



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72066320R10023

**ISSUANCE DATE:** October 14, 2020

**CLOSING DATE/TIME:** October 28, 2020

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - USAID Project Management Specialist (Water, Sanitation and Hygiene – WASH)**.

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** 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 1.

Sincerely,

**Anmarie McGillicuddy**  
**Supervisory Executive Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** *72066320R10023*
2. **ISSUANCE DATE:** *October 14, 2020*
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** *October 28, 2020 before and/or on 5:00PM Ethiopian local time (close of business).*
4. **POINT OF CONTACT:** Annmarie McGillicuddy, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at *addisusaidjobs@usaid.gov*.
5. **POSITION TITLE:** **USAID Project Management Specialist (Water, Sanitation and Hygiene – WASH)**
6. **MARKET VALUE:** FSN-11, \$22,927 to \$41,263  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Ethiopia*. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** *Five (5) years. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds. Estimated to start on 02/14/2021.*

The **base period** will be **five years**. Estimated to start on 02/14/2021.

<b>Base Period:</b>	<u>02/14/2021</u> – <u>02/13/2026</u>
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8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa* with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** All CCN interested applicants. Cooperating Country National Personal Service Contractor (CCNPSC). Cooperating country national means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Regional Security Office certification.
11. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands

## **II. STATEMENT OF DUTIES:**

### ***1. General Statement of Purpose of the Contract***

A USAID Program Management Specialist (PMS) - Water, Sanitation and Hygiene (WASH) is required for USAID/Ethiopia's Economic Growth and Transformation Office (EG&T). The PMS-WASH Specialist, based in Addis, Ethiopia, will provide program management and technical support for USAID WASH-related programs in Ethiopia.

The PMS-WASH is expected to guide, coordinate, manage and monitor specific portions of the expanding and high-profile WASH portfolio of activities in Ethiopia, leading to successful outcomes without significant supervision. The PMS-WASH must also interact with a range of colleagues involved in the sector, while maintaining oversight of sector impacts and ensuring efficient use of resources. The position will require initiative, resourcefulness and sound judgment.

The PMS-WASH will 1) design and manage targeted Mission programs that focus on improving water, sanitation and hygiene, including monitoring and evaluation of Mission activities contributing to improved water, sanitation and hygiene; 2) provide technical analysis and guidance to the Mission on strategies to improve water supply, sanitation and hygiene. In addition, the PMS-WASH will serve as a liaison between USAID/Ethiopia and other USG agencies, the Government of Ethiopia, and regional and international organizations active in Ethiopia; and 3) other duties.

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

#### **Program Design, Management and Related Duties (50%)**

1. Develop concept papers, scopes of work, USAID program/project activity design documents and bilateral and multilateral agreements related to the design of WASH programs.
2. Support the design and implementation of targeted water, sanitation and hygiene programs and activities with the goal of ensuring that program design and implementation will achieve planned results and goals.
3. Support the development, data collection and synthesis of performance monitoring plans for specific Mission activities contributing toward the objectives of the Senator Paul Simon Water for the Poor Act and its associated directive.
4. Act as Agreement Officer Representative (AOR) or Contracts Officer Representative (COR) for specified WASH activities, managing all aspects of USAID's interface with the implementing partners. As COR/AOR, the incumbent is expected to provide reviews and approval of work plans, budgets, performance monitoring plans, quarterly and annual reports, and other key documents for managed activities.

5. Serve as Acting COR/AOR or Activity Manager for other WASH activities as needed.
6. Document development impacts and resolve implementation issues in an efficient and professional manner.
7. Compile, analyze and disseminate on a regular basis to USAID Mission staff and USAID/Washington, progress in achieving sector objectives, together with commentary on issues and recommended solutions.

### **Technical Analysis, Guidance, and Representational Duties (35%)**

1. Develop, maintain and strengthen working relationships with internal and external stakeholders, including other Mission Offices, national ministries, local governments, international organizations, donors, private sector, NGOs, universities and the media to identify and implement efforts to increase synergies.
2. Provide briefings to USAID and its partners on the status of USAID WASH activities in Ethiopia. Prepare and deliver presentations on the same issues to internal and external stakeholders.
3. Provide technical input to program and strategy design and planning, based on knowledge of international best practice and the particular constraints and opportunities presented in Ethiopia.
4. Provide assistance in defining the type of assistance needed by the Mission, facilitate discussions with WASH service contractors, and schedule delivery of this assistance.
5. Carry out other tasks to support the achievement of USAID/Ethiopia's mandate and objectives, as directed by the Climate and Water Advisor.

### **Other Duties (15%)**

1. Act as WASH Lead in the absence of the Climate and Water Advisor.
2. Serve as a team member for cross-cutting issues such as nutrition, resilience, and youth.
3. Support efforts to identify, prioritize and address policy and institutional constraints impeding the attainment of sustainable access to WASH services in Ethiopia.
4. Support efforts to identify, prioritize and address key technical challenges in WASH service provision management in Ethiopia.
5. Identify opportunities to use available USAID field support mechanisms to expand WASH coverage and improve hygiene.

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

The incumbent will receive supervision from the Climate and Water Advisor in the day-to-day performance of assigned duties. S/he will handle work assignments independently according to established policies, previous training, and accepted practices. S/he will be expected to develop

her/his own work schedule and procedures for accomplishing tasks, and to independently resolve problems that may arise during execution of objectives.

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

None

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

- a. **EDUCATION:** A minimum university degree in environmental management, engineering, public health, economics, or related field is required.
- b. **PRIOR EXPERIENCE:** Minimum requirement of at least five years of progressively more responsible experience in urban and/or rural water supply, sanitation, and hygiene improvement is required.
- c. **LANGUAGE:** Minimum of Fluent (Level IV) English and Amharic language proficiency in speaking and writing.

### **IV. 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>.

**Therefore, the TEC may conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and the written test which will be administered to assess technical knowledge and writing skills. The CO will consider findings from the reference checks as part of the responsibility determination.**

**EDUCATION (10 points):** A minimum university degree in environmental management, engineering, public health, economics, or related field is required.

**EXPERIENCE (25 points):** Minimum requirement of at least five years of progressively more responsible experience in urban and/or rural water supply, sanitation, and hygiene improvement is required.

**KNOWLEDGE (25 points):**

- Strong understanding of water and sanitation sector development in Ethiopia
- Understanding of USAID strategy, programming and implementation activities is desired.

**SKILLS AND ABILITIES (40 points):**

- Excellent interpersonal and team-building skills.
- Excellent organizational skills.
- Advanced competency in MS Office applications such as Word, Excel, and PowerPoint.
- Proven ability to adapt in the face of change, synthesize new information, and provide sound advice to Mission management and others.
- Ability to assess problems and develop sound solutions.
- Ability to work with minimal supervision in a fast-paced environment.

## **V. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form DS-174 Application for U.S. Federal employment along with a cover letter and resume written in English. The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
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. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Application must be submitted **ONLY** via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say – **Solicitation 72066320R10023, USAID Project Management Specialist (WASH)**. *This solicitation can also be accessed from USAID Ethiopia website. Be sure to include your name and the solicitation number at the top of each page.*
5. Please submit the application only once; and
6. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 5 p.m. (Close of Business).

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

Once the Contracting Officer 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 Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

## **VII. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:  
Group life insurance, medical coverage, annual leave, and sick leave.
2. ALLOWANCES (as applicable):  
Meal allowance and miscellaneous benefit allowance.

## **VIII. TAXES**

Per the Mission's policy.

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

USAID regulations and policies governing CCN 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/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
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)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>N/A</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/OGE%20Regulations>

***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.***

***The EEO complaint procedure is 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.***