



USAID | SOUTHERN AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 654-20-007

ISSUANCE DATE: February 10, 2021

CLOSING DATE/TIME: March 10, 2021

Local time, Luanda, Angola

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC)

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 IX** 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 CCNPSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Molly Steinbauer
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 654-20-007
2. **ISSUANCE DATE:** February 10, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 10, 2021
At 12:00 midnight, Local Time, Luanda, Angola
4. **POSITION TITLE: Project Management Specialist (M&E)**
5. **MARKET VALUE:** \$77,893 – \$109,043 pa equivalent to **FSN GRADE/10**
Final compensation will be negotiated within the listed market value
6. **PERIOD OF PERFORMANCE:** Five years renewable contract subject to funds availability and need for the position.
7. **PLACE OF PERFORMANCE:** Luanda, Angola
8. **SECURITY LEVEL REQUIRED:** Facility Access
9. **AREA OF CONSIDERATION:** Internal and External Applicants
10. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

II. STATEMENT OF DUTIES**Basic Function of Position:**

The Project Management Specialist (M&E) shall provide leadership, guidance, and overall direction on the planning and implementation of monitoring and evaluation activities for the USAID/Angola portfolio. Reporting to the General Development Officer, the Specialist plays a key consultative role for all USAID/Angola staff, and for consultants, implementing partners (IPs), and the Government of Angola on monitoring and evaluation issues related to the mission's development and humanitarian assistance portfolio. The Project Management Specialist (M&E) will provide leadership and technical expertise in strategic information for USAID/Angola, including but not limited to performance monitoring and analysis at the Country Development Cooperation Strategy, Development Objective, project and activity levels; program level data gathering/validation; trend monitoring and reporting; and planning and oversight of evaluations and special studies, performance monitoring information systems, and population based surveys.

The Project Management Specialist (M&E) shall exercise extensive independent judgment in planning and carrying out tasks, developing consensus among diverse stakeholders, representing the U.S. Government in critical technical and policy fora, resolving problems and conflicts, and in meeting deadlines. The jobholder will also perform inherently USG functions such as managing contract and grants, budgeting, developing planning documents, and/or reporting.

The Specialist receives day-to-day supervision from USAID/Angola's Development Program Specialist and technical oversight from USAID/RSA Regional Program and Project Development Office (RPPDO).

USAID/Angola has an annual Operating Year Budget of approximately \$30 million in development, humanitarian, and conflict mitigation funds. It has programs in Environment, Democracy & Governance, Local Works, and is engaged in the Presidential Initiatives in HIV/AIDs and Malaria.

Major Duties and Responsibilities:**A. Technical and Management Responsibilities:****70%**

The Project Management Specialist (M&E):

1. Works to ensure program/project/activity management is strengthened and that results of IP and USG program efforts are maximized.
2. Leads the monitoring and ongoing review of the Mission's Performance Monitoring Plan (PMP). Ensures that the PMP is updated as needed, with meaningful indicators and targets that communicate the impact of USAID's activities. Provides ongoing analysis Mission performance in order to identify key issues which require action and to inform the development of communications materials.
3. Leads and provides technical input into the development of operational research, evaluations, program assessments and national surveys, such as the Angola Demographic and Health Survey (DHS), Service Provision Assessment (SPA), and national AIDS Indicator and Malaria Indicator Surveys. Coordinate all Mission evaluations with the USAID/RSA RPPDO and relevant AORs/CORs and ensure Mission compliance with the USAID Evaluation Policy.
4. Maintains familiarity with current literature and best practices in strategic information, especially in regard to performance monitoring; program level data gathering/validation; trend monitoring and reporting; implementation of public health evaluations and special studies; health management information systems; national surveillance systems; and population-based surveys.
5. Oversees and coordinates planning and implementation of all Mission monitoring activities. Supports AORs/CORs in M&E of all activities, including coordination of data quality audits according to USAID requirements, reviewing and providing input on M&E plans, reviewing progress reports, and participating in site visits. Ensures that planned development results are achieved in a highly efficient, effective and timely manner, consistent with USAID regulations, policies and development principles.
6. Coordinates, in collaboration with the Development Program Specialist, reporting including the Performance Plan and Report and the PEPFAR Semi-Annual and Annual Progress Reports. Coordinates with AORs/CORs and implementing partners to ensure timely compilation and reporting of results for required indicators. Performs analysis of data to inform Mission management on program planning. Liaises with USAID/RSA RPPDO and interagency PEPFAR and RHAP teams to ensure that the Mission fulfills all reporting requirements according to established deadlines.
7. Serve as a co-lead of the PEPFAR interagency SI working group. As part of this group, may serve, in collaboration with USAID/RSA RHAP, as the USAID subject matter expert on key PEPFAR SI and M&E initiatives. Ensures that input from all relevant USAID staff is considered in PEPFAR SI activities.
8. Serves as a subject matter expert for the Mission on AIDTracker+. Provides assistance to Mission staff to ensure compliance with AIDTracker+ requirements. Runs regular reports to inform Mission management of the progress of Mission activities. Assists AORs/CORs and Project Managers in analyzing activity/project data and developing plans to address any deficiencies in performance.
9. Coordinates with and provides technical advice, direction or assistance to USAID/Angola implementing partners to ensure that partners' SI activities are well coordinated and in line with the Mission performance monitoring plan and GOA national plans. Works with the Program Office and AORs/CORs to ensure that all partners are complying with USAID requirements for performance monitoring and reporting. Takes a lead role in developing and facilitating regular communication and feedback with implementing partners on SI issues.
10. Provides technical assistance to develop and implement strategic information activities including M&E systems, performance monitoring, and population-based surveys as part of the sector strategic plans.
11. May serve as AOR/COR or Activity Manager for the evaluation and M&E-related activities within the Mission. For these activities, the Specialist will liaise with the Office of Financial Management to

track budgets and expenditures, provide quarterly accrual reports, and ensure completion of other financial management requirements. The Specialist will also monitor the implementation of workplans to ensure that all required tasks are completed and that expected results are achieved.

B. Collaboration and Communication Responsibilities: 25%

The Project Management Specialist (M&E):

1. Participates individually, and in groups, in the development and implementation of capacity building and other participatory activities for USAID and IP staff that serve to broaden the knowledge and practice of effective M&E activities. Individually, and as a part of a group, the Specialist provides leadership in the development and documentation of effective tools and approaches for M&E.
2. Works together with GOA institutions, development partners, and other key stakeholders to support the strengthening of key government systems at the national, district, and community level. This includes attending technical working group meetings on related issues.
3. Works closely with the following organizations:
 - I. GOA institutions – to ensure coordination in the roll-out of management information systems at the central and district levels; to coordinate the collection and analysis of specific information across the different government institutions; and to assist in documenting and distributing policy and guidelines for data management.
 - II. Implementing Partners – to ensure SI activities are aligned across the portfolio and to oversee and coordinate reporting for the Mission’s portfolio.
 - III. Other multilateral and bilateral partners – to coordinate support to M&E activities including the Demographic and Health Survey, the AIDS and Malaria Indicator Surveys, management information systems, performance monitoring plans, etc.
 - IV. Other USG agencies including CDC, State Department, Peace Corps and USAID/Washington Global Health Bureau– to communicate regularly and work jointly to ensure complementarity of activities and alignment in PEPFAR reporting.
4. Performs assignments to reinforce capacity of USAID staff and help plan M&E strategies for Mission activities.

III. MINIMUM QUALIFICATIONS

- **Education:** A bachelor’s degree in a discipline appropriate to the position specialization is required such as social science, statistics, mathematics, demography, public health, or an equivalent job-related field.
- **Prior Work Experience:** Minimum five years of progressively responsible job-related professional-level experience in monitoring and evaluation (M&E) systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in the field of public health and in a development-oriented workplace or a related field, for other donor agencies, host-country organizations, non-governmental organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- **Language Proficiency:** Level IV (speak/read) English and Portuguese proficiency is required. Must be able to communicate effectively in both written and spoken English and Portuguese at a professional level.

IV. POSITION ELEMENTS

- **Job Knowledge:** The Specialist must have a good knowledge of M&E systems and international donor operations in the sector. In addition, the Specialist must have, or have the ability to quickly acquire, knowledge of USG legislation, policy, and practice relating to development assistance; USAID programming policies, regulations, procedures, and documentation; and knowledge of PEPFAR and USAID protocols and procedures related to reporting. The Specialist must have knowledge and understanding of the organization and roles of the different levels of the GOA systems in order to maintain effective communication and coordination. A strong working knowledge of project management procedures, policies and practices is required.
- **Skills and Abilities:** The Specialist should have demonstrated the ability to assume management and leadership roles. The Specialist must be resourceful, have good judgment, and have the ability to work diplomatically with persons from many backgrounds. The work requires a user-level ability to work with computers and common software programs used within USAID. Ability to work under pressure, to prioritize work, and to meet tight deadlines is required. Must be able to communicate clearly with a wide range of partners.
- **Post Entry Training:** Familiarization training in USAID-, PMI, and PEPFAR-specific procedures, reporting requirements, and systems, and orientation working from a donor agency perspective, will be provided. The Specialist may not be called upon to serve as a COR/AOR; however, formal COR/AOR training may be necessary for proper job performance and will be provided as necessary. Training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and, courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds.
- **Supervision Received:** The jobholder will work under the general supervision of USAID/Angola's Development Program Specialist with technical supervision provided by USAID/SA RPPDO. Daily supervision is minimal and routine work should be performed independently with little instruction. Employee should be able to identify and solve problems as they arise. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of, and effectiveness in meeting, objectives. The Specialist is expected work in a collegial manner, and to exercise considerable autonomy and judgment in discharging the duties of the assignment.
- **Supervision Exercised:** This is a non-supervisory position.
- **Available Guidelines:** Agency correspondence, style manual, ADS regulations, USAID/W policies/guidelines, and supervisor's instructions. PEPFAR policies and guidelines, including PEPFAR indicators, reporting requirements, and SAPR and APR guidance. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- **Exercise of Judgment:** : Applies independent judgment in working with health professionals throughout Angola; in providing on-site M&E of USAID activity implementation; and in devising approaches to resolving technical, administrative, managerial, and/or policy deficiencies and problems. Judgment must be exercised in setting priorities, in determining when intervention in programs/projects/activities is necessary, and in reaching consensus on conclusions and recommendations.

- **Authority to Make Commitments:** As prescribed by USAID regulations and Mission policy, and within the scope of the assignment, the Specialist advises USAID officials and implementing partners on courses of action to resolve implementation deficiencies. Within the scope of authority delegated, the Specialist may indicate to ranking counterpart officials that they will make a strong recommendation to appropriate USAID employees, or others, on specific recommended courses of action regarding the activity deficiencies, issues, or problems. The Specialist has no authority to individually commit the USG to the expenditure of funds.
- **Nature, Level, and Purpose of Contacts:** Contacts are maintained in person, by phone, and by written communication with Mission staff, interagency USG staff, mid-level GOA officials, implementing partner staff, and other donors and development partners. Contacts will include routine administrative functions, as well as important issues regarding activity implementation, and the negotiation of corrective measures if needed. Contacts are typically to explain, coordinate, and negotiate activity proposals and objectives, secure cooperation, resolve problems, obtain or furnish information, and/or to persuade Mission counterparts (GOA and IPs) to take recommended actions and to accept recommendations.
- **Time Expected to Reach Full Performance Level:** One year.

V. 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>.

The following factors, and points for each, will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation.

1. Work Experience (45 points)
2. Abilities and Skills (45 points)
3. Education (10 points)

How the Selection will be made:

The successful candidate will be selected based upon the following:

- A preliminary review of the applicant's submitted package (which includes the cover letter and CV) to establish that minimum educational, work experience and English writing fluency requirements are met;
- Assessments may include English writing skills, and Microsoft Office proficiency that might include any of the following: Word, Excel, PowerPoint; and any technical skill test that might be deemed appropriate;
- A personal face to face/virtual interview; and
- Reference checks.

USAID/SA's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written English language requirements before forwarding the rest to the Technical Office or Technical Evaluation Committee (TEC) for further review and assessment.

The TEC will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants to be tested and possibly interviewed. Applicants will be contacted for testing (Step 2) and/or possibly interviews. Based on the results of the tests an applicant may be dropped from the interview list.

Following the interview (Step 3), during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. The TEC Chairperson will conduct and document reference checks (Step 4) and advise the TEC members of the results of these checks. Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package. References will only be solicited for those interviewed applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on candidate ranking, prepare a selection memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate. Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection. As positive medical and security clearances are a condition of employment, the selected candidate will undergo stringent investigation prior to employment with USAID/SA.

Submitting an Offer:

- For an application to be considered complete, please include a high-quality one-page cover letter, explaining why you are qualified for the position and a CV of no more than 4 pages. Please send your application to jobapplicationsangola@usaid.gov. Failure to comply with these instructions may result in your application being considered "non-responsive" and eliminated from further consideration.
- Offers must be received by the closing date and time specified in **Section I**.
- To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number on the subject line of the email.
- The U.S. Mission in Angola provides 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 United States Agency for International Development (USAID) also strives to ensure equal employment opportunity in all personnel operations.
- **Only short-listed candidates will be contacted. Applicants who do not follow the application instructions may be dropped from further consideration. All applications should be communicated in English.**

Point of Contact:

- Odessa Sifora - jobapplicationsangola@usaid.gov

Applicability:

This position is open to Angolan citizens and Angolan permanent resident permit holders. USAID Southern Africa management will consider nepotism/conflict of interest, budget, need for continuity, and residency status in determining successful applications. Current USG employees on probationary status (i.e., within their first year of employment) are not eligible to apply.

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.

References:

Three (3) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation of the application.

VI. COMPENSATION

This position will be compensated in accordance with the U.S. Mission for Angola's Local Compensation Plan (LCP). The successful candidate's salary level will be based on prior job-related experience and salary history.

VII. REQUIRED FORMS FOR CCNPSC HIRES

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 forms.

VIII. BENEFITS

The plan includes basic salary, miscellaneous allowance, pension fund and medical aid subsidy.

IX. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO CCNPSCs

USAID regulations and policies governing CCNPSC 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> will be used for this contract.
3. Acquisition and 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>.