



USAID
FROM THE AMERICAN PEOPLE

DEMOCRATIC REPUBLIC OF THE CONGO

SOLICITATION NUMBER: 72066021R10013

ISSUANCE DATE: July 19, 2021

CLOSING DATE/TIME: August 16, 2021 at
17:00 (Kinshasa Time)

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Project Management Specialist (Monitoring and Evaluation), based in Kinshasa**

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,

/S/

Samuel Matthews
Contracting Officer

Physical Address:
U.S. Agency for International
Development
Mobil Building
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066021R10013
- 2. ISSUANCE DATE:** July 19, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 16, 2021, at 17:00 (Kinshasa Time)
- 4. POINT OF CONTACT:** Christiane Lemba at usaidhrkinshasa@usaid.gov
- 5. POSITION TITLE:** **USAID Project Management Specialist (Monitoring and Evaluation)**
- 6. MARKET VALUE:** Equivalent to **FSN-11** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** **Five (5) years**, estimated to start **o/a January 2022**. The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
- 8. PLACE OF PERFORMANCE:** **Kinshasa, Democratic Republic of the Congo** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** **Cooperating Country Nationals as defined in AIDAR Appendix J:** “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.”
- 10. SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

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

The USAID/Democratic Republic of Congo Monitoring and Evaluation (M&E) Specialist is responsible for the monitoring and evaluation of health HIV/AIDS program activities and studies implemented under the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and will provide operational and management support and technical leadership within the Health Office. The M&E Specialist is a member of the USAID Health Office’s HIV/AIDS Team as well as the US Government (USG) interagency team for the President’s Emergency Plan for AIDS Relief (PEPFAR). S/he works under the direct supervision of the HIV/AIDS Co-Team Leaders.

The M&E Specialist will support the M&E needs across planning, design, implementation, and reporting. They will work closely with Health Office Activity Managers to review quarterly reports and support project evaluations, as necessary. They will ensure that data is utilized effectively to illustrate the programmatic achievements of the HIV team. Under the direct supervision of the HIV co-team leads, the M&E Specialist will provide technical guidance and management of M&E related activities for USAID-managed HIV/AIDS programs. They will provide capacity building to local partners on M&E requirements and produce analysis and reports to support health programming. S/he will work in close partnership with the Ministry of Health (MoH) and other bilateral and multilateral donors, facilitating communication and maintaining collaborative working relationships with senior level M&E counterparts. S/he will work with the MoH to identify opportunities to strengthen the health information systems and to better align partner data collection and reporting with that of the MoH. S/he will also assist the Health Team in responding to internal and external data requests and needs. The M&E Specialist will serve as the technical subject matter expert in monitoring and evaluation and evidence-based approaches to data collection. The job holder is required to perform work-related travel

The M&E Specialist will work in close partnership with the Government of DRC, and implementing partners to support M&E activities, including indicator selection, target setting, data cleaning and review, regular reporting exercises, and use of data to inform decision-making. The M&E Specialist's responsibilities demand close collaboration with PEPFAR/DRC implementing partners (IPs), the Health Division (DPS) and other donor partners and stakeholders. S/he provides technical assistance to the DPS and IPs, coordinates activities with other local partners, and supervises all PEPFAR activities in the provinces of Haut Katanga, Kinshasa, and Lualaba, and in others, as may be required. The M&E Specialist provides technical assistance to the stakeholders on monitoring and evaluation.

2. *Statement of Duties to be Performed*

Technical and Strategic Leadership (60%)

- Identifies, designs, and implements performance monitoring, evaluation, and reporting systems for HIV/AIDS programs and activities supported by USAID.
- Supports indicator selection, target setting, data cleaning and review, regular reporting exercises, and use of data to inform decision-making.
- Works with systems personnel at the national, provincial and site levels to identify opportunities for strengthening the health information systems and to better align partner data collection and reporting with that of the MoH.
- Actively participates in technical working groups related to M&E, initiate technical meetings on the latest methodology in monitoring and evaluation, and keep the HIV co-team leads apprised of all significant changes to the system.
- Analyzes planning and reporting documents for outputs and impact information and makes recommendations for suggested indicators and revisions to program- and partner-level indicators and targets.
- Prepares and disseminates periodic programmatic reports; gathers/provides other HIV/AIDS M&E information and reports as required.
- Tracks and ensures that cross cutting issues (i.e. gender, youth, gender based violence (GBV)) are adequately reported by suggesting appropriate indicators in

Mission planning and reporting documents, in overall program monitoring and evaluation plans, and in individual health implementing partner work plans.

- Guides the PEPFAR interagency technical staff through the process of setting overall program targets and indicators for HIV/AIDS to be used in project development, planning, and reporting exercises. These indicators will be later used to measure the results and outcomes of specific programs in targeted communities.
- The implementation of the DRC Country Operational Plans in collaboration and coordination with the interagency. Work with USAID/DRC's HIV technical staff to ensure that activities take place as intended and in a timely and effective manner Collaborates with the USAID/DRC's Health Office staff as well as implementing partners in developing tools and checklists that facilitate project management and program oversight, particularly for data quality analysis, documentation of project monitoring visits, and presentation of feedback to partners.
- Collaborates and coordinates with USAID Health Office staff and IPs in collecting, analyzing and synthesizing quality information and data generated by grantee reports, field visits, and other means.
- Provides GoDRC officials with appropriate and timely information about USAID DRC HIV programs.
- The job holder is required to perform work-related travel

Program Management and Support (20%)

- Designated formally as the Agreement/Contracting Officer Representative/Alternate (A/COR) for at least one award. As A/COR, takes a major technical role in development of solicitation documents, reviews applications, supplemental awards, and requests for extensions. Liaises with USAID's Agreement and Contracting Officers on technical reviews, funding awards and agreement/contract amendments. Oversees cooperating partner/contractor performance, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for improving programmatic performance.
- Develops performance monitoring indicators for new or expanding HIV program components; works with relevant implementing partners to ensure these indicators are incorporated into performance monitoring plans and provides guidance for data collection, analysis and reporting; incorporates all new indicators into USAID Health Team performance reporting documents and reports.
- Prepares regular and ad hoc monitoring and evaluation reports on progress for USAID HIV/AIDS partners. These will be included in regular reports to USAID/Washington, the Office of the Global AIDS Coordinator (OGAC), and ultimately to the U.S. Congress. Reporting responsibilities are monthly, quarterly and annually. Assists with the preparation of the annual Country Operational Plan (COP).
- Collaborates with USAID health staff and IPs to develop a detailed HIV performance-monitoring plan that will ensure that program activities contribute to the overall goals of the Mission and its programs. The plan will include U.S. Government standard indicators, with a particular focus on the President's Emergency Plan for AIDS Relief (PEPFAR) indicators that can easily be used to

help measure the program's contribution at the community level and demonstrate regional and national impact. This will be achieved using site-level appropriate qualitative and quantitative research methods to measure the program indicators.

- Ensures that monitoring and evaluation findings are effectively and efficiently shared with the USAID/DRC's Health Office technical staff to ensure that appropriate and timely responses and/or actions are made to improve program implementation.
- As may be required, carries out Activity Manager responsibilities for cooperative agreements, grants, and contracts associated with HIV programs, providing oversight and monitoring of activity implementation.

Representation and Coordination (20%)

- Individually, and as a part of a group, the M&E Specialist provides leadership in the development and documentation of effective tools and approaches for M&E.
- The M&E Specialist participates in the development and implementation of capacity building and other participatory activities for USAID and IP staff that serve to broaden the knowledge and practice of effective M&E of health activities.
- The Specialist works together with GoDRC, the provincial government institutions, development partners, and other key stakeholders to support the strengthening of key health information systems at the national, district, and community levels. This includes attending technical working group meetings on related issues.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The M&E Specialist works under the general supervision of the HIV/AIDS Co-Team Lead or his/her designee. The position has no direct supervisory responsibilities.

4. Supervisory Controls

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 USG and Mission portfolio. Some technical direction may come from other professionals in the Mission; in general, however, the M&E Specialist will be expected to exercise considerable autonomy and judgment in discharging the duties of the assignment.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Determines minimum qualifications required for the position. Offerors who do not meet all of the education, experience and language factors are considered NOT qualified for the position.

a. Education: A Master's Degree in health sciences, social sciences, public health M&E, biostatistics, epidemiology, or other social science-related areas is required.

b. Prior Work Experience: A minimum of five (5) years of progressively responsible professional-level experience in the field of public health is required, including at least (3) years' experience in field-based data collection and analysis, and design and implementation of M&E systems for health sector development assistance programs. Experience in strategic planning, HIV/AIDS program design. Substantive experience in analyzing data and presenting findings in written or oral form is also required. Knowledge in statistics. The incumbent should also have experience in providing counsel/advice to health sector donors, government agencies, or to NGOs implementing donor-funded programs.

c. Language Proficiency: Level IV (fluent speaking/reading/writing) French is required. Level IV (speaking/reading/writing) English is required.

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>.

The Quality Ranking Factors listed below will be the basis for evaluating and ranking applicants for the position.

QUALITY RANKING FACTORS (QRF):

JOB KNOWLEDGE -50 points:

- The incumbent must have a thorough knowledge of M&E methodologies and tools and the development of organization-wide M&E systems.
- They must also have a thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting.
- An excellent knowledge of DRC characteristics, development perspectives, objectives and priorities, particularly on HIV/AIDS issues.
- A thorough knowledge and expertise in development programs and program planning, design, negotiation, implementation, review, monitoring, evaluation and reporting.

SKILLS AND ABILITIES - 50 points:

- Excellent data management, communication, and organizational skills are essential.
- The M&E Specialist must be able to compile, evaluate and present data for reporting program progress and impact, and possess strong quantitative and analytical skills.
- The incumbent must possess excellent interpersonal skills and be able to communicate effectively, both verbally and in writing, with government technical officers and donors' counterparts.
- Must have the ability to conceptualize, manage and evaluate activities.
- The incumbent must be able to operate word processors, office information systems, and personal computers. Strong skills in MS Excel, Word, PowerPoint and Access are required, and experience with at least one data management software program (SAS, SPSS).
- Also, s/he must have good writing skills for purposes of reporting, preparing reports, memoranda, and more.

Satisfactory Professional Reference Checks-Pass/Fail (no points assigned)**TOTAL POSSIBLE POINTS: 100****EVALUATION PROCESS:**

After the closing date for receipt of applications, EXO/HR Unit will review all applications and will short-list the candidates who meet and/or exceed the minimum qualification requirements for the position. A committee will then convene to review applications that meet and or exceed the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be evaluated and scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the evaluation process, the most qualified candidates may be requested to complete a written test and be interviewed either in person or by telephone at USAID's discretion. USAID will not pay for any expenses associated with the interviews.

Professional references checks will be made only for applicants considered for employment. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Note: Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete, sign, and submit the **offer form- DS-174 Application** for U.S. Federal Employment with a **cover letter** and **CV**. All the three documents must be in English. The DS-174 Application form can be found in the USAID website <https://www.usaid.gov/documents/ds-174-form>”
2. Offers should also include **a supplemental document** of up to two pages that demonstrates how prior experience and/or training directly address the Quality Ranking Factors stated above (Job Knowledge and Skills & Abilities).
3. Offerors must provide a list of minimum three (3) professional references who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone and e-mail numbers. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.
4. Offers must be received by **August 16, 2021 at 17:00 (Kinshasa Time)** submitted to the Point of Contact in **Section I**.
5. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
6. Offers must be submitted ONLY by e-mail attachment to usaidhrkinshasa@usaid.gov and the e-mail subject must say: **72066021R10013- USAID Project Management Specialist (Monitoring and Evaluation)**.
7. Please submit the Offer only once; and
8. **Late and incomplete Offers will not be considered.**

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Authorization for release of information form
2. Overseas Vetting Questionnaire
3. Diplomatic Security Identity Assurance System (DSIAS) enrollment form

VI. BENEFITS AND ALLOWANCES

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

1. **BENEFITS** (as applicable):
13th month bonus; 14th month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Group Medical Insurance Plan; Funeral/Death Plan: Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)
2. **ALLOWANCES** (as applicable):
Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

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: Cost - Product Service Code: R497 - Accounting Info: TBC	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>

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.

END OF SOLICITATION