



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066320R00013

ISSUANCE DATE: JULY 16, 2020

CLOSING DATE/TIME: AUGUST 15, 2020

SUBJECT: Solicitation for a U.S. Personal Service Contractor (USPSC) – Senior Election 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 a 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.

This solicitation in no way obligates USAID to award a personal services 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,

Anmarie McGillicuddy
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.** 720663220R00013
2. **ISSUANCE DATE:** July 16, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 15, 2020 (5:00pm Addis Ababa time.)
4. **POINT OF CONTACT:** Annmarie McGillicuddy, Supervisory EXO and Fekadu Tamirate, HR Specialist, email at addisusaidjobs@usaid.gov.
5. **POSITION TITLE:** Senior Elections Advisor
6. **MARKET VALUE:** \$92,977 to \$120,868 equivalent to **GS-14**. 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:** Two years, with three additional one-year extensions pending approval, need, performance, and funding, not to exceed four years.

The base period will be for one year with three additional one-year extensions, estimated to start on [11/24/2020]. Based on Agency need, the Contracting Officer may exercise (an) additional option period(s) for three years for the date(s) estimated as follows:

Base Period:	11/24/2020 to 11/23/2022
Option Period 1:	11/24/2022 to 11/23/2023
Option Period 2:	11/24/2023 to 11/23/2024
Option Period 3:	11/24/2024 to 11/23/2025

8. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.

9. ELIGIBLE OFFERORS: U.S. citizens and resident aliens.

For USPSC:

- Be a U.S. citizen or U.S. permanent resident (“green card holder”);
- U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.
- Submit a complete application as outlined in the solicitation section titled APPLYING.
- Be able to obtain facility access authorization.
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

10. SECURITY LEVEL REQUIRED: Top Secret. The final selected candidates must obtain both the appropriate 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

1. General Statement of Purpose of the Contract:

The Election Senior Advisor is responsible for helping to oversee USAID elections assistance, coordinating elections assistance activities with other donors, and leading a USAID team of one - two local election experts. In addition, s/he provides technical assistance to the National Ethiopian Electoral Board (NEBE) in the development of a detailed strategic plan for capacity development as well as work plans. As a member of the Office of Democracy and Governance (ODG), the Advisor reports to the ODG Director and participates in high level and technical meetings with participants from the US Embassy, international organizations and foreign embassies, Government of Ethiopia (GOE), and private and non-governmental organizations.

2. Statement of Duties to be Performed:

Program Design and Management

1. Leads team of one - two local elections experts in the design and management of elections assistance programming for Ethiopia. Also, provides technical advisory support to ODG on the engagement of national and international stakeholders in USAID/Ethiopia’s electoral support activity.

2. Provides detailed technical assistance on capacity building and electoral operational support for national, regional, and local elections including voter registration, delimitation of district boundaries, field operations, public outreach and communications, logistics, security coordination, and electoral dispute resolution.
3. Provides comprehensive written analyses and reports on the performance of the National Elections Board of Ethiopia (NEBE) and other electoral management bodies.
4. Oversees the implementation of the strategic plan for capacity development and electoral reform and provides comprehensive technical guidance for better implementation of the plan.
5. Provides technical assistance for the smooth introduction of the reform agenda and work with governmental and international counterparts to ensure its effective implementation.
6. Informs decision making by stakeholders on the need for civil/voter registration reform in Ethiopia and assists in the development and implementation of a strategic multi-year plan for civil/voter registration reform.
7. Provides detailed weekly updates (oral and written) on the status of the election activities in Ethiopia and advises the Mission/USG interagency on better and effective implementation of the electoral efforts in the country.
8. Oversees USAID assistance resources for the electoral process in Ethiopia and the work of elections implementing partners.

Coordination

1. Drawing on his/her experience and knowledge, the Senior Elections Advisor provides expertise in elections administration best practice to the NEBE and other GOE agencies, the USG interagency Ethiopian elections support team, ODG, USAID elections implementing partners, other donors and international organizations supporting the administration and oversight of elections in Ethiopia.
2. Represents USAID in meetings with the GOE, USG interagency, implementing partners, international organizations, and other stakeholders, and prepares reports and analysis for ODG and Mission leadership.

3. Supervisory Relationship:

The Senior Elections Expert will report directly to the ODG Director or his/her designee.

4. Supervisory Controls:

Leads team of up to two local elections experts in the design and management of elections assistance programming for Ethiopia.

11. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

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

EDUCATION: Graduate degree in law, political science, international/development affairs, public administration, public policy area studies or a related field, and 10 years of successful work experience in the area of international development and elections administration is required. -- OR -- Doctoral degree in law, political science, international/development affairs, public administration, public policy, area studies or a related field and five years of successful work experience in the area of international development and elections administration.

WORK EXPERIENCE: Ten years of successful work experience in the area of international development and election administration is required. For a Doctoral degree, five years of successful work experience in the area of international development and elections administration 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 Contracting Officer (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 TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and/or written test. The**

CO will consider findings from the reference checks as part of the responsibility determination.

EDUCATION (20 points): Master's Graduate degree in law, political science, international/development affairs, public administration, public policy area studies or a related field and ten years of successful work experience in the area of international development and elections administration is required. -- OR -- Doctoral degree in law, political science, international/development affairs, public administration, public policy, area studies or a related field and five years of successful work experience in the area of international development and elections administration is required. *Additional evaluation points will be given to offerors who exceed the minimum requirement.*

EXPERIENCE (50 points): Ten years of successful work experience in the area of international development and elections administration is required. For a Doctoral degree, five years of successful work experience in the area of international development and elections administration is required.

KNOWLEDGE, SKILLS and ABILITIES (30 points): Expert knowledge and understanding of elections and political processes, with deep expertise in international best practices in effective elections administration, including civil and voter registration reform. Knowledge of and experience working on elections in other African countries preferred. Outstanding interpersonal skills and ability to work as part of a complex multi-national effort to build consensus around critical elections administration reform decisions and foster collective, coordinated action to implement decisions and successfully advance election administration reform.

IV. SUBMITTING AN OFFER

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**.
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 –: **72066320R00013- Senior Election Advisor. Be sure to include your name and the solicitation number at the top of each page.**
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 5 pm local Ethiopia time.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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. *Fingerprint Card (FD-258)*

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a Personal Services Contractor (PSC) 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 (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

2. ALLOWANCES (if applicable):

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) Temporary Quarters Subsistence Allowance (Section 120)

- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

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)	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_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations

	- Product Service Code: [e.g. R497] - Accounting Info: [insert from Phoenix/GLAAS]				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/OGE%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.