



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066319R00020

ISSUANCE DATE: September 5, 2019

CLOSING DATE/TIME: October 4, 2019

SUBJECT: Solicitation for Resident-Hire U.S. / Personal Service Contractor (US/PSC) for **Science, Technology, Innovation, and Partnerships (STIP) Advisor**

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 **Attachment 1, Sections I through VIII** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID toward a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the point of contact specified in the attached information.

Sincerely,

Andrew Posacki
A/Supervisory EXO

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

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066319R00020
2. **ISSUANCE DATE:** *September 5, 2019*
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** *October 4, 2019 (5:00pm Ethiopia's local time.)*
4. **POSITION TITLE:** **Science, Technology, Innovation, and Partnerships (STIP) Advisor**
5. **MARKET VALUE:** **\$76,687 - \$99,691** 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.** U.S. Resident-Hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.
6. **PERIOD OF PERFORMANCE:** One year, with four additional one-year extensions pending approval, need, performance, and funding, not to exceed five years.
7. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Facility Access. The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.
9. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

Background

Ethiopia has one of the fastest growing economies in the world but it is beset by severe challenges that threaten its development gains. Chronic malnutrition, extreme poverty, rapidly growing and young unemployed urban populations, civil and political conflict, and intensifying droughts all strain the country's ability to provide for itself. More ominously, three of Ethiopia's neighbors (Somalia, Sudan, and South Sudan) are ranked among the most fragile states in the world. Despite the challenges, the Government of Ethiopia's (GOE) vision is for Ethiopia to become a lower middle-income country by 2025. As explained in its comprehensive Growth and Transformation Plan II (GTP II), while

agriculture is the “main driver of rapid and inclusive economic growth and development,” Ethiopia’s goal is to become a global leader in the light manufacturing and service sectors. The GOE also recognizes that ensuring optimal nutrition status is a critical component of realizing economic prosperity. The GOE National Nutrition Plan II (NNPII) provides a framework for coordinated and integrated implementation of multisector nutrition interventions to reduce chronic malnutrition by 2030 and integrates new initiatives outlined in the GTP II. Finally, in 2017, the GOE adopted a National Financial Inclusion Strategy (NFIS) that recognizes the contribution financial inclusion can make to GTP II and specifically the role of digital technologies in providing financial access to those living outside of urban centers. The U.S. Government’s Global Food Security Strategy (GFSS) recognizes and encourages the broader use of digital technologies to access financial services as a proven means of building resilience to withstand shocks, foster women’s economic empowerment, and improve agricultural productivity.

USAID supports and promotes development that leverages advances in science and technology, furthers innovative approaches, and engages the private sector as a partner in development. STIP have become a focus of USAID’s development work globally. USAID/Ethiopia’s new GFSS Country Plan looks to promote science, technology, and innovation and has a specific focus on private sector solutions to agriculture led economic growth, resilience, health and nutrition.

Basic Functions and Responsibilities:

Under the direct supervision of the Mission’s Private Sector Team Leader, the Science, Technology, Innovation, and Partnerships (STIP) Advisor will be primarily responsible for advising USAID/Ethiopia’s Economic Growth and Transformation (EG&T) Office on the integration of STIP approaches into existing and future food security, resilience, and nutrition programming; serving as the Mission’s coordinator of Washington funded and managed food security, resilience, and nutrition activities, and serving as the main knowledge management officer for the EG&T Office. S/he will also serve more broadly as a STIP advisor to other Mission offices as needed.

2. Statement of Duties to be Performed

Working as part of the EG&T Office as well as with other USAID offices, other USG agencies, NGOs, the private sector, the Government of Ethiopia, and international organizations, the STIP Advisor will:

A. Support Enhanced Incorporation of STIP in the USAID Program Cycle and Business Processes:

- i. Serve as a technical advisor in strategic planning exercises and in the design, procurement, evaluation and management of USAID programs in Ethiopia.
- ii. Advise Office Directors and technical staff in other Mission offices on enhanced use of STIP tools and approaches in current and future programming. Propose and offer guidance on programming that increases the use of scientific research for improved development outcomes, advances the use of technology and data-

driven approaches to empower poor communities, and promotes adoption of high-impact innovation models and design practices.

- iii. Provide mentorship and capacity development for USAID/Ethiopia staff who are technical experts in their respective areas, to facilitate cross sectoral integration of science, technology, and innovation across the development portfolio.

B. Serve as the Main Point of Contact between USAID/Ethiopia and USAID/Washington and between USAID/Ethiopia and other USAID Missions (particularly regional) on STIP related issues:

- i. Work closely with staff at USAID/Washington and the USAID Regional Mission in Nairobi Kenya on emerging STIP issues in Ethiopia such as biotechnology and digital solutions.
- ii. Act as the primary point of contact and provide country-level coordination for all centrally funded, food security and research-related mechanisms active in Ethiopia. Keep up to date on the digital landscape and the state of agriculture research and technology in Ethiopia.
- iii. Link USAID centrally funded mechanisms with Mission-funded bilateral mechanisms, their partners and the GoE to assure greater programmatic alignment.
- iv. Be willing and able to plan and coordinate annual stakeholder conferences and present publically STIP related information on behalf of the USAID Mission to various audiences.

C. Serve as the EG&T Office Knowledge Management Officer:

- i. Improve knowledge management systems to facilitate dissemination of learnings from past investments, economic, social and political development programs of host country government, other USAID sectors, donors, USG agencies, non-governmental organizations, NGOs, international organizations, and the private sector.
- ii. Leverage opportunities for information sharing and promotion of best practices.

3. Supervisory Relationship

The STIP Advisor will report to the Private Sector Team Leader in the EG&T Office at USAID/Ethiopia. As required s/he will provide briefings on STIP issues for USAID Mission Management as well as Mission staff. S/he may receive guidance from EG&T Office management as well as senior Mission management as the situation warrants. S/he will be expected to show strong independent initiative and work with minimal supervision.

4. Supervisory Controls

This position does not involve supervisory responsibilities.

10. AREA OF CONSIDERATION: U.S. Resident-Hire.

Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country: (1) For reasons other than employment that provides repatriation to the U.S., including – (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement. (2) As a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including – (A) with a U.S. government agency; (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or employment arrangement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Supervisory Executive Officer, Annmarie McGillicuddy and HR Specialist, Fekadu Tamirate at addisusaidjobs@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening.

EDUCATION: REQUIRED A Master's or Doctoral degree in a relevant scientific field (preference will be given to agriculture or nutrition related fields) is required.

WORK EXPERIENCE: REQUIRED A minimum of three years related experience in science and technology and innovation/entrepreneurship as they pertain to international development is required. Prior experience working with a bi-lateral or multi-lateral donor in development programming is preferred. Direct experience promoting technology solutions or other innovations for improving agriculture, resilience, and nutrition is also highly desirable.

LANGUAGE: Fluent English speaking, reading, and writing are required.

III. EVALUATION AND SELECTION FACTORS

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring

each criterion. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the combined score for the factor evaluation and interview. The CO will consider findings from the reference checks as part of the responsibility determination.** Be sure to include your name and the solicitation number at the top of each page.

EDUCATION (10 points): Candidate meets or exceeds minimal education requirements listed in section II.

EXPERIENCE (20 points): Experience in engaging with officials in government, business and development sector contexts. Experience engaging with technology entrepreneurs, researchers, and innovators, and experience working with stakeholders across the public, private, and nonprofit sectors.

COMMUNICATION (20 points): Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The candidate should have a demonstrated ability to produce professional quality analytical pieces and make clear oral presentations. The incumbent must be able to communicate effectively with Mission employees; local government officials at the Senior Minister level; international and local organizations, donors and other embassies; and various Washington based U.S. Government agencies.

SKILLS and ABILITIES (30 points): The applicant must possess strong negotiation, collaboration, team building, networking and interpersonal skills. Candidate must have a proven ability to work independently with minimal supervision. Strong interpersonal skills are required to establish and maintain strong contacts with counterparts both inside and outside of USAID and in order to explain USAID objectives and procedures to government officials, private businesses, corporations, foundations, NGOs, and other non-traditional development organizations. Private sector experience is a plus, but must demonstrate the ability to act as a bridge between the culture of the private sector and that of USAID. The incumbent must also have a high degree of technical, analytical, and quantitative skills in scientific approaches and in analysis of development activities and policies. Demonstrated ability to work as a member of a team and to foster teamwork is required as is the ability to develop and maintain productive working relationships at all levels.

KNOWLEDGE (20 points): Demonstrated knowledge of and experience working on strategy, policy, and programs related to science and technology and innovation/ entrepreneurship as they pertain to international development. Professional knowledge of science-based, technology-driven, and innovative approaches to development.

IV. **APPLYING**

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

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the point of contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. Letter of Application and current resume.
5. Application must be submitted ONLY via addisusaidjobs@usaid.gov and the email subject must say –: **72066319R00020 - Science, Technology, Innovation, and Partnerships (STIP) Advisor**.
6. Please submit the application only once; and
7. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time).

V. LIST OF REQUIRED FORMS FOR PSC HIRES

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

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

VI. BENEFITS

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

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a 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>.
- 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>.

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.