



SOLICITATION NUMBER: 72016919R10004A
ISSUANCE DATE: 10/11/2019
CLOSING DATE/TIME: 10/25/2019 COB (17h)

SUBJECT: Solicitation for a **Cooperating Country National (CCN)**
(Local Compensation Plan)

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.

The solicitation for the USAID Development Program Specialist # 72016919R10004 (initially published on 09/02/2019) has been re-posted due to revisions in the minimum requirements section. All previously received applications for the subject position will be considered for this selection unless the applicant indicates via email that s/he is no longer interested in the position.

New offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a personal services contract (PSC), nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

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

Sincerely,

Gezim Hysenagolli
R/Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72016919R10004A**
- 2. ISSUANCE DATE: 10/11/2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: COB (17h) 10/25/2019**
- 4. POSITION TITLE: USAID Program Development Specialist (M&E)**
- 5. MARKET VALUE: Euro 37,709 - 52,789 Euro** equivalent to FSN-11
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Serbia.

Final compensation will be negotiated within the listed market value.

- 6. PERIOD OF PERFORMANCE:** CCNPSCs are the contracts of a continuing nature and can be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR. The final period of performance is subject to Mission needs and funds availability.
- 7. PLACE OF PERFORMANCE:** USAID/Belgrade
- 8. SECURITY LEVEL REQUIRED:** Facility access (CCN/FSN Clearance)
- 9. STATEMENT OF DUTIES**

- 1. General Statement of Purpose of the Contract**

The USAID Monitoring and Evaluation (M&E) Specialist is located in the Program Strategy and Coordination Office (PSCO) at the USAID Mission to Serbia. The PSCO leads the Mission's program strategy design, budgeting, monitoring, reporting, and coordination efforts. The M&E Specialist works under the general supervision of the Supervisory Program Officer. The M&E Specialist ensures that the Mission complies with all Agency requirements for performance monitoring and evaluation and serves as the Mission technical expert in all questions pertaining to evaluation, monitoring, program review, and other performance exercises relating to the Mission's technical assistance programs and its strategy. The job holder is required to perform work-related travel.

- 2. Statement of Duties to be Performed**

- A. Manage, Develop, and Maintain Mission Performance Management Plan**

Works closely with all technical managers, office directors/team leaders, and USAID IPs to develop a mission-wide Performance Management Plan (PMP). In doing so, selects third-party indicators to measure overall context in areas of interest to the Mission, helps the Mission develop and/or select indicators and tools for measuring progress toward the Mission's development objectives, intermediate results, and sub-intermediate results. As needed, serves as the Contracting Officer's Representative for the Mission.

Serves on Mission project design teams to develop and ensure project monitoring, evaluation, and learning plans (PMELPs) include relevant and effective performance measures that provide an accurate measurement of impact, results, and progress toward project objectives. Works with technical office personnel and IPs to ensure the quality of the activity monitoring, evaluation, and learning plans (AMELPs). The job holder is required to perform work-related travel and conduct his or her own periodic site visits to actively monitor whether activities are meeting the activity and project objectives.

At all levels, ensures that data is properly collected and that each indicator is appropriate to measure its corresponding result. Advises and trains USAID/Serbia technical staff and IPs on the process of defining measurable indicators and targets for their activities in order to achieve the stated results.

Oversees and is responsible for the collection, accurate representation, and reporting of data to Washington stakeholder through annual exercises such as the Performance Plan and Report (PPR). Helps ensure that USAID and other Embassy reported data entered into the PPR are in compliance with USG indicator standards, such as data quality assessments. Coaches and supports USAID colleagues and other Embassy colleagues to meet these standards.

Oversees and is responsible for the preparation and facilitation of the Mission Portfolio Reviews which are necessary for the Mission to understand its progress toward the desired results outlined in its CDCS Strategy and Project logic models.

Drafts relevant Mission Orders that direct staff on how to implement Agency policies and requirements regarding M&E. Annually reviews the Mission Orders to ensure alliance with Agency policies and updates the Mission Orders as needed.

B. Evaluation

Develops and ensures implementation of a comprehensive Mission Evaluation Plan, based on a thorough review of evaluation needs and priorities with each technical office and consistent with the Mission Order(s) and Agency policy on evaluation. In the design phase of an activity, the Monitoring and Evaluation Specialist works with the design team to ensure adequate measures and funds are in place to accurately assess the activity and document results. On an annual basis s/he assists technical offices in planning, designing, and implementing evaluations

that were approved as part of the Mission Evaluation Plan.

S/he, as the Contracting Officer's Representative (COR), oversees and manages evaluations. S/he ensures that evaluations of projects and activities are properly planned and carried out in a high-quality and professional manner. S/he works with the technical office to draft Scopes of Work (SOWs) for evaluations teams and works with USAID's contracting office to procure appropriate evaluation resources and services. Ensures all evaluations findings are properly shared with USAID's Development Experience Clearinghouse (DEC) and distributed in compliance with Agency policy.

C. Gender Analysis and Advice

Serves as the Mission Gender Advisor. In this role, oversees gender analyses in Serbia in line with USAID policy, supports analysis of gender dynamics throughout the project/activity design and implementation process, and advises technical officers, other Mission staff, and implementing partners on how to incorporate gender analysis findings into project/activity implementation. As USAID gender policies include consideration of LGBTI issues, also serves as the LGBTI point of contact for the Mission—staying abreast and well versed in LGBTI issues in Serbia.

The incumbent may participate in the Foreign Service National Fellowship that includes possible temporary duty (TDY) travel to USAID/Washington or other Mission.

3. Supervisory Relationship

1. Supervision Received

The M&E Specialist works under the general supervision of the Supervisory Program Officer. Assignments are made orally and in writing. Most assignments are self-generated and occur in the normal course of the work. S/he exercises independence in most phases of the assignment but determines those situations that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The M&E Specialist seeks advice and assistance as required. Completed work is expected to be technically correct and the overall assignment is reviewed in terms of results achieved.

2. Supervision Exercised

Full supervision of other USAID/Serbia staff is not contemplated. Serves as a COR and/or AOR for evaluations and assessments. Exercises administrative supervision, and provides technical guidance to technical staff on monitoring and evaluation planning and implementation techniques.

10. AREA OF CONSIDERATION: External announcement for Cooperating Country National (CCN).

CCN is an individual who is a Serbian country citizen or a non-Serbian country citizen lawfully admitted for permanent residence in the cooperating country.

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

Under current law, non-Serbian and American citizens must possess a valid Serbian residence and/or work permit in compliance with host government laws and regulations prior to application. Copies of the permit/s must be sent with the application. Otherwise, the application will be considered incomplete and shall not be taken into consideration. The Embassy cannot sponsor applicants for either permit. Laws regarding residency are subject to change.

All applicants are instructed to address all of the required qualifications including knowledge, skills and abilities as detailed below with specific examples and comprehensive supporting information. Only applications that address the required qualifications are to be considered.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: USAID/Serbia HR, e-mail at: belgrade_jobs@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Must have a University Degree or the host country equivalent in statistics, business, economics or other field of study which includes analytical and quantitative skills sets in the course of study.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience is required in any combination of one more of the following: managing, overseeing, leading, or developing Monitoring and Evaluation systems; conducting, implementing or managing evaluations or scientific research; application of quantitative or statistical methods and field research experience; or managing, designing, or overseeing assistance and/or research/scientific projects.

III. EVALUATION AND SELECTION FACTORS

- a. Education: (20 points)

The maximum number of points received for the Education in “Evaluation and Selection Factors” is 20. All candidates meeting only the minimum requirement will receive a maximum of 10 points. Additional points, up to maximum 20

points, will be assigned if the candidate holds a Master's or higher degree, in one of the required fields.

b. Previous Experience: (25 points)

The maximum number of points received for Previous Experience in “Evaluation and Selection Factors” is 25. All candidates meeting only the minimum requirement will receive the maximum of 15 points. Additional points, up to a maximum of 25 points will be assigned if a candidate has more than 5 years of related experience, to include previous US Government or experience in an international organization, or progressively responsible professional experience in designing, implementing, managing and overseeing, or monitoring and evaluation development assistance in relevant program areas.

c. Language Proficiency: (10 points)

The successful candidate must be at the level IV (fluent) English language proficiency in speaking, reading and writing. Also, the successful candidate must be able to comprehend the English language in a critical manner and determine logical connections between objectives, results, and indicators. In other words, based on reviews of products delivered in English, the successful candidate must be able to determine whether a proposed indicator measures the desired result/objective. In addition, Level IV (fluent) Serbian language proficiency is also required. Candidates will be evaluated through written test in addition to in person interview.

d. Job Knowledge: (20 points)

The successful candidate should have the following: highly developed computer operating skills, including competency in word processing, the use of complex spreadsheet programs, online research, and statistical programs; knowledge and understanding of M&E best practices is required; and knowledge of host-country historic, economic, social, cultural, and political characteristics and an understanding of development assistance. and Knowledge of the objectives and operations of the USG and its assistance objectives. is highly desirable. Candidates will be evaluated through written test in addition to the in-person interview.

e. Abilities and Skills: (25 points)

The successful candidate must have the ability to initiate actions based on their own assessment of how to best achieve organizational goals without waiting for supervisory direction; ability to work independently; flexibility to adjust work schedule in response to changing mission needs. They must also possess strong analytical, communication (oral and written), interpersonal, and teamwork skills; experience in program monitoring, evaluation, and reporting; the ability to serve as an effective liaison with a wide array of individuals and institutions; capacity to become conversant and knowledgeable in a wide range of program-related issues,

such as economic policy, agribusiness, civil society, the rule of law, democracy, and governance; must be able to prepare clear, accurate, substantive reports and briefing papers in English, in a timely manner; must be able to acquire a thorough understanding of USAID and host-government policies and procedures and how they relate to each other; must be able to react to changing systems with sound analyses, ability to work under pressure, and the ability to develop quality control systems and ensure data accuracy. Candidates will be evaluated through written test in addition to the in-person interview.

f. Reference Verification: (Pass/Fail)

Applicant must not appear as an excluded party in the System for Award Management (SAM.gov).

USAID reserves the right to interview only the highest ranked applicants (based on the application review) in person or by phone OR not to interview any candidate.

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted.

As part of the selection process, the short listed candidates may be interviewed either in person or by telephone at USAID's discretion. Candidates may be tested during the interview process. Reference checks will be conducted only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter or application, and USAID will delay such reference check pending communication with the applicant.

The final selected candidates must receive a Security Clearance and Medical Clearance (Health Certificate). USAID will provide details regarding these requirements to the selected candidate. An inability to obtain either the medical clearance or background check will make the applicant ineligible for selection.

III. PRESENTING AN OFFER

1. Eligible Offerors are required to complete and submit all the required documents listed down below enclosed with a cover letter addressing all the vacancy announcement requirements/selection criteria respectively. Otherwise, the application will be considered incomplete and shall not be taken into consideration.
 - a. Cover letter;
 - b. Application for Federal Employment [AID 309-2](#);
 - c. A detailed current resume or curriculum vitae providing a mailing address and a daytime telephone number; plus
 - d. Provide the USAID HR Office with at least three references quoting their telephone numbers and email address; and

- e. Copies of valid Serbia residence and work permits for Non-Serbian and American citizens, which are in compliance with host government laws and regulations (if applicable).
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, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

IV. LIST OF REQUIRED FORMS FOR CCNPSC HIRES

Once the 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 following forms if applicable:

1. Health Certificate
2. Application form OF174
3. Documents required for Security Clearance Procedure (Court certificate, Police certificate, Birth Certificate, Copy of ID, Copy of Passport, recent picture)

V. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Local Social Security System (LSSS) – All compensation payments made by the USG to enrolled employees are subject to LSSS employer contributions and employee deductions.
 - b. Annual Leave – PSC is entitled to 20 work days (160 hours) for the first three years of employment and 26 work days (208 hours) for more than three years of employment.
 - c. Sick Leave – Sick Leave is granted as needed.
 - d. All Locally Employed Staff who are working full time under personal services contracts are eligible for Supplemental Health Insurance.
2. ALLOWANCES (as applicable):

No allowances are applicable.

VI. TAXES

The PSC is personally liable to pay any yearly income tax (tax for the employees whose total annual income exceeds 3 times the average annual salaries in Serbia).

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

USAID regulations and policies governing CCN/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>
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.ecfr.gov/StandardsofEthicalConduct>