



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066324R10022

ISSUANCE DATE: November 1, 2024

CLOSING DATE/TIME: November 15, 2024, 11:59 p.m. EAT

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to Serve as **USAID Project Management Specialist (Humanitarian Assistance) - Internal Candidates Only** - in the Office of Humanitarian Assistance (OHA)

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
Supervisory Executive Officer

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

1. **SOLICITATION NO.:** 72066324R10022
2. **ISSUANCE DATE:** November 1, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 15, 2024, no later than *11:59 p.m.*
4. **POINT OF CONTACTS:** Reid Ahl, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov
5. **POSITION TITLE:** **USAID Project Management Specialist (Humanitarian Assistance)**
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 period of performance will be *from approximately March 9, 2025 to March 8, 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. ***This solicitation is limited to current CCNPSC employees of USAID.***
10. **SECURITY LEVEL REQUIRED:** Facilities access.
11. **STATEMENT OF DUTIES**

a. General Statement of Purpose of the Contract

USAID/Ethiopia’s Office of Humanitarian Assistance (OHA) is responsible for coordinating the USG’s emergency humanitarian response in Ethiopia and supporting Ethiopia’s relief-to-development continuum. In coordination with USAID’s Bureau for Humanitarian Assistance (BHA), OHA provides life-saving humanitarian assistance—including food, water, shelter, emergency healthcare, sanitation and hygiene, and critical nutrition services, and takes a holistic look at humanitarian aid, providing assistance before,

during and after a crisis—from readiness and response to relief and recovery. This includes non-emergency programming that is foundational to linking humanitarian assistance to long-term development to ensure USG and GoE development gains are protected.

The Specialist is a key member of the OHA Office, Humanitarian Programs Team. The jobholder reports to the Project Management Specialist (Humanitarian Team Leader) and has no formal supervisory responsibility.

The Jobholder provides technical leadership and strategic direction, activity management, and contributes to reporting for the Office of Humanitarian Assistance. Technical and activity management functions include providing technical and strategic guidance on multi-sectoral humanitarian programs, serving as activity manager for BHA awards, and monitoring BHA activities. The Jobholder represents USAID on technical working groups and contributes to annual reports.

b. Statement of Duties to be Performed

Program/Project/Activity Management (50%)

- Lead the design of project mechanisms and activities supporting the work with humanitarian partners to save lives, reduce suffering, and mitigate the economic and social impact of humanitarian needs. Primary areas of humanitarian programming will include food assistance, nutrition, water, sanitation, and hygiene, health, protection, agriculture, and non-food item assistance.
- Provide field-level project monitoring, quality assurance, and technical direction to measure the performance, quality, and effectiveness of Bureau of Humanitarian Assistance (BHA), USG's Title II and Development Assistance resources in accordance with Mission reporting guidelines.
- Serve as Activity Manager for up to seven (7) awards. Keep the Office Director regularly informed of program implementation progress, results, and issues/problems on a timely basis.
- Participate in, and ensure the effectiveness of, site and other field visits.

Technical Leadership & Strategic Direction (25%)

- Provide technical support to Mission staff, USAID/Washington managers, and implementing partners on issues pertaining to humanitarian assistance, including food security, food assistance, social protection, resilience, livelihoods, market system development, WASH, nutrition, disaster risk reduction, and/or emergency assistance.
- Provide field-level project monitoring, quality assurance, and technical direction to measure the performance, quality, and effectiveness of Bureau of Humanitarian Assistance (BHA), USG's Title II and Development Assistance resources in accordance with Mission reporting guidelines.

- Provide technical leadership through established donor working groups, the cluster system, and government-led technical committees to support the effective implementation of USAID, other donor, and Government of Ethiopia programs. This may include representation on technical committees and working groups, including on areas such as: nutrition, protection, food security, WASH, PSNP, resilience, and climate change.
- Through field travel, literature review, research and regular communications with local and international stakeholders, keep abreast of emerging developments in humanitarian and development approaches; advise on how these policies and strategies can most effectively be incorporated to enhance Mission approaches.
- Identify and arrange for procurement of short-term technical assistance and ensure that the objectives are consistent with and support the Mission's development portfolio.
- Organize site visits and prepare orientation materials for delegations from USAID, the State Department, and other agencies.
- Identify potential external partners and develop relationships with private sector, nongovernmental and other non-traditional development organizations through formal and informal outreach to build/maintain key relationships with senior officials and executives from potential external partners.

Representation and Reporting (25%)

- Represent the Mission at designated national, regional and international meetings that relate to Humanitarian Assistance, including regular participation in national-level technical working groups and related committees.
- Establish strategic working relationships with senior government officials at the national and district levels, humanitarian partners, civil society organizations, private sector counterparts and professional organizations to enhance regular and timely sharing of information on issues related Humanitarian Assistance, including changes in key policies, and legal and regulatory environments that would affect the implementation of USAID programs.
- Provide strategic leadership in the preparation of key annual and mid-term planning and reporting documents, including the Country Operation Plan, the Congressional Budget Justification, Technical Notifications, and Quarterly, Semi-Annual and Annual Progress Reports.
- Represent USAID at designated national, regional and international meetings, including regular participation in national level technical working groups, professional associations, and related committees.
- Respond flexibly and capably to a wide range of work-related requirements.
- including responding to requests for information from the Mission Director, the Embassy, USAID/Washington, and Congress.
- Establish strategic working relationships with senior officials at the national and district level, humanitarian and development partners to enhance regular and timely sharing of information on issues related to key policies, and legal and

regulatory environments that could affect the implementation of USAID programs.

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 Project Management Specialist (Humanitarian Team Leader) in the Office of Humanitarian Assistance. Most assignments are self-generated and occur in the normal course of work and the incumbent 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 Specialist will not have formal supervisory responsibility; however, s/he will provide mentoring and coaching to Activity Managers and IP staff. S/he will take delegation responsibilities when coverage is needed.

e. *Knowledge:* Demonstrated knowledge and understanding of Humanitarian Assistance and/or Resilience approaches and interventions and poverty and vulnerability situations in Ethiopia. Demonstrated knowledge of the overall humanitarian context and its current priorities as well as the key aspects of US Government foreign assistance to the country. Demonstrated knowledge of USG strategic direction, its chief accomplishments and its challenges.

f. *Skills and Abilities:* Demonstrated technical and analytical skills in management, analytical and research; social and professional judgment; as well as interpersonal interaction in cross-cultural and multi-level settings. Ability to interact effectively with mid-level and senior-level government officials and members of the business community; and an ability to maintain collaborative working relationships within a team structure. Demonstrated skills in communication, advocacy, and networking. Demonstrated conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. Ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. Demonstrated computer skills including skills with Microsoft Office, web-based databases, and electronic filing. Demonstrated ability to exercise individual judgment in his/her roles. Demonstrated skills in initiative and offers 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 USAID and USG reporting requirements. Demonstrated decision-making ability and judgment in planning and carrying out tasks, using diplomacy and tact.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's degree or local equivalent from an accredited institution in International Development, International Affairs, Health, Social or Behavioral Sciences, or Management.
- b. **Prior Experience:** Five (5) years of progressively responsible, professional experience in Humanitarian Assistance, Resilience or International Development. Of that experience, at least two (2) years with the USG, other multilateral or bi-lateral organizations, and/or NGOs.
- c. **Language:** Excellent written and spoken English and Amharic (Level 4). 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, and 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.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors 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 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>.

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 Ethiopia.

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 (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 outlining the quality of experience supporting the statement of duties as outlined in this solicitation (*See Section 1, para 11.e., Knowledge and 11.f., Skills and Abilities*)

Technical Skills **20 points**

A skills test will be administered to gauge the offeror's knowledge and writing skills and/or analyze data.

Interview Performance **60 points**

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

- Knowledge of the humanitarian assistance context in Ethiopia
- Ability to lead and/or participate as a collaborative team member
- At least one question will gauge the offeror's knowledge of the concept of Diversity, Equity, Inclusion, Accessibility (DEIA)

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.

III. 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>.
2. A resume in English
3. Letter of application (cover letter) that describes your experience with the evaluation criteria (Section III: Evaluation and Selection Factors), and
4. Contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's 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 and the email subject must say– solicitation **72066324R10022, USAID Project Management Specialist (Humanitarian Assistance)**. **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.

IV. 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)

V. 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.

VI. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

VII. 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	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/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>.
 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.