



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062020R10014

ISSUANCE DATE: August 13, 2020

CLOSING DATE/TIME: August 27, 2020

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Assistant – (M&E)

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** 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 1.

Sincerely,
Contracting Officer

U.S. Agency for International Development
C/O American Embassy,
Plot 1075 Diplomatic Drive,
Central Business District, Abuja
P.M.B. 519, Garki, Abuja.

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062020R10014
2. **ISSUANCE DATE:** August 13, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** August 27, 2020/4.30pm Nigerian time
4. **POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Assistant (M&E)
6. **MARKET VALUE:** N8,569,748 to N12,864,976 equivalent to FSN-8; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective October 27, 2019). Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a December 2020.
8. **PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to Cooperating Country National (Nigerians only).
10. **SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract:**

The USAID Project Management Assistant (M&E) is a junior level position within the Health, Population, and Nutrition (HPN) Office. S/he will report to the Health Systems and Strategic Information (HSSI) Division Chief and assist the entire HPN team. The incumbent is expected to provide a broad range of support to the HPN Office in all matters related to M&E including data collection and analysis, and reporting. S/he is involved in multiple aspects of HPN's activities ranging from specific duties related to the coordination of HPN's M&E program, to more general responsibilities such as reporting to Washington D.C. or representing USAID in external meetings involving other donors, implementing partners and Government of Nigeria (GON) officials. The Job holder may be expected to perform work-related travel.

2. Statement of Duties to be Performed:

1. Program and Project Administrative Support - 70%

The Program Management Assistant (M&E) has a wide range of responsibilities that fall under two major areas: 1) technical support for HPN's M&E activities; and 2) management and maintenance of performance M&E information systems, such as MONITOR. The incumbent exercises a significant level of independent work and is expected to call upon a broad understanding of all activities undertaken by USAID/Nigeria and to be familiar with USG and Agency policies and procedures as related to U.S. development assistance. The incumbent should also have in-depth knowledge of corresponding GON policies and procedures.

The Program Management Assistant (M&E) will be responsible for working with the HSSI Division Chief and Project Management Specialist -Monitoring and Evaluation (PMS-M&E) in supporting each of the Office's technical divisions: HSSI; reproductive and maternal, newborn, and child health and nutrition (RMNCH+N); and malaria on performance measurement. S/he will play an important role in HPN's regular M&E planning efforts and performance reviews to assess program and activity progress against the development objectives. S/he will be responsible for assisting the HPN Office in annual Performance Plan and Report (PPR), Operational Plan (OP), and Annual Portfolio Review (APR) planning and reporting as well as field-based monitoring, and any special performance reviews, assessments or evaluation exercises. S/he will provide advice and recommendations based upon current knowledge of and best practices in M&E techniques and methodologies.

S/he will work closely with the PMS-M&E and contribute to maintaining PPR indicator data and managing the PPR process, including ensuring that all reported data meet the minimum requirements for data quality, including completion of data quality assessments (DQA) as needed. S/he will monitor activities undertaken by HPN implementing partners; track progress against program descriptions, implementation plans and annual work plans; assess progress and potential barriers to achievement of results; recommend program modifications to address problems; and documents results in coordination with technical offices and relevant support offices. S/he will help identify when evaluations are helpful or necessary, what factors should be considered in the design and execution of evaluations and assessments, suggest mechanisms and approaches for conducting evaluations, and interpret evaluative findings for HPN use and for wider audiences.

2. Data Collection and Analysis - 30%

The Program Management Assistant (M&E) is responsible for coordinating inputs for the Agency's performance reporting systems, including MONITOR. S/he will communicate to HPN's implementing partners about USAID's annual reporting and will collect, compile, and review the data tables from implementing partners to ensure quality control and compliance with agency guidance. S/he will work closely with the

Agreement/Contracting Officer's Representatives (A/CORs) or Activity Managers to prepare performance narratives as well as other required narratives focusing on performance management issues, indicator data, and impact/results.

S/he will provide leadership, thoughtful analysis, and technical support to the monitoring and evaluation needs of HPN by ensuring that 1) implementing partner performance monitoring systems are operating effectively that reliable impact indicators are established; 2) data is collected and analyzed periodically to support management decisions; and 3) the HPN Office is in compliance with all reporting responsibilities.

3. **Supervisory Relationship:** The Program Management Assistant (M&E) will work under the general supervision of the HSSI Team Lead who provides overall objectives and results to be achieved. Assignments are made orally and in writing. Achievements are regularly evaluated for conformance with USAID policies and objectives, as well as individual work objectives, with feedback provided.
4. **Supervisory Controls:** None

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: Minimum of a College/ university studies in Public Health, Epidemiology, Statistics, Demographics, or Health Sciences is required.

b. Prior Work Experience: Minimum of three years of substantive and progressively health professional experience in monitoring and evaluating development projects. Must demonstrate thorough prior experience with M&E concepts and practices, and managing large databases using either database or spreadsheet applications.

c. Language Proficiency: Level IV (fluent) English oral and writing ability is required.

d. Job Knowledge: Good strategic and analytical thinking and ability to interpret public health and epidemiological data is essential. Specialized knowledge of the public health aspects of managing M&E programs, and evidence-based practices and policies (for M&E management in particular) are required as is a demonstrated knowledge of the concepts, principles, techniques, and practices of GON programs in the health sector. Familiarity with United States Government regulations is desired.

e. Skills and Abilities: Strong interpersonal and intercultural skills to ensure effective team relations. Strong communication and negotiation skills to interpret organizational policies and best practices in performance monitoring, impact assessment and evaluation. Management and organizational skills to work with numerous teams, identifying priority actions and taking initiative

for follow through. Advanced computer skills in Excel, word processing, database management, and statistical packages.

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>.

1. Education (as stated above) 10 points
2. Prior Work Experience (as stated above) 20 points
3. Job Knowledge (as stated above) 30 points
4. Language Proficiency (as stated above) 10 points
5. Skills and abilities (as stated above) 30 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be considered.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria as stated above. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

Reference checks will be made only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form.
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 submission must clearly reference the Solicitation number on all offeror submitted documents.
4. All documentation that supports or addresses the requirements listed above (e.g. certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures. E-mails received without the appropriate subject line and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The CO 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. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of

a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing CCN 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)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: CCNPSC - Product Service Code: R497 - Accounting Info: SC/620-MAARD-0015-3-20001/GH-C/17/18/620-M/1130007/1210601/72-1917/181031	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/OGE%20Regulations> .