SOLICITATION NUMBER: 72067522R10006
ISSUANCE DATE: June 03, 2022
CLOSING DATE/TIME: June 30, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan) DEVELOPMENT PROGRAM SPECIALIST (M&E)

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,

Ifeoma C. Ezeh
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72067522R10006

2. ISSUANCE DATE: June 03, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 30, 2022 - midnight Guinea time

4. POINT OF CONTACT: HR Team email at conakrypscjobs@usaid.gov

5. POSITION TITLE: Development Program Specialist (M&E)

6. MARKET VALUE: 447,829,522 - 671,744,278 GNF equivalent to FSN-12
   In accordance with AIDAR Appendix J and the Local Compensation Plan of (US Embassy/Guinea).
   
   Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. And based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods of one (1) year each.

8. PLACE OF PERFORMANCE: Conakry, Guinea
   with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: Cooperating country national (“CCN”)
   
   “Cooperating country national” (“CCN”) 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: Facility access.

11. STATEMENT OF DUTIES

   1. General Statement of Purpose of the Contract

   The incumbent plays a lead role for essential Mission-wide operations that ensure effective management of development programming. The position serves as the Program Office’s Senior Monitoring and Evaluation (M&E) Specialist, the Mission’s lead in host government and donor coordination, and the senior program cycle advisor. As the lead M&E expert, the incumbent manages the M&E Platform and provides overall guidance to technical teams and assists in planning data quality assessments and evaluations for the Mission’s two Operating Units, Guinea
and Sierra Leone. S/he organizes periodic portfolio reviews and presents and analyzes Mission data to assess the effectiveness of development activities. The incumbent provides guidance on agency results reporting requirements and ensures data quality requirements meet appropriate standards. As the Mission’s main liaison with the donor community and the Government of Guinea, the incumbent will engage in strategic discussions, presentations, and coordination with development donors and relevant Ministry staff on behalf of USAID/Guinea. Finally, the incumbent will provide a range of support to ensure that sound Agency Program Cycle practices and guidance are followed in both Operating Units.

2. Statement of Duties to be Performed

The Monitoring & Evaluation Specialist position includes the following functions:

A. M&E coordination (65%): Guinea and Sierra Leone

- Serve as the Mission’s expert on all monitoring, evaluation, and learning (MEL) matters. Promote a culture of continuous learning in the Mission.
- Provide expert direction and high-level technical guidance to Mission and implementing partner staff on all aspects of MEL, including activity MEL plans, data quality issues, reporting, monitoring tools, best practices, Agency policies, and latest approaches.
- Develop MEL tools and procedures for the Mission, such as Mission Orders and learning sessions.
- Ensure full adherence to internal procedures as well as the Agency’s guiding rules and principles in MEL by training Mission and implementing partner staff and providing refresher sessions as needed.
- Provide technical leadership to Mission and implementing partner staff to ensure activity work plans and monitoring plans include relevant and effective performance measures.
- Provide expert guidance to technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edit quarterly and annual performance reports.
- Maintain multiple sets of indicators related to USAID activities.
- Lead data reviews for the Mission’s annual portfolio reviews. As relevant, lead outreach to host government Ministries for joint portfolio reviews.
- Coordinate annual results reporting and oversee the Mission’s Performance Plan Report.
- Manage data quality assessments and participate in recurring field visits of ongoing activities.
- Provide strategic guidance and coordination for data entry and analysis of DIS, NextGen, and other Mission databases for performance data.
- Provide guidance to implementing partners on performance monitoring systems and their role in the process and advise on specific measurement techniques appropriate for their activities.
- Serve as Contracting Officer’s Representative (COR) on a Mission M&E contract.
- Serve as the Contracting Officer’s Representative (COR) or Activity manager on the
Mission’s performance and impact evaluations.

- Provide technical guidance and leadership to ensure evaluations are properly planned and carried out in a high quality and professional manner, by helping technical staff to draft appropriate scopes of work, by leading evaluation teams, and by ensuring that team comments on draft evaluation reports are reflected in final reports. Advise teams on appropriate dissemination of evaluation recommendations to relevant stakeholders outside of USAID.
- Lead prioritization and implementation of evaluation recommendations.

B. High-level donor and government engagement (20%): Guinea

- Advise the Mission Director, Supervisory Program Officer and technical teams on managing sensitive matters and protocol issues vis-à-vis the donor community and the Government of Guinea.
- Represent USAID/Guinea in high level donor and host government meetings and workshops.
- Coordinate the development of a donor coordination strategy and lead and monitor its implementation.
- Prepare and deliver high-level presentations to the host government and donors, for example, presenting the Mission’s strategy, USG development assistance objectives, and project/activity results.

C. Program cycle support (15%): Guinea and Sierra Leone

- Participate in the design and review of new projects and activities in various technical sectors and participate in Technical Evaluation Committees.
- Provide guidance to technical teams and contribute to the preparation of key USAID documents such as performance reports, portfolio reviews, strategies, and other ad-hoc efforts.
- Review and streamline internal program policies and procedures, including drafting Mission Orders or other guidance.
- Promote tools and processes to encourage local capacity development.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

This position will report directly to the Supervisory Program Officer (SPO). The SPO will provide general direction and guidance on tasks and responsibilities, but it is expected that the incumbent will take initiative in developing, organizing and completing his/her work in order to achieve the objectives under his/her areas of responsibility.

4. Supervisory Controls: None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A Master’s degree in Social Sciences, Business Administration, or Economics or related field is required.

b. Prior Work Experience: A minimum of seven (7) years of progressively more responsible and relevant experience in Guinea and/or Sierra Leone working in monitoring and evaluation, data analysis, and development is required. Experience in Guinean protocol and administrative procedures at the highest levels 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.

1. Selection Process: After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum qualification required will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or remotely at USAID’s discretion. Reference checks will be made only for short-listed applicants following the interview stage. Reference checks may be conducted with individuals not provided by the offeror. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. 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; USAID will delay such reference checks pending the applicant’s concurrence.

2. Evaluation factors and basis of rating: Applicants who clearly meet the minimum qualifications may be further evaluated based on the below factors. Offerors must demonstrate the first two rating factors outlined below within their resume and cover letter, as they are evaluated strictly by the information provided.

   FACTOR 1: Prior Work Experience- 30 points - This will be scored based on the length of relevant work experience and the depth of experience in monitoring and
evaluation, data analysis, and development, as well as the length and depth of experience in Guinean protocol and administrative procedures.

**FACTOR 2: Job Knowledge - 20 points** - This will be scored based on demonstrated experience in development assistance activities in Guinea and Sierra Leone and knowledge of the Government of Guinea’s development priorities as well as protocol and administrative procedures.

*Based on the above criteria, short-listed candidates will be considered for an interview.*

**FACTOR 3: Language Proficiency - 10 points** - fluency in English and French required. This will be assessed during the interview, which will be conducted in English.

**FACTOR 4: Interview - 40 points - Skills and abilities for the position** will be assessed during the interview.

*Total Points = 100 points*

Professional Reference checks will be conducted but yield no points.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form AID 309-1. “Offeror Information for Personal Services Contracts with Individuals,” available at [https://www.usaid.gov/forms/aid-309-2](https://www.usaid.gov/forms/aid-309-2). The form must be signed and in English. Unsigned application forms and any missing requested documents will not be considered.

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.

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4. Submit a cover letter describing how your previous experience fits this position.

5. Submit a current resume/CV in English

6. Provide the names of three to five references with current contact information, with both an email address and a telephone number.

Application letters and Form 309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. All the above-mentioned documents are REQUIRED, must be SIGNED and prepared PER LANGUAGE INDICATED.
The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

Once the Contracting Officer (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 security form OF-174.

VI. BENEFITS AND ALLOWANCES

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

   a. Miscellaneous Allowance
   b. Transportation Allowance
   c. Tabaski bonus
   d. Year-end bonus

VII. TAXES

N/A

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

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


2. Contract Cover Page form AID 309-1 available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms). Pricing by line item is to be determined upon contract award as described below:

<table>
<thead>
<tr>
<th>LINE ITEMS</th>
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<tr>
<td>ITEM NO</td>
</tr>
<tr>
<td>(A)</td>
</tr>
</tbody>
</table>

Pricing by line item is to be determined upon contract award as described below:
<table>
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<tr>
<th>0001</th>
<th>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</th>
<th>1</th>
<th>LOT</th>
<th>$ <em>TBD</em>_</th>
<th>$<em>TBD at Award after negotiations with Contractor</em></th>
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</thead>
<tbody>
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<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
</tr>
<tr>
<td>2001</td>
<td>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
</tr>
<tr>
<td>3001</td>
<td>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
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<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
</tr>
<tr>
<td>4001</td>
<td>Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</td>
<td>1</td>
<td>LOT</td>
<td>$ <em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiations with Contractor</em></td>
</tr>
</tbody>
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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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).
The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities 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.

END OF SOLICITATION