SOLICITATION NUMBER: 07/2022

ISSUANCE DATE: August 04, 2022

QUESTIONS DUE: August 18, 2022, 15:00 Malawi time

CLOSING DATE/TIME: September 05, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) for the position of USAID Project Management Specialist, (Literacy and Early Grade Reading).

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.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1. with the subject line: “Questions Solicitation No. 07/2022 USAID Project Management Specialist, (Literacy and Early Grade Reading)” not later than August 18, 2022, at 15:00 hours, Malawi time. We will post responses as soon as possible afterward.

Offers must be sent to malawijobs@usaid.gov with the subject line: “Solicitation No. 07/2022 CCNPSC USAID Project Management Specialist, (Literacy and Early Grade Reading). To ensure delivery by the due date, it is recommended that offers be sent as email attachments.

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.

Sincerely,

Warren Gray
Supervisory Contracting Officer

International Address:
USAID/Malawi
DOS/ Lilonwe
2280 Lilonwe Place
Washington D.C. 20521-2280
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 07/2022

2. ISSUANCE DATE: August 04, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: September 05, 2022, at 5:00 p.m. Malawian time.

4. POINT OF CONTACT: Warren Gray, Supervisory Executive Officer at wgray@usaid.gov and Fiskani Mbeya, Human Resource at fmbeya@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist, (Literacy and Early Grade Reading)

6. MARKET VALUE: $26,226-$40,646 (basic salary, paid in local currency Kwacha at the prevailing exchange rate), equivalent to FSN-10. In accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Malawi (Effective January 16, 2022). Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Five (5) years renewable, estimated to start o/a December 2022.

8. PLACE OF PERFORMANCE: Lilongwe, Malawi with possible travel as stated in the Position Description.

9. ELIGIBLE OFFERORS:

ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

1. This position is open to ALL interested Cooperating Country National (CCN) applicants. Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (I)(7) “Cooperating Country National” (“CCN”) means an individual who is a Malawian citizen, or a non-Malawian citizen lawfully admitted for permanent residence in Malawi.”

2. Current employees serving a probationary period are not eligible to apply.

3. Current employees with unsatisfactory performance are not eligible to apply.

4. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy

10. SECURITY LEVEL REQUIRED: Selected applicant must be able to obtain a favorable security certification for Employment Authorization from the U.S. Embassy’s Regional security Office.

II. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION:

This position is in the Education Office at USAID/Malawi in Lilongwe. The Project Management Specialist (Literacy and Early Grade Reading) serves under the Education Office Director as a recognized expert in Literacy and Early Grade Reading for the USAID/Malawi Mission and provides technical inputs in the formulation, development, design, administration, management, and monitoring of USAID/Malawi’s early grade reading activities. Under the guidance of the Education Office Director, the Literacy and Early Grade Reading Specialist supports the Program
Management Specialist (Basic Education) in providing technical oversight to USAID/Malawi’s flagship early grade reading activity under the Malawi Government’s National Reading Program (NRP). The Specialist will work closely with the Implementing Partner/s of the flagship early grade reading activity, the Malawian Government, and other key stakeholders involved in basic education programming in Malawi.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Program/Project Management and Administration: 50%
The Specialist assists the Education Office team to manage and administer USAID/Malawi’s flagship early grade reading activity. In this capacity the Specialist provides technical oversight to the implementation of early grade reading activities and demonstrates a highly developed professional judgment in providing technical direction and management oversight; assumes responsibility as an Agreement Officer’s Representative, Contracting Officer’s Representative, and/or Activity Manager (or an Alternate) to at least one activity focusing on literacy and early grade reading; and ensures that assigned activities have the resources needed to achieve their intended results, benchmarks, and requirements through effective management and technical direction in accordance with USAID regulations.

B. Program/Policy Analysis and Reporting: 25%
The Specialist assists the Education Office team in completing all program/policy analytical and reporting requirements of the basic education portfolio and ensures that assigned early grade reading activities are appropriately documented through required reports and regular updates given to USAID stakeholders; reviews and approves activity documents as needed; ensures activity data are complete and consistent for reporting purposes; and briefs the Education Office Director, teammates, and others as needed on current events and policy developments in Malawi that are relevant to literacy and early grade reading programming.

C. Technical Advice in Strategic Planning and Program/Project Development: 25%
As a leading expert in literacy and early grade reading, the Specialist provides strategic, technical, and organizational advice to the Education Team on issues related to literacy and early grade reading. The Specialist serves as a key advisor to the Education Team in managing and implementing interventions focused on literacy and early grade reading interventions and methodologies. Represents the Education Office to USAID stakeholders and external development partners in a wide variety of events sponsored by USAID and/or development partners, including conferences, workshops, donor sub-group meetings, and other relevant forums on literacy education.

The Specialist is expected to work independently with limited guidance, to take initiative and incorporate innovation, and creativity in the performance of all duties. The Specialist attends internal and external meetings with stakeholders as needed, takes those actions that are under his/her purview and notifies others of assignments and follow-up actions. In addition, the Specialist drafts reports, correspondence, and memos related to basic education as needed or requested by the Education Office Director or her assignee.

III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A minimum of a bachelor’s degree in Education, social science field with the minimum required work experience in the field of education is required.

b. Prior Work Experience: A minimum of three years’ experience in program/project management for education and training programs with a proven track record of programmatic accomplishment and professional achievement. Work experience must include program management, strategic planning, and analysis skills and experience in literacy and early grade reading is required
d. Language Proficiency: The incumbent must be fluent in English (level IV speaking/level IV writing) and Chichewa (level IV speaking/level IV writing) and have proven ability to communicate quickly, clearly, and concisely both orally and in writing. The incumbent must have demonstrated ability to produce professional quality technical and analytic materials.

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.

Prior Work Experience: A minimum of three years’ experience in program/project management for education and training programs with a proven track record of programmatic accomplishment and professional achievement. Work experience must include program management, strategic planning, and analysis skills and experience in literacy and early grade reading is required.

Knowledge: In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to education in general and to literacy and early grade reading specifically, in Malawi and the region, is required. The incumbent must have professional level knowledge and understanding of the economic, political, social, and cultural characteristics of Malawi. Must be able to communicate effectively in both written and spoken English at a professional level. Must have the ability to develop, maintain and manage contacts and working relationships with mid-level and senior government officials. Must be able to interpret regulations and directives, understand the principles of affirmative action and have knowledge of computer applications. The incumbent must be a team player, flexible, and proactive in providing support to the more senior members of the Education team as necessary. This position requires the incumbent to be service/mission-oriented, timely with tasks, and customer/team focused.

Total Possible Demonstrated Knowledge, Skills & Abilities Points: 30 points
Total Possible Interview Points: 40 points
Total Possible Written Exercise Points: 30 points
Satisfactory Professional Reference Checks: Pass/Fail

Total Possible Point -100

- Applicants will be initially screened based on the extent to which the individual meets the minimum qualifications above.
- A Technical Evaluation Committee (TEC) will review and evaluate the applications that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified applicants based on the selection/evaluation criteria.
- The TEC may conduct interviews of the most highly rated applicants before selecting recommendation to the Contracting Officer (CO). The interview may be one of the determining factors in the final selection, but an interview is not always necessary.
- A timed technical test may be required.
Before a final candidate is selected the hiring panel will perform professional reference checks (including those that have not been specifically identified by applicants) and may check references before or after a candidate is interviewed. The outcome of the reference checks will also be factored into the final selection. The offeror’s references must be able to provide substantive information about his/her past performance and abilities.

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

V. SUBMITTING AN OFFER

1. Only those fulfilling the education and experience requirements listed above should submit their application by e-mail to: malawijobs@usaid.gov.

2. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174. DS-174 in English is available on https://eforms.state.gov/Forms/ds174.pdf.

3. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to malawijobs@usaid.gov.

4. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. E-mails received without the appropriate subject line and incomplete applications will not be considered.

5. Offerors must submit ALL the following documents to be considered.

- Current curriculum vitae (CV) or resume.
- Form DS-174 (Application for US Federal Employment); DS-174 in English is available on https://eforms.state.gov/Forms/ds174.pdf.
- A cover letter or Summary Statement Addressing the evaluation factors
- Copy of educational certificates (bachelor, master’s degree, etc.)
- List of a minimum of three (3) professional references with accurate telephone and e-mail information

[END OF ATTACHMENT 1]
ATTACHMENT 2

1. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the necessary forms for security and medical certifications.

2. **BENEFITS AND ALLOWANCES**

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

   1. BENEFITS: (in accordance with the Malawi Local Compensation Plan)
      a. Health Insurance
      b. Local insurance (Defined Contribution Plan with National Insurance Company [NICO])
      c. Annual Salary Increase (if applicable)
      d. Annual and Sick leave
      e. Annual Bonus
      f. Maternity Leave

   2. ALLOWANCES: (in accordance with the Malawi Local Compensation Plan)
      a. Meal Allowance
      b. Miscellaneous Allowance
      c. Housing Allowance

3. **TAXES**

The Mission emphasize to its employees of the fact that they are obliged to observe Malawian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Malawian Government. The US Mission does not withhold or make tax payments.

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

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


   Pricing by line item is to be determined upon contract award as described below:
**LINE ITEMS**

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>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]</td>
<td>1</td>
<td>LOT</td>
<td>$<strong>TBD</strong></td>
<td>$<strong>TBD</strong> at Award after negotiations with Contractor</td>
</tr>
</tbody>
</table>


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. **EQUAL EMPLOYMENT OPPORTUNITY**

The U.S. Mission 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. The Department of State 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.

End of Attachment 2

End of Solicitation 07/22