SOLICITATION NUMBER: 72011722R11

ISSUANCE DATE: 5/23/2022

CLOSING DATE/TIME: 6/23/2022 at 11:59 p.m. Chisinau Time

SUBJECT: Solicitation for a Project Management Specialist (Monitoring and Evaluation), Cooperating Country National Personal Service Contractor (CCN PSC) under the 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.

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.

Sincerely,

William Hansen
Contracting Officer

Digitally signed by William Hansen
Date: 2022.05.23 13:17:47 +03'00'
1. **GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72011722R11

2. **ISSUANCE DATE:** 5/23/2022

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 6/23/2022 at 11:59 p.m. Chisinau Time

4. **POSITION TITLE:** Project Management Specialist (Monitoring and Evaluation)

5. **MARKET VALUE:** Basic Annual rate (in U.S. Dollars): $30,298-45,434

   In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Moldova forms the basis of compensation. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. This salary range is not inclusive of other benefits and allowances.

6. **PERIOD OF PERFORMANCE:** Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for an initial five year period, with possible renewal pending continued need for the position, contractor performance, and funds availability.

7. **PLACE OF PERFORMANCE:** Chisinau, Moldova.

8. **SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification

9. **STATEMENT OF DUTIES:**

   The Monitoring and Evaluation Specialist is responsible for all aspects of Mission and Agency Monitoring, Evaluation, Learning, and Adapting (MELA) policy, plans, guidance, and resources. S/he ensures that quality measures for performance of Mission programs and activities are in place, and that valid, reliable data is collected to measure performance of USAID’s programs. S/he serves as a resource for the Mission’s staff in matters related to Mission strategies, goals, objectives, policies, and procedures. In addition, s/he is responsible for mission GIS mapping assistance and data analytics.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1) **Strategy/Activity Monitoring:**

   Serves as the Mission’s primary technical advisor in Monitoring policies, guidelines, and best practices. Leads the development and implementation of the Mission’s Performance Management Plan (PMP) - the primary monitoring, evaluation, and learning tool to
monitor progress under the five-year USAID/Moldova Country Development and Cooperation Strategy (CDCS). Ensures the PMP is up-to-date and any changes are coordinated with Mission staff and leadership. Designs and leads the required semi-annual portfolio reviews and ensures these are strategically oriented, take place in a timely manner, and any follow-up actions noted during those reviews take place. Assists Technical Offices in ensuring projects and activities are designed with the most useful metrics to monitor achievement of the project/activity goals and integrate the Mission’s CDCS goals and USAID’s strategic priorities. Analyzes monitoring, evaluation, and learning sections of partner reports and discusses areas of concern with responsible Agreement or Contracting Officer’s Representatives (AOR/CORs). Assists the AOR/CORs and their Implementing Partners’ M&E specialists in development and implementation of Activity MEL Plans in accordance with the latest USAID policies and guidelines and ensures these plans are responsive to the Mission’s needs. Ensures the quality of the data being gathered to monitor project and activity performance and data reported outside of the Mission. Collaborates with the Regional Contracting Office to ensure all relevant monitoring, evaluation, and reporting clauses are included in Mission awards.

2) Evaluating, Learning, and Adapting:

Serves as the Mission’s primary technical adviser in assessing program effectiveness, and learning and adapting to improve program performance and outcomes. S/he serves as the point of contact for all evaluation activities, ensuring that Project and Activity level evaluations required by USAID’s regulations take place as required, helping to draft the scope of work for external evaluations, and serving as the project manager for those evaluations, as needed. Serves as the AOR/COR for managing monitoring and evaluation-related activities. Assists the Program office, technical offices, and implementing partners to organize activities to ensure continual learning and adapting to achieve results and improve development approaches. Advances Mission learning about the host country, international development theories and best practices, and USAID requirements for implementing the Program Cycle. Organizes the Mission’s learning and adapting activities, including but not limited to learning events, implementer conferences, and arranging guest speakers/trainers on selected topics. Leads Mission efforts to adopt recommendations and key findings from evaluations and assessments into Mission processes and procedures.

3) Reporting:

Under the direction of the Program Office Director or designee, the incumbent manages implementation of the Mission’s reporting process for the annual Performance Plan Report, Annual Budget Review, and other interim reporting as required. Serves as the primary technical advisor on implementation and usage of the Development Information System (DIS) and assists AOR/CORs and Implementing Partners in onboarding and reporting under the system. Coordinates, collects, and consolidates quantitative and qualitative performance management and impact data, as well as indicator information for semi-annual portfolio reviews by the Mission. Leads the Mission data quality assessment (DQA) process, ensures DQAs are valid before reporting, provides the most up-to-date templates and guidance, assists technical offices in conducting DQAs, and follows up on any data quality issues.
4) Geospatial Information Specialist:

Develops and maintains the Mission’s database of geospatial data and utilizes that data to produce maps and other visualizations to help with strategic and operational planning, activity monitoring, evaluation, and reporting, and for use in other communications media. Provides written and oral briefings regarding geospatial analysis of data. Serves as the AOR/COR for managing GIS-related activities. Assists the Mission staff to understand the role of geographic analysis in program planning, monitoring, and evaluation. Submits geospatial data sets to USAID’s geospatial data repository for data discovery, distribution, and re-use.

SUPERVISORY RELATIONSHIP: Work is performed under the direct supervision of the Program Office Director or his/her designee who assigns work on a long-term basis and reviews work primarily in terms of achievement of program results and their effectiveness in meeting host country and USAID objectives. S/he is expected to work independently yet consult with senior staff as needed.

Supervision Exercised: None.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

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

12. POINT OF CONTACT: Completed offers (including all required documents - see section IV below) must be submitted electronically to: chisinauhr@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of Bachelor or graduate degree in economics, political science, law, Government, sociology/rural sociology, public administration, international development, business administration/management, development/area studies, statistics and data analytics, geospatial information analysis, and social studies, and/or other related areas is required.
**Prior Work Experience:** Minimum of five to seven years of relevant experience in the design and management of development assistance programs, preferably involving international partners. Relevant experience is defined as a combination of developing, managing, monitoring, and measuring performance, evaluating, and assessing development programs; strategic planning; and project design and feasibility analysis. Experience is also required in the collection, analysis, and effective presentation of information.

**Language Proficiency:** Fluency in English (Level IV) and Romanian (Level IV) is required. Must demonstrate strong written and oral communication skills in both languages.

*Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.*

**FOREIGN SERVICE NATIONAL SECURITY CERTIFICATION AND MEDICAL CLEARANCES:** The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

The probationary period is three months.

### III. EVALUATION AND SELECTION FACTORS

*Selection Process and Basis of Evaluation:* Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror’s submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/highest-ranked offeror at the conclusion of evaluations.

**10 points – Education:** Minimum of Bachelor or graduate degree in economics, political science, law, Government, sociology/rural sociology, public administration, international development, business administration/management, development/area studies, statistics and data analytics, geospatial information analysis, and social studies, and/or other related areas is required. Additional education in the aforementioned areas is desired.

**30 points – Experience:** Minimum of five to seven years of relevant experience in the design and management of development assistance programs, preferably involving international partners. Relevant experience is defined as a combination of developing, managing, monitoring, and measuring performance, evaluating, and assessing development programs; strategic planning; and project design and feasibility analysis. Experience is also required in the collection, analysis, and effective presentation of information. Additional experience in the aforementioned areas, especially with the USG, is desired.

**30 points – Knowledge:** Must have good knowledge of host country socio-economic and political conditions and a good grasp of the Moldovan issues related to economic and democratic development.
Must have good knowledge of Moldovan policies and procedures related to International Cooperation. Must be willing to learn USAID/Moldova and Agency policies, goals, documentation preparation, and procedures. Advanced knowledge in one or more of the aforementioned areas is desired.

**30 points – Skills and Abilities:** Must possess strong analytical, communication, and excellent interpersonal skills. The ability to work on teams and reach consensus in difficult situations is required. Demonstrated ability to establish and maintain technical-level contacts with counterparts in USAID/Washington, in the host country government, with other international donors and with implementing partners. Must be able to lead a team to coordinate multiple inputs and produce reports in a timely fashion. Must be able to obtain, evaluate, and interpret factual data and prepare precise, accurate and complete reports using computer software applications; and to develop and present briefings to a wide array of audiences. Also must be able to integrate Mission long and short-term objectives with those of the host government. Must be proficient in the use of advanced Excel, PowerPoint, and Word. Must have a high level of diplomacy and negotiation skills. Additional skills and abilities are desired.

**TOTAL POSSIBLE POINTS: 100 points**

**IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION**

1. Eligible Offerors are required to complete and submit through email all the below documents in order to be considered for the position.

   a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: [https://eforms.state.gov/Forms/ds174.pdf](https://eforms.state.gov/Forms/ds174.pdf)

      Offerors must complete the DS-174 form in English, and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

      An Internal Offeror’s experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any discrepancy found between the current application form (DS-174) and the information provided in the OPF related to offeror’s qualifications could make the offeror ineligible for the position.

   b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror’s qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

   c. **A CV or standard resume** of no more than 4 pages.

   d. Names of three professional references, including at least one current/former supervisor, that have knowledge of the offeror’s ability to perform the duties set forth in the solicitation. This information may be included in the cover letter or resume/CV.
Offerors who do not include all above required documents in their offer submission will not be considered for this position.

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 by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites will not be considered.

To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission

NOTE: Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

1. Questionnaire for Employment Authorization (U.S. Embassy Moldova form)
3. Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff/CCNPSCs. The LCP consists of the local salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
   Health Insurance coverage
   Defined Contribution Fund 12%

2. ALLOWANCES (as applicable):
   The Mission provides meal allowance in accordance with the Moldova Local Compensation Plan, in amount of $770.
Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

Local Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

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

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


   - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
   - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts

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.

EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.