- Represent USAID at internal and external events, receptions, conferences and workshops.

c. Mentoring (10% of the time)

- Provide guidance on work tasks to EYO team members in collaboration with the EYO Director to improve team performance and meet development objectives.
- When appropriate, may serve as acting EYO Director or Deputy Director.

d. Supervisory Relationship: The incumbent is supervised by the EYO Office Director.

e. Supervisory Controls: None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Mission Human Resources Office to determine whether they have met the minimum qualifications listed below. All candidates who meet the minimum qualifications requirements will be referred to the Technical Evaluation Committee (TEC) for further consideration and screening.

EDUCATION: A minimum of an equivalent of a four-year degree in a functional area directly related to international education, international development, public administration, or social or behavioral sciences.

WORK EXPERIENCE: At least five years of progressively responsible experience designing, managing, and implementing education programs in developing countries. Demonstrated track record of activity design and management in basic education, customer service, strategy formulation, and supervision, experience with education methodologies and evidence-based driven data, and experience working in education in crisis and with GPE and EWC is desirable.

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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

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

- Be a citizen or permanent resident of the United States and 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 Ethiopia.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be referred to the Technical Evaluation Committee (TEC). 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 (when 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

The application will be scored based on information provided in the cover letter, résumé, and application form that outlines the quality of experience that supports the statement of duties (Section I, para 11.b.) as well as the education and experience (Section II) of this solicitation.

Technical Skills 30 points

A writing test will be administered in which the candidate will write an essay and/or analyze data and provide recommendations.

Interview Performance 50 points

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

- Knowledge of educational programming in the development context
- Ability to lead and/or work as a member of a team
- Understanding of the concept of Diversity, Equity, Inclusion and Accessibility

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**

For your application to be considered, the following documents must be submitted:

1. Offeror Information for Personal Services Contracts with Individuals, available at [AID- 309-2 Form](#)
2. Letter of Application
3. Current curriculum vitae (CV) or résumé..

Further Administrative 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*** and the email subject must say :- **72066324R00011 – Senior Education Advisor. 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 NLT 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

Once the CO informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Fingerprint Card (FD-258), and either
3. Questionnaire for Sensitive Positions for National Security (SF-86),or
4. Questionnaire for Non-Sensitive Positions (SF-85), whichever is applicable.

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance
 - (c) Pay Comparability Adjustment
 - (d) Annual Increase (depending on satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Annual and Sick Leave

VII. TAXES

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation(AIDAR),Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien 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 AID309-1** available at <https://www.usaid.gov/forms>.

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_
3001	Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] -Accounting Info: [insert from Phoenix/GLAAS]	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

3. Acquisition and 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 **5CFR2635**. See <https://www.oge.gov/web/oge.nsf/OGES%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>.

6. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

52.304-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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END OF SOLICITATION

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 through continuing diversity enhancement programs.

The EEO complaint procedure is not 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.