



USAID | KENYA AND EAST AFRICA

R0026243

SOLICITATION NUMBER: 72061525R10007
ISSUANCE DATE: November 08, 2024
CLOSING DATE/TIME: November 24, 2024

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC-Local Compensation Plan): USAID Project Management Assistant (Monitoring and Evaluation)**

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. USAID Kenya and East Africa anticipates hiring for **one (1) position** as a result of this solicitation, subject to availability of funds.

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.

PLEASE NOTE THAT USAID DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW, PROCESSING, OR TRAINING) AND DOES NOT CONCERN ITSELF WITH INFORMATION ON AN APPLICANT'S BANK ACCOUNTS.

Sincerely,

Kion Turner
Executive Officer
USAID/KEA

I. GENERAL INFORMATION

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- 1. SOLICITATION NO.:** 72061525R10007
- 2. ISSUANCE DATE:** November 08, 2024
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 24, 2024 (4:30 PM East Africa Time).
- 4. POINT OF CONTACT:** USAID Kenya and East Africa Human Resources, e-mail at nairobiusaid.hr@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Assistant (Monitoring and Evaluation)
- 6. MARKET VALUE:** Ksh. 2,632,247.00 to Ksh. 4,474,828.00 KSH per year (including 13th month bonus), equivalent to FSN-08 grade level in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Kenya and East Africa. *Final compensation will be negotiated within the listed market value.*
- 7. PERIOD OF PERFORMANCE:** **Five (5) years estimated to start o/a June 15, 2025.** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the continued need for services and successful performance.
- 8. PLACE OF PERFORMANCE:** Nairobi, Kenya; with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to qualified Cooperating Country National (CCN) (an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country). Employees presently on probation are ineligible to apply.
- 10. SECURITY LEVEL REQUIRED:** Security certification issued by the US Embassy RSO.

11. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract

USAID/Kenya and East Africa (KEA) invests in democratic governance and conflict prevention programs at national and county levels that aim to improve governance and enhance the resilience of vulnerable populations. This includes cross-cutting work to strengthen and build capacity of governance systems, and to support national government institutions, county governments, and civil society to inclusively plan, manage and finance services to meet local needs.

The office of Democratic Governance, Peace and Security (DGPS) is responsible for the design and achievement of USAID/KEA's democracy, rights, governance, peacebuilding, and conflict prevention objectives in Kenya and the East Africa region. In Kenya, the DGPS office works collaboratively across the Mission and with national, county and sub-county governments and civil society stakeholders to: reduce fraud, waste and abuse in government operations; strengthen electoral and democratic processes; effectively implement devolved services; protect civic and media space; advance the rights of women and adolescent girls; reduce conflict and promote peacebuilding; and reduce recruitment to and support for violent extremism organizations.

The Project Management Assistant for Monitoring and Evaluation (PMA-M&E) in DGPS serves on the Analytics, Policy, Partnerships and Systems (APPS) team, will provide input and recommendations to the M&E Project Management Specialist (PMS) and DGPS Director and Deputy Office Directors in the monitoring and evaluation of programming under the DGPS portfolio. The Project Management Assistant (M&E) reports to the Deputy Office Director for APPS.

2. Statement of Duties to be Performed.

Program Management Support - 70%

Monitoring and Evaluation

- *Support DGPS Data Quality Assessment Processes:* The PMA, in collaboration with the Program Office and working under the guidance of the M&E PMS and Deputy Office Director, will support efforts to enhance data quality through mandated and recommended Data Quality Assessments (DQA) as outlined in ADS 201, and targeted training for implementing partners and DGPS Office technical staff.
- *Support drafting and submission of the annual Performance Plan and Report (PPR):* The PMA M&E will support all A/CORs in DGPS to set out year targets for standard indicators that map to projected budget and activity level results frameworks to ensure that higher level objectives will be met. The PMA will work closely with the M&E PMS, A/CORs and IP M&E specialists to ensure the timely collection of relevant indicator data, and compile/aggregate data into spreadsheets for review by the technical team. The PMA, in collaboration with M&E

PMS and relevant technical staff, will support Key Issues Narrative development and other relevant narrative sections of the PPR, for review by the Deputy Office Director and Office Director.

- *Schedule and Support Semi-Annual Activity Monitoring Reviews:* The PMA M&E, working collaboratively with the M&E PMS and A/CORs will schedule semi-annual DGPS Office-level reviews to monitor progress in order to ensure effective course correction and relevant communication back to Implementing Partners. which should direct DGPS Office staff to target field visits around key issues of concern.
- *Progress Report Tracking:* The M&E PMA will maintain an electronic log for tracking Quarterly and Annual Report submission from IPs, and support A/CORs to review and respond to implementing partners.
- *Support Activity Monitoring:* The PMA M&E will accompany A/CORs and the M&E PMS on targeted field visits to assess implementation, performance monitoring, compliance monitoring, event participation and previous visit follow up. On occasion, the PMA M&E may conduct solo field visits after a period of required training. The PMA will support A/CORs to submit and file site visit reports in appropriate format.
- *Manage the DGPS Office Evaluation Plan:* The PMA M&E will maintain an electronic log of all past, present and planned evaluations. She/he will become conversant in Agency evaluation policies and best practices in order to ensure that proper planning for evaluations are occurring.
- *Prepare for Semi-Annual Portfolio Reviews:* The PMA M&E will work with the M&E PMA, DGPS Deputy Office Director and Office Director to prepare information for Portfolio Reviews and may facilitate or participate in review meetings as required.

Administrative Support - 30%

- *Data Management:* The PMA M&E will support A/CORs to ensure that all soft copy A/COR activity files are up to date and include all required and relevant documents as required by USAID ADS policy. This may include conducting semi-annual spot checks of all files and providing a written report to the Deputy Office Chief on the condition/status of all activity files.
- *Support the DGPS Office on Urgent Actions:* Under the direction of the Office Director and Deputies, the PMA may be tasked with administrative duties as needed to ensure effective and efficient Project support. The PMA may also be tasked to complete urgent actions with regards to time-sensitive taskers from the USAID/KEA Front Office, Embassy or Washington DC. The PMA may also be asked to help plan for and facilitate field visits for high-level USAID or other USG staff, or support organization of key DGPS Office related events. Tasks may range from administrative functions to basic logistics and entry-level technical support.

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 PMA M&E will work closely, under the direction of the Deputy Office Director for Analytics Policy, Partnership and Systems (APPS), and with the M&E PMS and with all A/CORS. The incumbent will be expected to perform the required tasks independently in the absence of his/her supervisor, after clear instructions and long-range work planning goals have been established. In day-to-day work, the incumbent will have some latitude for developing and prioritizing his/her own duties and resolving problems which may arise during accomplishment of these objectives.

4. Supervisory Controls

None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Any application that does not meet the minimum requirements stated below will not be evaluated.

- a. Education:** At least two years of full-time post-secondary study in social sciences, international relations, development studies, or public policy or related field is required.
- b. Prior Work Experience:** Minimum of three years of progressively responsible experience closely related to project/program management of development projects with an international development organization. Two years of experience specifically related to Monitoring and Evaluation of development programs is required.
- c. Language Proficiency:** Level IV (fluent) English and Kiswahili proficiency in written and oral standards is required.

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 a candidate is interviewed.

Offerors who meet the minimum qualifications listed above will be evaluated and ranked according to the following job-related criteria. Top-ranking candidates will be invited for a skills test and an oral interview.

- **Job Knowledge (60 Points)**

The incumbent must be well versed in the proper field monitoring and evaluation best practices and methodologies. The job holder must also have a basic understanding or the potential to acquire knowledge of USAID policies and Mission Orders as they relate to M&E. The incumbent will possess excellent English writing and verbal skills, place a high priority on attention to detail and organization, have a firm grasp of information technologies and their applications, and be able to work both independently and collaboratively. The position requires the use of technical/professional skills in support of DGPS Office activity managers and A/CORS

- **Skills and abilities (40 Points)**

Must be able to carry out duties independently and proactively, while also being able to take direction well and respond quickly and accurately to direction from supervisor, M&E PMS, and/or A/CORS with regards to M&E support. The PMA must be a team player and work well within a team context, understanding that their role is to support technical staff and DGPS Office leadership with superior entry-level M&E abilities and products. The PMA must possess critical thinking skills and problem-solving capabilities, as well as apply complex regulations, policies and procedures to numerous program situations. The position requires the incumbent to actively plan ahead at least one year with regards to target setting at an activity level, and office level annual planning for achieved targets under standard indicators for reporting. The individual must possess highly developed multi-tasking skills. A detail-orientation to the performance of work and strong organizational skills are required. The ability to communicate clearly and effectively, both orally and in writing, is necessary. The ability to obtain, evaluate, and interpret data and to prepare precise, accurate, consistently formatted, and complete reports is necessary (i.e. results reports from partners using instructions from USAID/W) is a required skill. Operation of personal computers is required including demonstrated ability to use Microsoft Office and Google Applications. Excellent interpersonal skills are required, the incumbent will work closely with the Strategic Planning and Analysis office, and DGPS technical staff on monitoring and analysis.

Total possible points: 100

IV. SUBMITTING AN OFFER

Step 1: Eligible Offerors are required to register in *MyJobsInKenya* at www.myjobsinkenya.com

Step 2: Complete the job application at www.myjobsinkenya.com

Step 3: Internal Offerors/Current USG Employees: Attach an updated curriculum vitae/resume (*no more than five pages*), a copy of your most recent Performance Evaluation Report, and copies of all relevant certificates. **Scan and attach all the documents and upload them to MyJobsInKenya.**

OR

External Offerors/Not Current USG Employees: Attach an updated curriculum vitae/resume (*no more than five pages*) and copies of all relevant certificates. **Scan and attach all the documents and upload them to MyJobsInKenya.**

USAID’S ZERO TOLERANCE FOR SEXUAL MISCONDUCT

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at [ADS Chapter 113, Preventing and Addressing Sexual Misconduct](#).

By acceptance of the contract award, the contractor acknowledges having read, and agrees to abide by, the Agency’s ADS 113 policies and procedures.

SELF CERTIFICATION

Offerors must sign a [Sexual Misconduct Self-Certification form \[see hyperlink\]](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award file. If the offeror fails to submit a signed-certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
 - If Self-Certification response is “Yes”: In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.
 - Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

USE OF THE AGENCY’S MISCONDUCT PORTAL AND INQUIRIES MADE TO PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR

The Office of Employee and Labor Relations (ELR) operates USAID’s Misconduct Reporting Portal. Prior to award, the CO will email ELR at HCTM.ELR@usaid.gov to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID,

the CO will attempt to contact the previous administrating CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

NEW ENTRANT ORIENTATION (NEO)

For PSCs onboarded in Washington, the contractor must complete the information session on USAID's zero tolerance policy for sexual misconduct as part of NEO. The CO will include documentation in the award file that the contractor has completed NEO and has been made aware of USAID's zero tolerance policy for sexual misconduct.

For PSCs onboarded overseas, including CCNPSCs and TCNPSCs, the PSC must complete an online module related to USAID's zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the online module and has been made aware of USAID's zero tolerance policy for sexual misconduct.

Note to Applicants:

1. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted through myjobsinkenya.com.
2. Submissions will only be accepted through www.myjobsinkenya.com. Late and incomplete applications (those that do not contain the applicant's most current and up to date detailed CV and relevant education certificates) will not be considered for the position.
3. All Applicants must provide at least **three professional references**, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

VI. BENEFITS AND ALLOWANCES

Benefits and allowances are offered in accordance with the Local Compensation Plan (LCP).

VII. TAXES

CCNPSCs are required to pay PAYE and statutory deductions. All applicable taxes will be deducted from the stated gross market rate.

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

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award.

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [R497] - 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.
5. **PSC** **Ombudsman**
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

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

6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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Clearance:

Kimberly Ludwig
Office Director, DGPS _____