



USAID | TAJIKISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 15/2021
ISSUANCE DATE: April 9, 2021
CLOSING DATE/TIME: April 30, 2021

SUBJECT: Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) Project Management Specialist (Monitoring, Evaluation and Learning), FSN-10, USAID/Tajikistan, Dushanbe

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 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 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 attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

Michael Teske
USAID/ Central Asia Contracting Officer

ATTACHMENT TO SOLICITATION NO. 15/2021

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 15/2021
- 2. ISSUANCE DATE:** April 9, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 30, 2021 (6 p.m. Dushanbe Time)
- 4. POSITION TITLE:** Project Management Specialist (Monitoring, Evaluation and Learning), FSN-10
- 5. MARKET VALUE:** \$ 31,618 – \$ 44,268 per annum equivalent to FSN-10
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Tajikistan.
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 7. PLACE OF PERFORMANCE:** USAID/Tajikistan, Dushanbe
- 8. SECURITY LEVEL REQUIRED:** FSN SBU
- 9. STATEMENT OF DUTIES:**

BASIC FUNCTION OF POSITION:

The U.S. Agency for International Development's (USAID) youngest mission, USAID/Tajikistan manages nearly \$40 million in foreign assistance that supports health, agriculture, private sector development, trade, energy, civil society and media, youth, and gender programming. In addition to implementing Feed the Future and the President's Emergency Plan for AIDS Relief (PEPFAR) initiatives, the Mission team builds stronger ties with Central Asian neighbors through USAID Central Asia's regional portfolio.

Under the direction of USAID/Tajikistan's Mission Director, the Strategic and Program Office (SPO) is responsible for the overall management and oversight of USAID's development assistance portfolio in the country. Among its core responsibilities are the Mission strategy development; project and program design; budget formulation and execution; monitoring and evaluation (M&E); collaboration, learning and adapting (CLA); communications; donor coordination, and reporting. SPO also coordinates development and timely submission of key Mission reports and deliverables; inputs to Congressional inquiries; and other routine and special requests from USAID Washington (AID/W), the U.S. State Department or the Embassy Tajikistan. Finally, SPO serves as the staff to the Mission Director. SPO's work is high volume, high pressure, and fast paced. SPO staff members have to be flexible, efficient and accountable for the quality of their work that is critical to the overall reputation of the Mission.

The Monitoring, Evaluation and Learning (MEL) Specialist serves under the supervision of SPO Director. The incumbent's responsibility is the overall management and oversight of USAID/Tajikistan's M&E and Collaborating, Learning and Adapting (CLA) functions, in full compliance with prevailing USAID's policies and procedures. She/he performs monitoring, analyses, and reporting for the Mission portfolio, as well as a support function for technical teams planning activity evaluations. She/he leads the development of key annual M&E deliverables such as Performance Plan and Report (PPR), Mission portfolio reviews, and other. She/he is the Mission primary point of contact for USAID Washington (AID/W) on M&E and CLA. She/he provides technical guidance in areas of specialty to Mission staff and builds the capacity of Mission and implementing partners' staff in M&E and CLA. She/he is responsible for management of USAID's programs and systems such as FACTS Info NextGen, Development Information System (DIS), and others.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Monitoring and Evaluation

70%

- Oversees continued development and execution of the Mission Performance Management Plan (MPMP) to ensure that the performance and impact of USAID development programs are accurately captured, regularly monitored and evaluated for PPR, portfolio reviews, and other reporting and review requirements.
- Coordinates with all levels of stakeholders as well as implementing partners to measure the results and impact of the portfolio to assess if the Mission's development strategy is advancing.
- Consistently keeps abreast of the latest USAID M&E policies, provides briefings to Mission staff and Implementing Partners (Ips) on policies and best practices related to M&Es, and is an advocate for USAID's M&E policies and priorities.
- Organizes, coordinates, documents and reports on Mission portfolio reviews, and other key mission-level M&E deliverables and processes.
- Advises and supports Mission staff to develop Project and Activity Monitoring, Evaluation and Learning (MEL) Plans, logical frameworks, and other management processes to assess program impacts and results thus securing, thorough monitoring and oversight of projects, a more effective measurement of results and impact.
- Ensures that technical offices conduct required and relevant indicator reviews including Data Quality Assessments, as per USAID policy, and advises colleagues including Mission management on any performance measures/ implementation issues that may require corrections.
- Ensures Mission compliance with Agency's policies, rules and regulations on evaluations across the portfolio.
- Advises Contract Officer's Representatives/ Agreement Officer's Representatives (CORs/AORs) on required evaluations, provides guidance on available mechanisms and other resources for executing the evaluations, and oversees the evaluations including the review of the final report with conclusions and recommendations.
- Contributes to increased M&E capacity of the Mission staff and IPs through M&E advocacy including recommended training, on-the-job training, and delivery of formal training sessions.
- Participates and contributes to Mission's Annual Budget Review processes (ABRs) by preparing M&E level information and providing analysis, as applicable.
- Serves as COR/AOR for Mission's M&E services contract/agreement, as applicable.
- Serves as the Mission Manager and primary point of contact for the Development Information System (DIS) and FACTS Info NextGen M&E modules, including FTF, and ensures all data reported through DIS, NextGen and other pertinent systems is verified.
- Demonstrates mastery in using Agency's programs and systems such as FACTS Info NextGen, DIS, and others, as applicable.

B. Collaborating, Learning and Adapting

20%

- Advises Mission staff on CLA approaches in accordance with AID/W and Mission specific guidance, while ensuring alignment with MPMP and overall Mission strategy.

- Ensures incorporation and application of CLA principles in design, implementation and Mission CLA and management processes such as portfolio reviews.
- Builds staff capacity in CLA and maintains a repository of Mission's knowledge products.

C. Other Duties

10%

- Fills in and supports other SPO team members, as needed, to ensure successful completion of all SPO's tasks, duties and responsibilities.
- Accompanies senior Mission and/or U.S. Embassy staff on official visits, as needed.
- Represents SPO internally and externally, as assigned, in informational meetings or with visitors to the Mission on matters related to areas of specialization.

Supervision Received: Under the general direction of the Program Officer (SPO Office Director), the incumbent carries out assignments with a high degree of independence, receiving only specific guidance from the supervisor, as necessary.

Supervision Exercised: None.

10. AREA OF CONSIDERATION: All HOST COUNTRY NATIONALS

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

12. POINT OF CONTACT: USAID/Central Asia Human Resources Office, e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A university degree in international development, social science, public administration, business administration, economics, statistics, international relations or related field.

b. Prior Work Experience: Minimum three years of professional experience in M&E, or development programming (project design, and project management) with substantial involvement in M&E at the project activity level is required. A minimum of three years of experience with another donor, or international development organization is required. Hands-on experience with systems, databases, and complex data handling processes is required. Experience in business, advocacy, health care, or education sectors, whether private sector, government, U.S., or international organizations, which demonstrates increasing responsibility is required.

c. Language Proficiency: The ability to speak, read, understand, and write in English and Russian at Level IV (Fluent) and Tajik language Level III (Good Working Knowledge).

d. Job Knowledge: Highly detailed, nuanced understanding or the potential to acquire knowledge of the Agency, the Mission, relevant strategic documents such as Strategic Framework and/or Country Development Cooperation Strategy, and related mission orders. Comprehensive knowledge and understanding of State/F bureaus' strategic framework, sector working groups, and standard indicators. Knowledge of key concepts and practices for addressing gender in international development programs, coupled with the ability to train others. Knowledge of the principles, concepts, and methodology involved in the design, implementation, and evaluation of technical assistance programs/projects, and ability to apply theories and new developments to problems. Highly developed analytical skills required. A

broad and comprehensive knowledge of economic, political, social, and cultural characteristics in Tajikistan is required. A thorough understanding of the development prospects, potential, priorities, and resources in Tajikistan is required. A comprehensive detailed and broad knowledge base across the operational environment of the entire mission portfolio. Must have a good knowledge, or the potential to acquire such knowledge, of U.S. Government (USG) legislation relating to development assistance; USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of USAID/Tajikistan's activities and strategic direction. Extensive knowledge of M&E in the development as a core discipline (including knowledge of evaluation methodology, data quality standards, statistics, research methods, Logical Frameworks), as well as how they are specifically applied to the USAID contracting and grants environment. Practical knowledge is required of each sector in which USAID/Tajikistan works, including economic development, democracy & governance, health, and education.

e. Skills and Abilities: Ability to identify, obtain, and describe and/or present development-related data, as well as to organize/present it in a concise written and oral form, and furnish information and advice in assigned areas with detachment and objectivity. Ability to identify errors in data, perform quality control, and propose corrective measures. Strong quantitative and analytical skills including statistics and data analysis for performance monitoring, measurement, and reporting as well as advanced reporting and data visualization skills. Must be able to understand and interpret data. Must be able to critically review technical performance and reports and provide analysis and comment. Assigned duties demand innovative thinking, good judgment, personal initiative, and self-starter. Excellent working knowledge of MS Office applications (Excel, Word, Access, PowerPoint, Outlook, Internet, etc.) and Google package (Google documents, email, and calendar) is a must. Excellent communication (verbal and written) skills are critical. Exceptional interpersonal and leadership skills, tact and diplomacy, ability to work accurately under short deadlines, and in a diverse team environment are required. The job holder must show a high degree of professional maturity, commitment to advancing areas of responsibilities, and an ability to work with others in a collegial and effective manner.

III. EVALUATION AND SELECTION FACTORS

Applicants will be evaluated against the following criteria:

1. Education (10 points)
2. Prior Work Experience (25 points)
3. Language Proficiency (10 points)
4. Job Knowledge (25 points)
5. Skills and Abilities (30 points)

IV. PRESENTING AN OFFER

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by COB **Friday, April 30, 2021** via e-mail: CentralAsiaJobs@usaid.gov (with autoreply) and/or almatyhr@usaid.gov

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/Tajikistan reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation. 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, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and 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.

V. LIST OF REQUIRED FORMS FOR PSC 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 necessary forms.

VI. BENEFITS/ALLOWANCES

According to Local Compensation Plan.

VII. TAXES

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

VIII. 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.oge.gov/web/oge.nsf/OGE%20Regulations> .