

SOLICITATION NUMBER: 72066025R10008
ISSUANCE DATE: December 17, 2024
CLOSING DATE/TIME: January 14, 2025 at 17:00 (Kinshasa Time)

SUBJECT: **Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – USAID Development Assistance Specialist – Monitoring, Evaluation, Learning/Collaboration, Learning and Adaptation (MEL/CLA), 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 may not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including women and those from disadvantaged and under-represented groups, to respond to the solicitation.

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,

Claudia Houndje

Contracting Officer

Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: USAID 2220 Kinshasa Place Dulles, VA 20189-2220	Tel: (+243) 81 700 5701 https://www.usaid.gov/democratic-republic-congo
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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066025R10008
2. **ISSUANCE DATE:** December 17, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 14, 2025 at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** *USAID/DRC, Executive Office/Human Resources Unit*, e-mail at usaidhrkinshasa@usaid.gov
5. **POSITION TITLE:** **USAID Development Assistance Specialist - Monitoring, Evaluation and Learning/Collaboration, Learning, and Adaptation (MEL/CLA)**
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:** The period of performance is Five (5) years, estimated to start o/a June 2025 or earlier if required clearances are obtained. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a 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 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 Development Assistance Specialist - Monitoring, Evaluation and Learning/Collaboration, Learning, and Adaptation (MEL/CLA) is a member of the Program Office (PO) and provides technical assistance in: general program monitoring and evaluation; USAID and partner staff

use of a web-based management information system; developing indicators for monitoring USAID performance; supports the development of the USAID Performance Management Plan and project-level monitoring and evaluation plans; supporting project design; producing, at a minimum, annual reports on USAID performance; and supporting USAID to learn from and make decisions based on monitoring and evaluation data.

S/he will be an A/COR/Alternate/Activity on a third-party monitoring, evaluation and assessment contract as well as Activity Manager on MEL activities. S/he is the subject matter expert in tracking MEL outputs and provides guidance to the Front Office, the Ambassador, the interagency, and USAID/DRC technical offices on planning, design, implementation, evaluation and reporting on progress to mission, Embassy, USAID/W DOS/Wand Congress. S/he will report to the Office Director designate. The Specialist will work closely with Embassy counterparts in tracking USAID inputs into USG reporting and results. The jobholder is required to perform work-related travel up to approximately 10% of the time to monitor assigned activities and verify program results.

2. Statement of Duties to be Performed

Monitoring, Evaluation & Learning (MEL) - 60%

- Leads the Mission in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations and assisting the Mission management in using the performance data for decision-making and resource allocation.
- Advises Assistance/Development Objective Teams and Senior Management in designing and planning for evaluations, special studies and assessments.
- Coordinate the creation and review of the Program, Design and Learning budget to provide adequate financial resources for evaluations, special studies and assessments.
- Provides input into the design, implementation and dissemination of evaluations, special studies and assessments.
- Coordinates the creation of a Mission Performance Monitoring Plan including assessing the validity of the information and indicators that contribute to that plan.
- Assists technical offices teams select data collection methods for adequate monitoring and evaluation of implementing partners' performance and of the program as a whole (these methods may include field visits, quarterly reports, specialized surveys and other sources of information such as host-Government statistics). Assist technical teams in reviewing these methods and making improvements to their monitoring, evaluation and learning.
- Coordinates the regular review of progress towards achieving Development Objectives by Senior Management through program reviews, portfolio reviews or other processes.
- Encourages the use of performance information in resource allocation decisions by the Office Directors, Technical Team Leaders and Senior Management through leading discussions, preparing analysis or other measures.

- Identifies processes and systems to increase efficiency in gathering, analyzing and using performance data.
- Coordinates the process for updating policy and procedure documents to improve MEL to align with the Agency policies and requirements.
- Identifies ways to increase transparency of USAID's systems of reviewing results and disseminating performance data and results.
- Serves as the Point of Contact for MEL activities and provides guidance to technical teams.
- Communicates with the respective members of PPR office in Washington on issues related with monitoring and evaluation.
- In coordination with Mission Gender Advisor, leads on integrating gender-sensitive MEL across activity designs and during implementation.
- Assists Senior Management in building MEL capacities of IPs and government counterparts in managing for results.
- Serves as A/COR and conducts site visits in managing MEL contracts and agreements.
- Assists in the monitoring and evaluation of the implementation of activities; this may involve reviewing work plans, quarterly reports, participating in field visits, initiating regular portfolio reviews and contributing to program evaluations.
- Reviews training opportunities to ensure MEL design and planning skills for technical teams and Ips are up to date to comply with latest Agency guidelines and processes

Collaborating, Learning and Adapting – 20%

- Reviews training opportunities to ensure MEL design and planning skills for technical teams and IPs are up to date to comply with latest Agency guidelines and processes, such as ensuring gender compliance in MEL.
- Guides and advises Mission staff on CLA approaches in accordance with AID/W and Mission specific guidance, ensuring compliance with best CLA practices.
- Maintains up to date understanding of the most recent CLA practices and knowledge, and helps the mission implement innovative and useful tools with respect to CLA.
- Supports the application of CLA principles in Mission practices, such as design, implementation and portfolio reviews.

Coordination & Performance Reporting – 20%

- Leads in the coordination across technical teams for preparation inputs for various agency level reporting systems; this includes coordination with the USAID/DRC Gender Advisor and other relevant points of contract.
- Collects and enters data into the Performance Plan & Report (PPR) system, interagency database or reporting system to monitor and analyze performance indicator data.
- Guides technical teams in selecting and reporting on standard indicators for existing and new initiatives as per Agency reporting requirements.

- Coordinates inputs from Mission teams and implementing partners and contractors to complete narratives for required and ad hoc reports as requested by the U.S. State Department and USAID/W.
- Supports procedures for performance reporting for interventions across for various USAID program documents including the USAID/DRC's strategies, the annual Operational Plans (OP), PPRs, the Congressional Budget Justifications (CBJ), the Performance Management Plans (PMP), activity MEL plans, etc.
- Drafts reports and provides verbal briefings on MEL results and/or recommended actions to the Program Office Director and technical teams to generate inputs to the annual PPR, and other reports, as assigned.
- Succinctly responds to high demands and requests on program performance from USAID/W, Congress or the host-Government in a timely manner.
- Develops data visualization for performance data and other analysis and information to present to internal and external audiences, as requested.
- Support knowledge management efforts by implementing and maintaining information management systems and web-based visualization platforms, ensuring best practices to foster a learning environment and streamlining processes for managing the Mission's response to information requests, and storing and accessing data on the mission's programming.

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

Supervisory Relationship: The Specialist reports to the Supervisory Program Officer or their designate. S/he operates independently but consults closely as necessary with the supervisor. The Specialist manages all monitoring, evaluation and performance management operations related to the new conflict prevention and stability strategy, handles all work independently according to USG and USAID policies or accepted practices. S/he resolves MEL problems which arise by determining approaches to be taken and methods to be used. The MEL Specialist undertakes multiple evaluation assignments across multiple technical offices and sectors simultaneously with limited supervision. S/he consults when critical or urgent decisions are required from the Front Office, USAID/Washington or the host country government regarding performance management and reporting.

Supervisory Controls: The position will not have direct supervisory responsibilities. The Specialist is expected to serve as mentor to C/AORs, Assistant-level staff, and others in MEL systems and processes, and to provide other work guidance.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- A. **Education:** A minimum of a Bachelor's degree, (or host country equivalent) in International Development, Public/Business Administration, Statistics, Economics, Social Science, or similar field, is required.
- B. **Prior Work Experience:** Minimum of five years of progressively responsible professional experience in a performance monitoring and/or evaluation role with an international organization is required.
- C. **Language Proficiency:** Incumbent must be proficient in both English and French (Level IV), speaking and writing. Will be tested.

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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

QUALITY RANKING FACTORS (QRFs):

Job Knowledge (50%)

Thorough knowledge of international development strategies, program policies, regulations and evaluation techniques are required. The Specialist must have expert knowledge of simultaneously planning and overseeing monitoring and evaluations for complex programs across different sectors. S/he also must have expert knowledge of widely accepted MEL practices; knowledge of various evaluation methodologies; and generates and interprets spreadsheets and tables to analyze data to report performance trends to USAID management and USAID/W is essential. Must be able to absorb, analyze, understand and apply to complex tasks/situations. S/he must perform detailed specialist functions for monitoring and evaluation of projects within the legal, financial, and political environment and context of the country. Knowledge and use of state-of-the-art data collection and management tools, evaluation

methodologies, analytical tools, graphic presentations, data visualization, word processing and spreadsheets etc. and their role in disseminating performance results is required. Knowledge of Google applications and online cloud platforms is required. Knowledge of current social, political, economic and development issues in the host-country is required. The incumbent will be expected to develop familiarity with USAID's programming in the DRC and Central Africa region.

Skills and Abilities (50%)

Excellent analytical and conceptual skills to interpret data from various sources; to prepare reports and analyses; and to assess the impact of USAID programs/projects on socioeconomic development in the country are required. The Specialist must have developed skills in monitoring, evaluation, and performance management. A basic understanding of international development MEL principles and approaches as well as knowledge of the host-country development context, economy and political institutions and a fundamental understanding of development challenges facing the country is required. Ability to plan and execute MEL activities across several sectors simultaneously is a must. Training and mentoring skills essential for conveying critical MEL concepts to technical teams and mission leadership is essential. Excellent interpersonal skills to develop and maintain effective working relationships with senior government counterparts, the private sector, NGO, university/think tanks, other donor counterparts and USG agencies are required. Excellent presentation and report writing skills are required and the Specialist must be able to synthesize complex program data and Agency MEL policies to translate it into simple, succinct information which can be used to track performance, make decisions, execute programs and ensure compliance to USAID performance reporting requirements. Working with the USG and with external audiences, the Specialist must use tact and diplomacy in sensitive matters and represent USAID during public speaking events.

This role requires the ability to respond professionally and adjust in fluid situations to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills are necessary including ability in Excel and other analytical databases and the Google Suite. Demonstrated tact and understanding in dealing with technical teams and USAID virtual team members. Incumbent must be a self-starter with strong organizational skills and a customer service mentality.

Satisfactory Professional Reference Checks-Pass/Fail

SELECTION PROCESS

After the application deadline, the EXO/HR Unit will refer all correctly submitted applications to an English language test and other relevant skills tests as part of the screening process. The HR team will review the test results and invite candidates who meet the minimum standards to complete the form [AID 309-2](#) (*Offeror Information For Personal Services Contracts With Individuals*) for further consideration. Shortlisted candidates will then be evaluated by a committee based on the outlined criteria and will participate in a written test and/or interview at USAID's discretion.

Only shortlisted candidates will be contacted. No responses will be sent to unsuccessful applicants.

Reference checks will be conducted only for applicants under consideration for employment. References should provide detailed information about the applicant's past performance and abilities. Note: Additional references may be obtained independently beyond those provided by the applicant.

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

Applicants must submit a **Curriculum Vitae (CV/resume) with a cover letter ONLY** by email to usaidhrkinshasa@usaid.gov by **January 14, 2025** using the email subject line: **"72066025R10008 USAID Development Assistance Specialist - Monitoring, Evaluation and Learning/Collaboration, Learning, and Adaptation (MEL/CLA)"**. This number is the solicitation number. Email subject lines that do not strictly adhere to this policy may be considered invalid.

Submit only one offer per candidate.

Late or incomplete Offers will be considered invalid.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- Overseas Vetting Questionnaire (valid/Updated electronic copy)
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form
- ID or Passport (all passport covering past 7 years)
- School Documents (Diploma, Certificates, and Transcripts)
- Proof of work/End of service Certificate,
- Proof of Residency.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC 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); Medical Benefits; 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.

6. **FAR Provisions Incorporated by Reference**

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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END OF SOLICITATION