



SOLICITATION NUMBER: 72066323R10010

ISSUANCE DATE: 07/13/2023

CLOSING DATE/TIME: 07/28/2023

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC to serve as **USAID Development Program Specialist (Geographic Information System/Knowledge Management)** in the Program office

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.:** 72066323R10010
- 2. ISSUANCE DATE:** 07/13/2023
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 07/28/2023, 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:** **USAID Development Program Specialist (Geographic Information System/Knowledge Management)**
- 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 10/08/2023 – 10/07/2028.
- 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 Development Program Specialist [Geographic Information System/Knowledge Management (GIS/KM Specialist)] is located within the Program Office (PRO) of the United States Agency for International Development (USAID) Mission in Addis Ababa. PRO provides leadership and serves on strategic, programmatic, project and activity design, learning, monitoring and evaluation, cross-cutting areas, and budgeting guidance to multiple Technical Offices in Ethiopia and Djibouti. Program implementation of activities that fall within the platform’s ongoing Development Objectives under the \$2

billion Ethiopia Country Development Cooperation Strategy (CDCS) and \$50 million Djibouti annual budget. Additionally, this office keeps a pulse on major development trends in Ethiopia and Djibouti to inform new programming needs. With a Mission active portfolio of \$1.8 billion, USAID/Ethiopia manages one of the world's largest, most complex, and politically sensitive development programs. U.S. foreign policy in Ethiopia advocates for a robust bilateral partnership that helps strengthen the Government of Ethiopia's (GOE) security and stability, grow its economy, build democratic institutions, and invest in its own path to self-reliance. Inclusive economic growth remains a top priority for USAID/Ethiopia as it has the most significant potential to propel Ethiopia's development trajectory. The GIS/KM Specialist will support USAID/Ethiopia and USAID/Djibouti in all Geographic Information Systems (GIS) and Knowledge Management (KM) aspects. S/He will be the technical authority on Geographic GIS and KM supporting evidence-based decisions on development interventions. S/he will lead the Mission's efforts to strengthen the use of geospatial technology and preserve institutional memory. S/he oversees and provides leadership for all GIS and KM-related activities that are associated with program planning and implementation and will advise the front office and technical teams on the application of data to program development. S/he also works with stakeholders to introduce and support policies that increase analytical capacity across the Mission's portfolio. The incumbent will serve on the Learning, Monitoring and Evaluation (LME) Team in the Program Office and reports to the Senior M&E Specialist.

2. Statement of Duties to be Performed

Geographic Information System (GIS) (35%)

- Leads and tailors the Mission's generation and application of GIS database throughout the program cycle to support more effective development programming.
- Fulfills the role of subject matter expert on geographic data collection, analysis, and visualization techniques.
- Facilitates discussions that support the integration of geospatial information and analyses into strategic planning, project and activity design, and Learning, Monitoring, and Evaluation (LME).
- Assesses unpredictable and case by case scenarios. Asks probing questions to propose tailored data solutions and provides interpretation of data to various audiences.
- Provides technical advice to support ongoing Mission programming, introducing and supporting policies and processes that enable data-informed decision making.
- Supports the preparation of program planning documents such as the Country Development Cooperation Strategy (CDCS), Project Appraisal Document (PAD), Scopes of Work (SOWs)/Program Descriptions (PD) and LME plans by incorporating geospatial analysis, data analysis, and/or visualization to help establish goals, objectives, targets, and anticipated results.
- Organizes and presents data tailored to the audience and in compelling ways.
- Acquires, validates, and manages a database of geospatial data, including retrieval, overlay, and application of existing geospatial data either previously funded by USAID or by its partners.
- Provides on-demand geographic analysis and guides evidence-based planning.
- Implements USAID's geospatial standards regarding data collection and cartographic

production.

- Forms professional networks with host government entities, Ethiopian and regional geospatial organizations, and implementing partners (both in country and with HQ). In times where no formal networks exist, the specialist may play a coordinating role with USAID's external stakeholders.
- Prepares and disseminates communications resources targeted at both internal and external audiences, in coordination with Mission communication specialists.

Knowledge Management (30%)

- Build d knowledge management systems strengthening the utilization of USAID's knowledge base and assets.
- Build capacity for identification, resourcing and integration of practices, processes and systems that support knowledge generation, capture, synthesis, storage, sharing, sense-making and application; collaborating, learning and adapting in program design, management and assessment; and the culture, processes and resources that enable and sustain these practices.
- Participates in developing and organizing policies and programs and other related concerns for program management.
- Participates in the development of new plans, schedules, or methods to accommodate changing program requirements.
- Determines approach to achieve objectives, identifies specific steps, and decides on meetings, information, and other input.
- Assists in developing, organizing and implementing functional short- and long-range plans. Estimates resources required.

Data Analysis (25%)

- Analyzes and interprets data from multiple and complex data sets to inform decision-making and effective program adaptation.
- Improves processes to maximize quality and efficiency of data generation, analysis, and application to development programming.
- Develops and manages databases to increase the efficiency of access to and quality of data.
- Identifies and communicates trends and patterns and data visualization.
- Collaborates closely with the Learning Team and Mission staff to identify the information needed to optimize development impact.

Capacity Building (10%)

- Works closely with Mission staff across teams and across sectors to review and identify optimal entry points for digital tools and analytical support.
- Communicates the value of geospatial analysis to staff and provides basic training on principles of geospatial analysis, specifically tailored to Mission needs.
- Consults with Mission staff to offer needs-based suggestions a

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 GIS/KM Specialist will report to the Senior Monitoring and Evaluation Specialist or designate. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The GIS/KM Specialist will seek advice and assistance as required. Completed work is accepted as technically correct, and the overall assignment is reviewed in terms of results achieved.

4. *Supervisory Controls*

The incumbent will not have any supervisory role.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A minimum of bachelor's degree in the field of Geographic Information Systems (GIS), informational, communication technologies (ICT), data analytics, social sciences, international development or related fields.

b. Prior Work Experience: A minimum of five years of progressively responsible, job-related, professional-level experience. Some experience living and/or working in a developing country or context. Demonstrated professional experience in organizational or action learning, development, GIS, consulting or knowledge management is required. A demonstrated strong background in monitoring and evaluation of programming (domestic or international), experience in the application of statistical methods, impact evaluations or field research experience.

a. **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 (20 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 (20 points): Demonstrated knowledge of industry-standard GIS software, Spatial Data Infrastructure (SDI), and creation of geospatial data products in developing country environments and high-level proficiency in standard GIS software including the ESRI ArcGIS product suite is required (ArcGIS knowledge will be tested). Tableau skills are strongly recommended. Demonstrated use of Excel or other statistical software for database management and quantitative data analysis. Ability to show the potential to learn additional GIS or image processing software packages and/or to work with other non-spatial database systems. Demonstrated technical skills in knowledge management systems and approaches.

SKILLS AND ABILITIES (20 points): Demonstrated the ability to locate, collect, and analyze existing geographic and geospatial databases and remotely sensed data sets in different formats, including censuses, field observation, satellite imagery, aerial photographs, existing maps, from disparate sources or sectors such as agriculture, democracy and governance, economic growth, education, environment, and health, in order to analyze solutions, define data needs, project requirements, required outputs, or to develop applications. The ability to establish geospatially based management information systems (Geo-MIS), to display geospatial information, and to design and update databases with spatial feature representations is also required. Demonstrated the ability to conduct a range of quantitative analysis on large databases to inform programming. Ability to develop and maintain knowledge management systems. Must have excellent interpersonal communication, customer service, writing, tact and diplomacy, and presentation skills. Ability to work with a diverse set of individuals who have varying degrees of familiarity with geospatial analysis and to work in a fast-paced and dynamic environment with technical team members. Demonstrated excellent working use of MS Office, Google Suite, and web-based applications.

INTERVIEW PERFORMANCE (50 points)

WRITTEN TEST (if applicable) (30 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 ***72066323R10010, USAID Development Program Specialist (Geographic Information System/Knowledge Management)***. ***Be sure to include your name and the solicitation number at the top of each page.***

Please do not submit more than one application; and

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)
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0001	Base Period - 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]	1	LOT	\$ _TBD__	\$_TBD at Award after negotiation s with Contractor_
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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.