



**USAID**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066425R10001  
**ISSUANCE DATE:** November 5, 2024  
**CLOSING DATE/TIME:** December 3, 2024  
11:59pm Tunisia local time

**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 solicitation.

Sincerely,

**Kevin Sarsok**

Signature

 Digitally signed by Kevin Sarsok  
Date: 2024.10.31 12:28:22 +01'00'

**Kevin Sarsok**  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72066425R10001**
- 2. ISSUANCE DATE: November 5, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 3, 2024, 11:59pm Tunisia local time
- 4. POINT OF CONTACT:** Amruta Tripathi, e-mail at [usaidmerpjobs@usaid.gov](mailto:usaidmerpjobs@usaid.gov).
- 5. POSITION TITLE:** Development Program Specialist (Design, Oversight & Learning lead)
- 6. MARKET VALUE:** 89,003 – 137,983 (TND) equivalent to **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Tunisia. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five-Year Period of Performance, estimated to start o/a May 2025, with a possibility to renew in accordance with Automated Directive System (ADS 309). Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and are expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
- 8. PLACE OF PERFORMANCE:** Tunis, Tunisia with possible travel as stated in the
- 9. Statement of Duties.**
- 10. ELIGIBLE OFFERORS:** Cooperating Country Nationals. 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 Tunisia.
- 11. SECURITY LEVEL REQUIRED:** Facility Access or Security Certification issued by the U.S. Embassy Regional Security Office.

**12. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract:**

The Development Program Specialist (DPS) position, located in USAID/Tunisia's Program Office (PRO), serves as the Program Design, Oversight, and Learning Lead and reports to the Deputy Director. As a recognized expert in design, performance management, and learning functions, the DPS leads in planning, designing, implementing, monitoring, and evaluating the Mission's strategy, projects, activities, special initiatives, and learning efforts to achieve the development objectives outlined in the Country Development Cooperation Strategy (CDCS).

Represents PRO to one or more technical teams and assists other PRO staff in carrying out the office's core Program Cycle functions. Serves as a key advisor in additional roles that support this function, including the Mission's locally led development advisor and Cost-Effectiveness Evidence (CEE) Point of Contact (POC), as well as PRO's digital development, gender and inclusive development POC.

The Specialist must be highly knowledgeable in the local development context; international development principles and approaches; host country government priorities, policies and regulations; as well as USAID's implementation, procurement and program monitoring mechanisms and procedures. The position requires that the Specialist work independently with minimal direction. The job holder may be expected to perform work-related travel.

## 2. **Statement of Duties to be Performed:**

### **Project and Activity Design Policy, Guidance, and Management 35%**

Leads the Mission in planning and designing projects, activities, and special initiatives to achieve the development objectives outlined in the CDCS. Serves as a recognized subject matter expert on project and activity design, development of logical and results frameworks, inclusion of evidence-based approaches, and ensuring linkages with U.S. government strategies and initiatives. Assists technical teams and other PRO staff in carrying out the core functions of project and activity planning and design as described in related ADS 201 sections.

- Drafts and updates Mission Orders to clarify Mission-level procedures for implementing Agency design guidance and policies. Designs and delivers Mission-level training related to project and activity design guidance.
- Leads overall design planning, including management of the Mission design tracker, coordination of processes and timelines to support the Mission's procurement plans, and development of budgets for any estimated costs associated with the design process. Works with technical offices to plan and coordinate mandatory and optional analyses, and secure Washington support and technical expertise consistent with the Agency Approach to Field Services. Ensures the program design, learning and evaluation budget supports those needs.
- Serves as a member of project and activity design teams. Guides the process to ensure compliance with design guidance, help develop logical and results frameworks, and helps draft and/or review project and activity design documents, from initial concept stage steps through analysis to final project and/or activity approval. May support design teams so that appropriate procurement documentation is submitted in a timely manner.
- Serves as Cost-Effectiveness Evidence Point of Contact (CEE POC). Advises activity design teams to apply insights from existing CEE into designs, collaborates with the M&E POC to advise design teams in identifying opportunities for generating new CEE (such as impact evaluations with cost analysis), strengthens familiarity with CEE in the Mission, and supports the Mission to leverage resources provided by the Office of the Chief Economist. This role may evolve as Mission needs evolve.
- Advises on design approaches that apply analytic rigor to support evidence-based decision-making, incorporate adaptive management and continuous learning, promote sustainability through local leadership and financing.

- Ensures that designs are grounded in development hypotheses and/or theories of change that are informed by evidence and the local context, fill knowledge and evidence gaps related to the theory of change, program performance, and/or the operating context, and consider how best to support the achievement of sustainable and inclusive results. Ensures that learning is applied throughout the design process, and that new activity designs incorporate collaboration, learning and adapting (CLA) principles and approaches. Considers use of all forms of knowledge when developing projects and activities, and when managing them adaptively, including tacit, experiential, and contextual knowledge, as well as alternate forms of knowledge valued by local cultures.
- Advises and guides technical teams to integrate cross-cutting issues and other priorities during activity design. Incorporates locally led development and digital development considerations and best practices into the design process. Coordinates with the Mission's Gender and Inclusive Development Advisors to provide policy and technical advice on compliance with USAID's gender equality, female empowerment, and inclusive development policies; ensure that activity-level analyses are integrated in meaningful ways into activity design; and ensure that gender-sensitive and inclusive language, approaches, results, and indicators are included project and activity designs.
- Coordinates Mission input and responses to Washington and regionally funded activities as communicated via Mission concurrence requests.
- Manages screening and review of all unsolicited proposals and funding requests submitted to USAID/Tunisia by local and international NGOs, businesses, and individuals. Works with technical teams to assess whether requests are in alignment with CDCS priorities and recommends follow-up action, as necessary. In coordination with OAA, oversees the Mission's review of proposals and helps draft related action memos.

### **Programmatic Oversight, Learning, and Reporting 35%**

The DPS guides the Mission's performance management and learning efforts in support of the Mission's strategy, projects, activities, and special initiatives to achieve the development objectives outlined in the CDCS. Assists PRO staff in carrying out core functions of monitoring, evaluating, and learning. Advises on integrating mission and USG priorities, including locally led development, digital development, inclusive development, gender, and others as needed, into monitoring, evaluation, and learning (MEL) efforts and processes.

- Guides development and implementation of the Mission's Performance Management Plan (PMP), CLA efforts and learning agenda. Advises on use of CLA approaches throughout the Program Cycle to manage adaptively, improve development effectiveness, and contribute to the knowledge base to improve development outcomes.
- Recommends and designs initiatives to support organizational learning and effectiveness, including but not limited to portfolio reviews (activity and strategy-level) and midcourse stocktaking exercises. Plans and develops the guidance for portfolio reviews and midcourse stocktaking exercises to ensure the exercise is carried out in an efficient and timely manner and achieves the stated goals. Upon completion, develops and/or oversees maintenance of the issues tracker to monitor and report progress.
- Considers how to generate, capture, analyze, share, and apply learning from a variety of sources, including local actors and institutions, in addition to information and data from performance monitoring, portfolio reviews, findings from research and evaluations,

- analyses conducted by USAID or third parties, and knowledge gained from experience.
- Works with technical teams, implementing partners, interagency colleagues, local and regional development actors, and the Development Outreach and Communications team to coordinate learning efforts; document, disseminate and use knowledge; and spread effective practices more widely for improved development and extend the Mission's influence and impact beyond its program funding.
  - Helps conceptualize, coordinate, and conduct pause and reflect sessions to assess the Mission's CLA maturity. Provides advice and recommendations on how the Mission can build and expand a supportive environment and organizational culture that advances collaboration, learning, and adaptive approaches.
  - Conceptualizes and manages periodic reflection on new learning and knowledge, including cost effectiveness evidence, local knowledge, lived experience, and locally generated evidence. Captures recommendations to design and adapt programming accordingly. Creates opportunities to engage with key stakeholders, including local thought leaders, local partners, and other development actors to understand the country context. Remains mindful of inclusion, equity, and representation, especially of marginalized or underrepresented groups, to prioritize accessibility and responsiveness.
  - Coordinates the Mission's response to Agency reporting requirements, data calls, and knowledge generation around locally led development and digital development. Ensures the Mission's efforts to promote locally led development and digital development are captured in key reporting documents.
  - Works with the Mission's Gender and Inclusive Development Advisors to review reporting and highlight gender and inclusive development achievements and challenges.
  - Coordinates USAID input into the annual Performance Plan and Report. Reviews global guidance, develops and explains Mission-level guidance, develops timelines, and guides PRO and technical teams in gathering USAID data and narrative inputs for higher-level review.
  - Responds to ad-hoc requests for programmatic information and results.
  - May serve as the contracting officer's representative (COR) or Alternate COR for PRO-managed evaluations, assessments, studies and learning activities. Performs all COR duties as articulated in the COR designation letter issued by the Contracting Officer. May also serve as COR or Alternate COR for other initiatives, as needed, to support Mission objectives.

### **Policy Coordination and Advisory Services 20%**

As the Mission's locally led development advisor, leads efforts to put localization into practice through coordinating and implementing the Mission's Locally Lead Development action plan. This includes identifying potential new and underutilized partners throughout Tunisia, assessing barriers to entry that some smaller potential partners may face, and coordinating with other technical and support offices to develop approaches to mitigating these barriers.

As the Mission's CEE POC, collaborates with the Office of the Chief Economist to pursue opportunities to build the Mission's skills, knowledge, and processes related to cost effectiveness.

As PRO's digital development point of contact (POC), supports implementation of the Agency's Digital Strategy. Works with the digital development advisor to develop the Mission's Digital Action Plan, in support of any regional or Agency-wide plans. As PRO's point of contact (POC) for gender and inclusive development, advises PRO to ensure that gender and inclusive development policies are integrated throughout all aspects of the Program Cycle. Works with the Mission's Gender Advisor and Inclusive Development Advisor to arrange for training and other capacity building activities for Mission staff and implementing partners to help ensure compliance with the policies. Serves as the Alternate Gender and Inclusive Development Advisor, as needed.

### **Supervision 20%**

Directly supervises one CCN Program Development Specialist. Defines priorities, establishes performance targets, gives guidance and instructions, and sets deadlines. Provides timely feedback on performance, and ensures that the supervisee is appropriately trained, utilized, appraised, and rewarded. Reviews the supervisee performance in an objective manner, identifies goals for professional growth, and opportunities (formal and formal) for achieving these goals. Creates an office environment that fosters job enrichment, skill development, and professional growth. Prevents and resolves personnel issues in a timely manner. Supports and implements fair personnel practices and fosters a work environment that is inclusive and nondiscriminatory. In addition to direct supervision responsibilities, as a senior member of the Program Office, the Specialist coaches and mentors other mission staff on the USAID program cycle within his/her/their area(s) of expertise.

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.

### **3. Supervisory Relationship:**

The Program Development Specialist works under the general supervision of the USDH Program Office Deputy Director. Assignments are made orally and in writing. The Specialist is expected to work independently and establish own work priorities to respond to changing work assignments. The job holder assists technical offices to design activities and handles all work independently according to USAID policies or accepted practices. The Specialist resolves design and activity implementation problems that arise by determining approaches to be taken and methods to be used. Supervisor's review when necessary is limited to adherence to design decisions and agreed programming actions. The Specialist undertakes multiple assignments with limited supervision. The Specialist consults when critical or urgent decisions are required from the Front Office, USAID/Washington, or the Government of Tunisia. The job holder may serve in an acting role during the absence of their supervisor to ensure continued smooth operations.

### **4. Supervisory Controls:**

The Program Development Specialist directly supervises one CCNPSC in the Program Office - Monitoring, Evaluation, and Learning Specialist (FSN-10).

### **13. PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** Bachelor's degree in public policy, international relations, public/business administration, political science, economics, development studies, organizational leadership, or closely related, interdisciplinary fields is required.

**Prior Work Experience:** Minimum of five (5) years of progressively responsible professional, managerial, and/or senior technical experience in program design, implementation, monitoring, analysis, research, and reporting are required. Experience must include serving in a leading role in these areas with demonstrated conceptual and analytical capacity. Experience with the private sector, government, international development donor, international or local development organization is required.

**Language Proficiency:** Must speak, read, and write in English, French and Tunisian Arabic languages at Level IV. (This will be tested)

## **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>.

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 candidate is interviewed.

Short-listed candidates will be evaluated based on information presented in the application, skills test, interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

### **BASIS OF RATING**

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

**Job Knowledge:** Recognized expertise in project development and implementation is required. Must have in-depth professional-level knowledge of principles, concepts, and approaches of international development, performance management, knowledge management, and applied learning. Familiarity with the social, political and economic situation in Tunisia and the region is essential, including knowledge of GOT institutions, policy directions, objectives, and priorities relating to USAID activities.

**Skills and Abilities:** Must be skilled in adapting to changing operations and working relationships. Excellent teamwork, interpersonal and communication skills to develop and maintain effective working relationships with technical staff and support office counterparts is essential. Proven ability to work collaboratively in a team environment and to proactively build consensus is essential. Ability to guide others in project design, implementation and/or learning. Must have the ability to conceptualize and analyze multi-sectoral development approaches; manage and coordinate a variety of project and activity designs and data under tight deadlines in a fast-paced environment. Mature judgment and demonstrated leadership skills are required. Excellent analytical, negotiation, management and writing skills are also required. Must use judgment in planning and designing complex programs, guiding internal technical teams, and liaising with external counterparts in undertaking the design of activities. Able to write clearly and convincingly and produce high quality written products. Must have standard skills in word processing, spreadsheet manipulation, PDF conversion, and Google Suite. Must be able to take initiative; work efficiently under pressure; lead teams; and take ideas from others and build them into effective Mission learning opportunities. Must be an effective mentor, coach, team lead. Must have the ability to effectively supervise others. Must have the ability to effectively facilitate in-person and virtual meetings with internal and external audiences.

1. A preliminary review of the applicant's submitted application package to establish that minimum educational and work experience requirements are met: PASS/FAIL
2. Language test: PASS/FAIL
3. Application review: max. 10 points
4. Technical Skills Test: max. 30 points

A skills test will be administered to assess the candidates' related to job knowledge and skills.

5. Interview Performance: max. 60 points

Interview questions will be intended to explore the candidate's experience, job knowledge, skills and abilities in regard to the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion and Accessibility (DEIA) concepts.

Total possible points: 100 points

6. **Reference Verification:** 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; i.e. not a single critical comment.

USAID/MERP (Middle East Regional Platform), Frankfurt’s Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work experience. A language test (Step 2) will be conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria (Step 3) to develop a shortlist of applicants. Applicants will be contacted for the written test (Step 4) and further for the interviews (Step 5).

Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. References (Step 6) will only be solicited for those applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank and in which order, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).

Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to apply via ERA Electronic Recruitment Application, <https://tn.usembassy.gov/embassy/jobs/> (please navigate to the ERA Site link to view the vacancy and to apply).
2. Offerors must ensure to enclose a Cover Letter, CV/Resume, valid residence/work permit and a list of 3 professional references in ERA by the closing date and time specified in Section I, item 3.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Background investigation forms
- Medical clearance forms

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized for the benefits and allowances as per the Local Compensation Plan of Mission Tunisia.

## **VII. TAXES**

The U.S. Mission Post will not assume any obligation or responsibility to withhold taxes levied by the host government. It is the responsibility of the individual to ensure that all requirements as established by the Tunisian Government regarding taxes are adhered to.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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](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](mailto:PSCOmbudsman@usaid.gov).

**6. FAR Provisions Incorporated by Reference**

<b>FAR No.</b>	<b>FAR Provision</b>	<b>Date</b>
<b>52.204-27</b>	<b>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</b>	<b>(Jun 2023)</b>