



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062024R10021
ISSUANCE DATE: 08/28/2024
CLOSING DATE: 09/12/2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning [SI/MEL]).

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), seeks offers from qualified persons to provide personal services under contract as described in this solicitation.

USAID provides reasonable accommodations to applicants with disabilities. Reasonable accommodation is a modification or adjustment to a job, the work environment, or how things are customarily done that enables a qualified individual with a disability to apply for a job, perform job functions, and ensure equal benefits and privileges of employment. A reasonable accommodation may be requested for any part of the application or hiring process. Requests are considered on a case-by-case basis. If you need accommodation at any point in the employment process, please contact abujahr@usaid.gov.

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. We encourage all eligible applicants of any of the above-mentioned groups to apply.

Offers must be per **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 preparing and submitting the offers.

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

Sincerely,

Stacie Scott
Acting Supervisory Executive Officer

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72062024R10021
2. ISSUANCE DATE: August 28, 2024
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: September 12, 2024.
4. POINT OF CONTACT: EXO/HR, e-mail at abujahr@usaid.gov
5. POSITION TITLE: USAID Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning [SI/MEL]).
6. MARKET VALUE: \$46,262 to \$71,702 equivalent to FSN-11; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective April 21, 2024). Final compensation will be negotiated within the listed market value. Salary and allowances are denominated in US dollar and paid in Naira at the prevailing U.S. Embassy exchange rate. Continued US dollar denomination and payment of LE Staff compensation is subject to renewal and approval by the Secretary for Management via PID (public interest determination).
7. PERIOD OF PERFORMANCE: Five (5) years renewable, estimated to start o/a October 2024.
8. PLACE OF PERFORMANCE: Abuja, Nigeria with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
10. SECURITY LEVEL REQUIRED: CCNPSC Clearance.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The USAID Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning [SI/MEL]) is located in the Health Office, Strategic Information Division, and plays a lead role in the development of effective PEPFAR strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representative (C/AOR) managing Mission PEPFAR programs/projects/activities.

The Senior Specialist applies evaluation research to the monitoring of program/project/activity implementation in order to document results, and to translate SI and MEL and other data into meaningful policy and program improvements. The Senior Specialist serves as a subject matter expert and key contributor to strengthening the capacity of information systems, providing senior-level technical guidance to Health Office leaders, the broader USAID Mission, implementing partners (IPs) involved in PEPFAR program monitoring and evaluation, and within the host government. The Senior Specialist

serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities.

Note: This is a Standard Position Description (SPD), designed for use in multiple locations; for this reason, percentages of time for each Major Duty are omitted.

2. Statement of Duties to be Performed:

A. Program/Project/Activity Performance Management and Reporting

- Provides senior/high level technical guidance to Health Office, Mission staff, IPs, and other USG agencies on MEL concepts, processes, design, training, and best practices.
- Provides expert direction and technical guidance in the implementation of the Health Office portions of the Mission Performance Management Plan (PMP), and Health Office responsibilities from Mission PMP; and SI and MEL services and support to IPs in the development and implementation of program/project/activity Monitoring, Evaluation, and Learning Plans.
- Provides guidance to IPs in understanding of the Performance Monitoring Plan systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
- Provides technical strategic information (SI) and monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies to in order to plan and manage Health Office responsibilities related to the PMP, including collection, assessment of validity, and improving data quality.
- Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and SI/MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.
- Provides technical leadership to CORs/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and Health Office topics. Briefs Health Office and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
- Provides expert guidance to Health Office technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance Reports.
- Leads USAID's support to the host government for the development and management of a national information system, and a central repository (data warehouse) for Health data; and serves as USAID point of contact for Health data and information systems.

B. Evaluation and Organizational Learning

- Provides technical guidance and leadership to ensure evaluations are properly planned and carried out in a high quality and professional manner, by aiding Health Office CORs/AORs to draft appropriate Scopes of Work (SOWs) for evaluation Teams, by actual participation in and/or leading evaluation Teams, and by ensuring that Team comments on draft evaluation reports are reflected in final reports.
- Leads a team in the development and execution of an evaluation plan that ensures compliance with USAID Evaluation Policy. Advises thematic teams/working groups and technical specialists on planning, designing, and implementing appropriate Evaluation Plans.
- Provides technical guidance and leadership to other USG agencies in the development, preparation, and dissemination of results of Public Health evaluations, Demographic Health Surveys, etc.
- Leads cross-cutting evaluations, and supports prioritization and implementation of recommendations, as required.
- Manages the Collaborating, Learning, and Adapting (CLA) component of Health Office activities.
- Organizes and leads roundtables and consultations with Health Office staff, IPs, and other stakeholders to develop a Learning Agenda for Health interventions; identifies mechanisms for implementing research; and manages implementation of research and evaluation activities and dissemination of results.
- Provides technical leadership and oversight to the Ministry of Health and other host-country government staff to ensure that national-level data is available and reliable and works with inter-agency Heads of Departments and senior technical staff to ensure that USG data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are attributable to USAID (and USG) interventions.

C. Project Management

- Serves as a C/AOR and/or Activity Manager for SI/MEL programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conducts site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of USG funding.

D. Representation

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, and in consultations with other social sector donors, government officials, and IPs.
- Provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.

- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.

4. Supervisory Relationship: The USAID Development Assistance Senior Specialist (Strategic Information / Monitoring, Evaluation, and Learning [SI/MEL]) works under the very general supervision of the Health Office Chief, and the closer but general supervision of the Strategic Information Division Chief. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Senior Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

5. Supervisory Controls: Continuing supervision of other Division and Office staff is not anticipated. The Senior Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Senior Specialist is expected to serve as mentor to C/AORs, Assistant-level staff, and others in SI and MEL systems and processes, and to provide other work guidance as assigned.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- A. Education:** Completion of a US-style University Master's Degree in a field related to social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.
- B. Prior Work Experience:** Five years of progressively responsible job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance 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 a development-oriented workplace, or a related field, for USAID, other donor agencies, host-country 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.
- C. Language Proficiency:** Level IV (fluent proficiency) in English, and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.
- D. Job Knowledge:** The Senior Specialist must have in depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring and evaluation. The Senior Specialist must have excellent knowledge of MEL

systems, public health programming, and international donor operations in the sector. The Senior Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country, development problems in the health sector in the host country and the region, an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. The Senior Specialist must have working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

- E. Skills and Abilities:** The Senior Specialist must have the ability to plan, organize and execute complex SI/MEL activities, including the ability to provide technical leadership and apply this ability to programming in the host country and the region. The Senior Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in excel, SPSS, STATA, R and/or other analytical databases.

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>.

Offerors that meet the minimum requirements, as outlined in this solicitation, will be evaluated, and ranked based on the following adjectival evaluation criteria and characteristics:

EVALUATION CRITERIA / ADJECTIVE DEFINITION	
Exceptional	<ul style="list-style-type: none"> ● A comprehensive and thorough application of exceptional merit. ● Offeror meets and fully exceeds the Government expectations and presents a very low risk or no overall degree of risk of unsuccessful contract performance. ● Strengths significantly outweigh any weaknesses that may exist.
Very Good	<ul style="list-style-type: none"> ● An offeror demonstrating a strong grasp of the requirements of the position. ● Offeror meets position requirements and presents a low risk of unsuccessful contract performance. ● Strengths significantly outweigh any weaknesses that exist.

Satisfactory	<ul style="list-style-type: none"> ● An offeror demonstrating a reasonably sound application and a good grasp of the position requirements. ● Offeror meets position requirements and presents a moderate risk of unsuccessful contract performance. ● Strengths outweigh weaknesses.
Marginal	<ul style="list-style-type: none"> ● The offeror shows a limited understanding of the requirements. ● Offeror meets some or most of the position requirements but presents a significant risk of unsuccessful contract performance. ● Weaknesses equal or outweigh any strengths that exist.
Unsatisfactory	<ul style="list-style-type: none"> ● The offeror does not meet the position requirements. ● Presents an unacceptable degree of risk of unsuccessful contract performance. ● Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs. ● Weaknesses and or deficiencies significantly outweigh any strengths that exist.

The evaluation committee may conduct reference checks, including references from individuals specifically identified by the offeror, and may do so before or after a candidate is interviewed. Finalists will be invited for in-person interviews during the selection process. No response will be sent to unsuccessful offerors. USAID/Nigeria reserves the right to conduct interviews with the most highly ranked offerors and make the interview a deciding factor in selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the following:
 - A. AID 309-2. (Offeror Information for Personal Services Contracts with Individuals)
 - B. Cover Letter/Letter of Interest
 - C. Current Resume
 - D. Copy of Degree Certificate
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.

By submitting your offer materials, you certify that all the information on and attached to the offer is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the offer to be investigated.

V. LIST OF REQUIRED FORMS PRIOR TO 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 the forms needed to obtain medical and security/facility access.

VI. BENEFITS AND ALLOWANCES

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

BENEFITS:

- a. Allowances
- b. Paid Leave (annual and sick leave)
- c. Health Insurance
- d. Annual Bonus

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

CCNPSCs are responsible for filing and paying local income taxes, consistent with Nigerian law.

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

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>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: SC/620-MAARD-0014-3-24005/GHH/23/27/620-M/1130007/1150957/1210601/72-1922/261031	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/OGES%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.
6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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