SOLICITATION NUMBER:
 11/2018

 ISSUANCE DATE:
 09/05/2018

 CLOSING DATE/TIME:
 09/26/2018

SUBJECT:

Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)

USAID Project Management Specialist (Monitoring and Evaluation), FSN-10,

USAID/Kyrgyz Republic, (USAID/KR), Bishkek

## 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 V** 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 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 attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely

James Schill

**Acting Supervisory Executive Officer** 

#### ATTACHMENT TO SOLICITATION NO. 11/2018

#### I. GENERAL INFORMATION

**1. SOLICITATION NO.:** 11/2018 **2. ISSUANCE DATE:** 09/05/2018

**3. CLOSING DATE/TIME FOR** 09/26/2018 (6 p.m. Almaty Time)

**RECEIPT OF OFFERS:** 

4. POSITION TITLE: USAID Project Management Specialist (Monitoring and

Evaluation)

**5. MARKET VALUE:** FSN-10, \$ 26,353 p.a. (starting gross salary per year)

6. PERIOD OF PERFORMANCE: Full-time: 40 hours per week

7. PLACE OF PERFORMANCE: USAID/Kyrgyz Republic (USAID/KR), Bishkek

(with possible travel within the region)

8. SECURITY LEVEL REQUIRED: FSN SBU

9. STATEMENT OF DUTIES:

#### **BASIC FUNCTION OF POSITION:**

The Monitoring and Evaluation (M&E) Specialist works within the Strategy and Program Office (SPO) and reports to the Supervisory Program Officer or his/her designee. S/he is responsible for supporting Mission activities and processes related to monitoring, evaluation, assessment and learning. The M&E Specialist works closely with all technical offices to ensure that USAID strategies, projects and activities apply related agency policies and guidance. In addition to consulting in activity design and implementation, the M&E Specialist also coordinates the design of evaluations and assessments, and manages related contracted work. The M&E Specialist manages the Mission's Performance Monitoring Information System, and plays a central role in coordinating annual performance planning and reporting.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

## Monitoring, Evaluation and Learning:

80%

The Monitoring and Evaluation Specialist ensures the cohesive, comprehensive and consistent monitoring and evaluation of the Mission's strategies, projects, and activities. S/he further facilitates the fulfillment of the Mission's learning agenda through engagement with technical teams on contextual and programmatic assessments. The accomplishment of these functions will include:

- Ensure Mission compliance with Agency policy and guidance regarding performance monitoring and evaluation.
- Oversee the continued maintenance and renewal of the Missions' strategic Performance Monitoring Plan (PMP). Monitor and facilitate the implementation of the plan.
- Develop and maintain the Mission's Performance Monitoring Information System (PMIS), consulting with and supporting technical teams and implementing partners in its expansion and use.
- Validate partner submitted data, including indicator and geospatial data, and consolidate
  it within the PMIS. Ensure that partner reports and Contracting Officer's
  Representative/Agreement Officer's Representative (COR/AOR) workflows effectively
  implement the PMP by keeping the PMIS up to date.
- Assist in the development, refinement, adoption, maintenance, and use of monitoring, evaluation, and assessment tools, mechanisms, systems, and database applications.
- Draft or comment on procurement documents, facilitate the identification of procurement mechanisms, participate in the selection of contractors, and serve as the Contracting Officer's Representative for evaluations and assessments as needed.
- Assist in planning, coordinating, and managing sector assessments.

- Advise technical offices in reviewing and approving activity documents related to monitoring, evaluation and learning, including quarterly reports, work plans, and monitoring, evaluation and learning plans.
- Design, adapt, implement and/or facilitate training programs for technical office staff and implementing partners in performance management, monitoring, evaluation, assessments, and reporting.
- Accompany USAID COR/AORs and M&E counterparts with implementing partners on activity site visits to assess or improve M&E processes. Aggregate data from COR/AOR site visit reports to identify trends, and follow up on any M&E issues identified by staff on site visits.
- Assist technical teams and implementing partners with data quality assessments to support indicator reporting. If weaknesses are found, advise implementing partners on how to improve systems and conduct follow up review for compliance.
- Inform portfolio reviews, documenting action items related to M&E and performing follow up to ensure that they are resolved.
- Analyze evaluation and assessment findings for applicability to future programming.
   Ensure that applicable findings and recommendations are considered or implemented in plans and activities as appropriate. Develop and maintain a reporting system to track the progress of assessments and evaluations, including actions emanating from them.

Reporting: 20%

Under the direction of SPO leadership, the M&E Specialist will plan, coordinate, and implement reporting about USAID's goals, activities and achievements in order to ensure accountability to USAID's stakeholders in the United States and the Kyrgyz Republic, and to assist in foreign assistance planning. The accomplishment of these functions will include:

- In close collaboration with the Budget Specialist, coordinate inputs to the Mission's annual Performance Plan and Report. Review, edit, and compile draft performance narratives, data indicator tables, and special reports to ensure quality control and compliance with Agency guidance.
- Distribute relevant lessons learned found in reports and evaluations that might be useful
  for new activity development and mid-course corrections in ongoing activities. This may
  include helping to organize roundtables and conferences for information sharing
  purposes.
- Consolidate quantitative and qualitative performance information as needed to inform
  portfolio reviews and preparation of the annual Operational Plan and Mission Resource
  Request. Assist in drafting narratives that explain how performance data informed
  strategic and budget decisions.
- Assist technical offices in the design and implementation of activities to ensure that implementing partners' monitoring, evaluation, and reporting efforts facilitate Mission external reporting requirements.
- Support the Development Outreach and Communications (DOC) team in their work to represent USAID's achievements to external audiences. Support DOC team efforts to enable technical offices and implementing partners to prepare success stories that fully communicate the benefit and strategic significance of USAID's work and investments.
- Translate numerical analyses into easy-to-understand graphical representations to facilitate conversations between Mission staff, partners, and governments around data and decision-making.
- Develop, maintain, populate, and validate data within a geospatial database of activity work locations.

**Supervision Received**: The M&E Specialist is supervised by the Supervisory Program Officer, or his/her designee. S/he is expected to take the initiative for managing areas of responsibility with minimal supervision, while keeping the supervisor informed of progress or issues requiring senior management attention.

**Supervision Exercised**: The M&E Specialist is not a supervisory position.

- 10. AREA OF CONSIDERATION: All HOST COUNTRY NATIONALS
- 11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.
- **12. POINT OF CONTACT:** USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov or almatyhr@usaid.gov

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- **a. Education:** Minimum of Bachelor's degree or equivalent in Development Economics, Public Health, International Development, Business Administration, social science research, or other related field.
- **b. Prior Work Experience:** Minimum of five years of progressively responsible and relevant professional experience in planning and implementing development programs, with substantial responsibilities in monitoring and evaluation. Experience with an international or non-governmental donor organization.
- **c. Language Proficiency**: Fluent (Level IV) speaking, reading, and writing ability in English and Russian.
- **d. Job Knowledge:** Must have thorough knowledge of standards and practices in the performance monitoring and evaluation of social and economic development activities. Must have knowledge of broad, multi-sectoral development issues and deeper familiarity with one or more of the programmatic areas currently pursued by USAID in the Kyrgyz Republic. Must have technical expertise in establishing, implementing, and improving performance monitoring, evaluation, and reporting systems for international development or non-governmental organizations. Knowledge of contracting and grantmaking issues and practices common to donor agencies is preferred. Demonstrated experience providing policy guidance is also essential.
- e. Skills and Abilities: Demonstrated ability to develop and maintain excellent working relationships and coordinate across all levels of responsibility with USAID Mission leadership, implementing partners, donors, government officials, and other members of the U.S. Government. Excellent oral and written communication skills, with demonstrated ability to draft and present complex documents and performance reports. Excellent analytical skills and the ability to implement, manage, and evaluate various reporting systems' and reports. Expertise in the design and execution of economic or social science research initiatives, including selection of appropriate methodologies and sampling strategies. Holds a strong familiarity with statistical analysis techniques, and sample size and power calculations. Ability to assess the quality of research findings and methodologies, and to communicate with inexpert audiences to explain the ramifications of tradeoffs being made or considered. Must have skill in training peers and colleagues in the adoption of new policies, processes, and tools. Must be familiar with the Microsoft Windows operating system, and common office applications, including Microsoft Word, Excel, and Access applications. Must have demonstrated ability to navigate and research the Internet. Additional familiarity with data visualization tools such as GIS mapping software is an advantage.

## **III. EVALUATION AND SELECTION FACTORS**

Applicants will be evaluated against the following criteria:

- 1. Education
- 2. Prior Work Experience
- 3. Knowledge, Skills and Abilities:

- Job Knowledge
- Language Proficiency
- Skills and Abilities

## IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Wednesday**, **September 26**, **2018** via e-mail: <u>CentralAsiaJobs@usaid.gov</u> or <u>almatyhr@usaid.gov</u> or mail to the Executive Office/Human Resources (EXO/HR), USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan (tel.: 7-727-2507612/17, ext. 6353).

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

- 2. Offers must be received by the closing date and time specified above and 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.

### 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 necessary forms.

# VI. <u>BENEFITS/ALLOWANCES</u>

According to Local Compensation Plan.

#### **VII. TAXES**

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

## VIII. <u>USAID REGULATIONS</u>, <u>POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs</u>

USAID regulations and policies governing **CCN/TCN 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 <a href="https://www.usaid.gov/sites/default/files/documents/1868/aidar\_0.pdf">https://www.usaid.gov/sites/default/files/documents/1868/aidar\_0.pdf</a>.

- 2. Contract Cover Page form AID 309-1 available at https://www.usaid.gov/forms.
- 3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <a href="http://www.usaid.gov/work-usaid/aapds-cibs">http://www.usaid.gov/work-usaid/aapds-cibs</a>.
- 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 <a href="https://www.oge.gov/web/oge.nsf/OGE%20Regulations">https://www.oge.gov/web/oge.nsf/OGE%20Regulations</a>.