



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066322R10021
ISSUANCE DATE: December 4, 2022
CLOSING DATE/TIME: December 18, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to serve as **Project Management Specialist (Workforce and Youth Development)** in the office of Education and Youth (EYO).

Dear Prospective Candidates:

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. Candidates should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 attachment.

Sincerely,

James Cerwinski
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066322R10021
2. **ISSUANCE DATE:** December 4, 2022
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 18, 2022, no later than 5:00 p.m (EAT) (close of business).
4. **POINT OF CONTACTS:** James Cerwinski, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at addisusaidjobs@usaid.gov.
5. **POSITION TITLE:** **Project Management Specialist (Workforce and Youth Development)**
6. **MARKET VALUE:** \$24,124 – \$43,420 yearly i.e., equivalent to FSN - 11. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
7. **PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be from 04/23/2023 – 04/22/2028.
8. **PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “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:** Facilities access.

11. STATEMENT OF DUTIES**1. *General Statement of Purpose of the Contract***

The USAID Project Management Specialist is an experienced resource person in private sector engagement, youth empowerment, post-secondary education, and participant training, including issues such as public-private partnerships, youth employment, career services, micro-finance, and entrepreneurship. S/he is responsible for ensuring that the U.S. government’s development assistance reflects best practices and state-of-the-art knowledge that supports effective private sector engagement and youth development initiatives. The USAID Project Management Specialist plans, designs, tracks budget, analyzes, and independently reports on activities and interventions in his/her portfolio, including the postsecondary / higher education sector and

private sector engagement supporting the Education Systems Strengthening (ESS) and Ethiopian Youth Empowerment (EYE) projects. S/he maintains strong and supportive relations with other USAID and USG technical offices, including those based in Washington, involved in private sector engagement, youth empowerment, and higher education. S/he is responsible for liaising across multiple Development Objectives (DO) to achieve relevant Intermediate Results This individual supervises difficult and complex work involving the full scope of a professional and technical area (i.e., private sector engagement for the education and youth projects).

S/he provides management and oversight for one or more EYO activity as an Agreement/Contracting Officer's Representative (A/COR); conducts activity-level assessments; and monitors and reports on general activity/project effectiveness, as well as a broader-level analysis of Ethiopia's private sector as it relates to youth and education programming (e.g., social, economic, and political trends). In this role, s/he provides advice to USAID. As a technical expert, the Specialist provides advice to the Ministry of Science and Higher Education (MOSHE) and Ministry of Youth, Women, and Children's Affairs, as well as the Jobs Creation Commission and other relevant government institutions. The Project Management Specialist provides technical advice to inform the development of effective youth economic empowerment approaches, including entrepreneurship and technical and vocational education training strategies and activities. S/he also provides technical advice and guidance to USAID and the Ministry of Education to inform public-private partnerships in the pre-primary and primary education sectors. This includes development of private sector engagement strategies. S/he reports to the EYO Deputy Office Chief and takes technical direction from the EYE Project Lead. S/he does not serve in a supervisory role.

2. Statement of Duties to be Performed

A. Technical Leadership (30%)

- The job holder serves as the Mission expert in designing, managing, and providing technical guidance on selected youth and education private sector engagement activities. Specific activities include:
 - Lead systematic, in-depth, and holistic reviews of USAID's youth and education private sector engagement activities with a cross-sector lens; creating cross-DO synergies, leading regular cross-sector meetings on a quarterly or bi-monthly basis; regular briefings or summative reports to Office Chiefs and the Front Office on action items or strategic directions USAID should follow.
 - Serve as the mission expert and the individual responsible for convening a community of practice regarding youth and/or private sector engagement activities.
 - Collaborate with the EYE and ESS project directors to ensure that activities are aligned and directly contributing in a systematic manner to the achievement of USAID/Ethiopia's CDCS goals.
- The job holder is responsible for guiding and monitoring activities of contractors and grantees to ensure compliance with established United States Government (USG) guidelines, policies and procedures.
- Serve as the Contracting/Agreement Officer's Representative (C/AOR) for one or more youth activities. As such, the Project Management Specialist directly manages at least one Chief of Party and one Deputy Chief of Party.

- Depending on final EYE project activity design, s/he may support dozens of sub-grants to youth-led and youth serving organizations totaling approximately \$30 million, as well as provide guidance on the establishment of a Youth Empowerment fund. Specific activities include:
 - S/he will provide administration and technical oversight of innovative approaches to improve private sector engagement, link youth with employment opportunities, improve institutional curricula to better include demand-driven skills and better develop students' abilities, and promote youth entrepreneurship opportunities.
 - Administration and oversight that includes monitoring activities through regular site visits, the thorough review and approval of annual work plans and performance monitoring plans, assuring compliance with USAID environmental guidelines, tracking expenditures and accruals against obligations, making recommendations to implementing partners to increase project impact and enhance sustainability and reporting on project results.
 - Drafting official USG documents required for reporting the status of activities, such as annual operational plans, annual performance reports, action memos and procurement documents.
 - Working with USAID/Washington to develop private sector engagement opportunities, such as through the Global Development Alliance, including securing additional funding through USAID/Washington, other donors, and the private sector.
- Serve as a liaison to other Development Objective (DO) teams and keep Mission staff informed of developments in youth, higher and post-secondary education, and private sector engagement programming and provide technical guidance on how these may be applied within the Mission setting.
- Establish, build and maintain productive relationships with private sector entities, including financial institutions and various types of corporations, as well as with youth-led and youth-serving organizations. Specific activities include:
 - Collaborate with the ESS and EYE Project Directors and other activity managers to identify the key private sector entities that can serve as potential partners to USAID activities and/or which can serve as potential avenues for youth employment and develop a systematic approach for targeted outreach. This includes both international and domestic companies.
 - Facilitate information exchange, including with USAID's implementing partners, youth groups, and youth-serving organizations, and ensure private sector input and review of USAID programming ideas and designs (in line with procurement regulations).
- Engage with youth and Implementing Partners on youth-led solutions for advancing economic opportunities, including through entrepreneurial activities and youth-led solutions to community- and regional-level economic challenges.
- Establish, build, and maintain working relationships with State Ministers as well as other senior government officials from, for example, the Ministry of Youth, Women, and Children's Affairs, Ministry of Science and Higher Education, Ministry of Education, Ministry of Finance and Economic Development (MOFED), Ministry of Labor and Social Affairs, and Ministry of Agriculture.
- Work meaningfully on cross-sector implementation activities across five DOs, including a Special Objective.

B. Assessment, Monitoring, Analysis, and Reporting (30%)

- Supervise implementing partners as Contracting/Agreement Officer's Representative (COR/AOR) and serve as the direct liaison with Chiefs of Party and senior technical staff.
- Independently conduct formal or informal reviews to assess activity and program accomplishments.
- Analyze program processes and impact and make recommendations for effective change.
- Establish systems or procedures to regularly assess program effectiveness.
- Monitor and evaluate USAID's youth programming strategies, including those related to private sector engagement, higher education, and youth economic empowerment.

C. Analyze Sector & Program Effectiveness (20%)

The Project Management Specialist will be responsible for providing the following technical support to the EYO Office and USAID/Ethiopia:

- Become familiar with the youth, higher education, and private sector engagement activities of other donors for the purpose of improving data collection and analyses and coordination.
- Analyze economic, political and other trends affecting youth development. Identify ways to further meet U.S. Government foreign policy and Government of Ethiopia youth end private sector engagement policy objectives. Provide findings with appropriate recommendations to the Office Chiefs and Deputies.
- Provide Mission technical teams with input in the development of award solicitations to integrate youth development and private sector engagement activities.
- Provide strategic direction – through analysis – and writing of the youth and private sector engagement sections of future USAID/Ethiopia Country Development Cooperation Strategies (CDCS).

D. TEAMS Management and Technical Assistance (20%)

- Coordinate planning and related training actions with the Mission's DOs and implementers and monitor all training related activities to ensure compliance with established strategies to bring about impact-oriented training. Ensure timely and systematic submission of reports.
- Oversee management and monitor use and systematization of TEAMS (Training and Exchanges Automated Management System - TraiNet successor).
- Ensures that the Mission's database on training programs is kept up-to-date and provide relevant reports as required for the tracking of the Mission's overall participant training program.
- Work closely with the Democracy Development and Innovation (DDI) TEAMS Officer to conduct TEAMS and policy workshops, as needed.
- Provide statistical reports on training to the Mission for planning and implementation purposes.

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

3. *Supervisory Relationship*

The Project Management Specialist will be supervised by the Deputy Office Director.

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:** Minimum of Master's degree in education with a specialization in workforce training or technical and vocational education; or business management, youth development, international development, economics, agriculture, or with an otherwise direct relationship to youth livelihoods in emerging economies.
- b. **Prior Experience:** A minimum of five years of combined technical and policy leadership and project management experience. Direct experience working on youth empowerment, private sector engagement, or workforce development issues. Substantial experience working with donor institutions and/or USAID contractors. Demonstrated experience working collaboratively with the Government of Ethiopia. Prior experience working directly with youth and youth groups. Experience working with the private sector.
- c. **Language:** English and Amharic at Level IV.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (25 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (25 points): Accurate insider knowledge and understanding of the complex issues inhibiting young Ethiopians from obtaining employment, accessing health and financial services, and becoming positive influences and leaders in their communities. Extensive knowledge of private sector trends and how private sector can support development projects in the area of youth and education. Proven understanding and insights of the Ethiopian government's youth development priorities and Higher Education/post-secondary education structure is required. Established knowledge and understanding of the USAID TEAMS database.

SKILLS AND ABILITIES (20 points): Superb English communication skills (oral and written) in order to establish and develop sustainable working relations and a high level of trust with senior government officials, as well as leaders of public and private organization. Demonstrated interpersonal and leadership skills. Demonstrated public speaking skills. The ability to direct and manage diverse teams (5 individuals) and a proven ability to collaborate with Ethiopia's private and donor sectors. Demonstrated ability to liaise with senior- and regional-level Ministry officials, including State Ministers and those affiliated with TVET institutions. Demonstrated ability to manage several complex and competing tasks under tight deadlines. Excellent computer skills, including the ability to use Microsoft Word, Excel, and Power Point effectively, as well as potential to master USAID's Training and Exchanges Automated Management System (TEAMS). Demonstrated ability to shepherd projects in various stages of design and implementation, which may include developing budget spreadsheets and statements of work and/or reviewing and analyzing project reports, and quarterly/annual results reporting to ensure on-time achievement of project deliverables. Good customer service and diplomatic skills, as the incumbent works closely with the private sector, youth and youth-serving organizations, implementing partners and donors, high-level USG representatives, as well as the Government of Ethiopia.

INTERVIEW PERFORMANCE (80 points)

WRITTEN TEST (20 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, and written test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Satisfactory Professional Reference Checks – **Pass/Fail (no points assigned)**. Reference checks will be conducted only for the first-ranked candidate. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit:

1. The offer form DS-174 (Application for U.S. Federal employment) which 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. A resume in English
3. Letter of application (cover letter) that describes your experience with the evaluation criteria (Section III: Evaluation and Selection Factors), and
4. Contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say– ***Solicitation 72066322R10021, Project Management Specialist (Workforce and Youth Development)***. ***Be sure to include your name and the solicitation number at the top of each page.***

Please do not submit more than one application.

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination Form (Department of State Forms)

2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. 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.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

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:

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
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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</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>.
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>.
The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

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.