



USAID | LIBERIA

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GENERAL INFORMATION

1. **SOLICITATION NO:** 72066924R10005
2. **ISSUANCE DATE:** August 26, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** September 6, 2024 at 11:59 pm Monrovia time
4. **POINT OF CONTACT:** Human Resource Office, email at LiberiaHR@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Monitoring, Evaluation, and Learning [MEL])
6. **MARKET VALUE: \$45,350.00 - \$ 72,566.00, Grade FSN- 11**

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment for the purpose of automatic tax withholding.
7. **PERIOD OF PERFORMANCE:** Maximum of five (5) year's total contract duration. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to need for continued services, satisfactory job performance and availability of funds.
8. **PLACE OF PERFORMANCE:** Monrovia, Liberia with possible travel up to 20%.
9. **ELIGIBLE OFFERORS:** This solicitation is available for Cooperating Country Nationals (CCNs). CCNs are individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Non-Liberian citizens must possess a valid Liberian work permit in compliance with host government laws and regulations prior to application. The Embassy cannot sponsor applicants for work permits.
10. **SECURITY LEVEL REQUIRED:** Facility access approved by the U.S. Embassy Regional Security Officer at post.

11. STATEMENT OF DUTIES

Basic Function of Position

The USAID Project Management Specialist (Monitoring, Evaluation, and Learning [MEL]) is located in the Liberia Mission Health Office and plays a lead role in the development of effective strategic information and monitoring, evaluation, and learning systems in support of the full range of Contracting/Agreement Officer's Representative (C/AOR) managing Mission Health programs/projects/activities.

The Specialist applies evaluation research to the monitoring of program/project/activity implementation in order to document results, and to translate MEL and other data into meaningful policy and program improvements. The Specialist serves as a subject matter expert and key contributor to strengthening the

capacity of information systems, providing senior-level technical guidance to Health Office leaders, the broader USAID Mission, Implementing Partners (IPs) involved in program monitoring and evaluation, and within the cooperating country government. The Specialist serves as a C/AOR or Activity Manager, responsible for providing technical and programmatic guidance to assigned activities.

The Specialist is a key member of the Health Office, Health Systems Strengthening (HSS) Team. The jobholder reports to the Office Director or designee and has no formal supervisory responsibility.

Major Duties and Responsibilities

Program/Project/Activity Performance Management and Reporting 50%

- Provides senior/high level technical guidance to Health Office, Mission staff, IPs, and other USG agencies on MEL concepts, processes, design, training, and best practices.
- Provides expert direction and technical guidance in the implementation of the Health Office portions of the Mission Performance Management Plan (PMP), and Health Office responsibilities from Mission PMP; and, MEL services and support to IPs in the development and implementation of program/project/activity Monitoring, Evaluation, and Learning Plans.
- Provides guidance to IPs in understanding of the Performance Monitoring Plan systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
- Provides technical monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies in order to plan and manage Health Office responsibilities related to the PMP, including collection, assessment of validity, and improving data quality.
- Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.
- Provides technical leadership to C/AORs and IPs to ensure activity work plans and monitoring plans include relevant and effective performance measures, which together provide greater results and more accurate measurements.
- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and Health Office topics. Briefs Health Office and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.
- Provides expert guidance to Health Office technical staff on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance reports.
- In collaboration with the Mission Program Office, leads the Health Office compilation and reporting on the annual Performance Plan and Report (PPR) to Congress and ensures all required indicators have appropriate targets and data are collected and reported on by IPs.
- Leads USAID's support to the cooperating country government for the development and management of a national information system, and a central repository (data warehouse) for Health data; and, serves as USAID point of contact for health data and information systems.

Evaluation and Organizational Learning 20%

- Provides technical guidance and leadership to ensure evaluations are properly planned and carried out in a high quality and professional manner, by aiding Health Office C/AORs to draft appropriate Scopes of Work (SOWs) for evaluation Teams, by actual participation in and/or leading evaluation Teams, and by ensuring that Team comments on draft evaluation reports are reflected in final reports.
- Leads a team in the development and execution of an evaluation plan that ensures compliance with USAID Evaluation Policy. Advises thematic teams/working groups and technical specialists on planning, designing, and implementing appropriate Evaluation Plans.
- Provides technical guidance and leadership to other USG agencies in the development, preparation, and dissemination of results of Public Health evaluations, Demographic Health Surveys, etc.
- Leads cross-cutting evaluations, and supports prioritization and implementation of recommendations, as required.
- Manages the Collaborating, Learning, and Adapting (CLA) component of Health Office activities.
- Organizes and leads roundtables and consultations with Health Office staff, IPs, and other stakeholders to develop a Learning Agenda for Health interventions; identifies mechanisms for implementing research; and, manages implementation of research and evaluation activities and dissemination of results.
- Provides technical leadership and oversight to the Ministry of Health and other cooperating country government staff to ensure that national-level data is available and reliable, and works with inter-agency Heads of Departments and senior technical staff to ensure that USG data contributes to an accurate picture of the situation on the ground, that double-counting is avoided, and that results are attributable to USAID (and USG) interventions.

Project Management 20%

- Serves as a C/AOR and/or Activity Manager for MEL programs/projects/activities awarded through the Health Office, providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission, and USG objectives.
- Conducts site visits and data quality audits, as required, in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency and judicious use of USG funding.

Representation 10%

- Represents the Health Office, Mission, and USG at national and/or international technical and programmatic meetings, and in consultations with other social sector donors, government officials, and IPs.
- Provides technical and strategic leadership in the preparation of key annual and mid-term planning reporting documents including Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.
- Drafts talking points and/or speeches for the Office Chief, Mission Director, Ambassador and others, as required, and prepares briefing papers, presentations, and coordinates site preparations for VIP site visits.

Supervision controls: The Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Specialist is expected to serve as mentor to C/AORs, Assistant-level staff, and others in SI and MEL systems and processes, and to provide other work guidance.

Supervisory Relationship: The Specialist works under the very general supervision of the Health Office Chief/, and the closer but general supervision of the HSS Team Lead. 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 cooperating country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Master's degree or local equivalent from an accredited program in social science, statistics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology or other quantitative discipline, or the local equivalent, is required.
2. **Prior Relevant Work Experience:** A minimum of five years of progressively responsible, professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in a development-oriented workplace, or a related field, for other donor agencies, cooperating country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.
3. **Work/Residency Permits:** Valid work and/or residency permits allowing work in Liberia, (if applicable).

To advance to the evaluation stage, applicants must meet the minimum qualification above. Applicants who do not meet all the education and experience requirements are considered not qualified and will not receive further consideration.

III. EVALUATION AND SELECTION FACTORS

Evaluation Criteria/Factors

A technical evaluation committee will be convened to review and rank applications that meet the minimum qualifications in accordance with the evaluation criteria/factors. The evaluation criteria/factors are used to determine the competitive range of qualified applicants (shortlist). Applicants must demonstrate how they meet each evaluation criteria outlined below (Section III, item 1 to 3) within the application's cover letter. Each application is evaluated strictly based on the information provided. The rating factors are as follows:

1. **Professional Experience (20 points)**

During application review stage the TEC will evaluate relevant experience to the position using the factors below:

A minimum of five years of progressively responsible, professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. At least two years of this experience in a development-oriented workplace, or a related field,

for other donor agencies, cooperating country organizations, or private-sector institutions, and which included project design, performance monitoring, and/or the analysis and interpretation of large amounts of data, is required.

2. **Technical Expertise and Job Knowledge (30 points)**

Top ranking applications with the most relevant experience into position, will proceed to take a **technical written test** to evaluate their technical expertise and job knowledge based on the factors below:

The Specialist must have in depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring and evaluation. The Specialist must have excellent knowledge of MEL systems, public health programming, and international donor operations in the sector. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of the cooperating country; development problems in the health sector in the cooperating country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the cooperating country and the region.

3. **Competencies (Skills and Abilities) (50 points):**

Further, top ranking applicants will with the most relevant experience and technical expertise and job knowledge, will be interviewed to evaluate their skills and abilities including interpersonal skills:

The Specialist must have the ability to plan, organize and execute complex MEL activities, including the ability to provide technical leadership and apply this ability to programming in the cooperating country and the region. The Specialist must have the ability to issue precise and accurate factual reports using rigorous analytical and interpretive skills. Excellent communication skills both writing and speaking, especially in being able to communicate technical subjects to individuals with nontechnical background. This role requires the ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures. Excellent computer and software skills including ability in Excel, SPSS, STATA, R and/or other analytical databases.

4. **Language Proficiency:** Level IV (Fluent) English, both oral and written. PASS/FAIL

Total Possible Points = 100

Selection Process

USAID reserves the right to conduct interviews only with top-ranked applicant(s) and make the interview a deciding factor in selection before making a recommendation to the Contracting Officer (CO). Interviews may be conducted in-person, by phone, or virtual means and will be evaluated separately. USAID also retains the right to amend or cancel the solicitation and associated actions at any stage of the recruitment process.

Top-ranked candidates in a competitive range may be given a recruitment test. Candidates with a passing score from the recruitment test will be invited for an interview. The recruitment test may be administered before (to serve as a qualifier to the interview) or after the interview (to serve as part of the interview determination). The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test (if administered); an interview; and the results of reference checks. A security authorization and medical clearance are required prior to employment.

The technical evaluation committee may conduct references checks, including references from other independent sources not specifically identified/provided by the candidate(s), and may do so before or after a candidate is interviewed. If USAID should not contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence. Reference checks will be assessed as either pass/fail (No points assigned). Only shortlisted and interviewed candidates will be notified of the selection outcome.

Multiple Awards: USAID anticipates the award of one (1) contract as a result of this solicitation. USAID reserves the right to award more or fewer awards than the anticipated number of contracts stated above. USAID also reserves the right to select additional candidate(s) if vacancies become available during future phases of the selection process.

IV. SUBMITTING AN OFFER/APPLICATION

1. Cover letter that addresses each evaluation criteria outlined in Section III, items 1 to 3.
2. Eligible Offerors are required to complete and submit the offer form [AID 309-2](#), detailed current resume or curriculum vitae (without photo) not to exceed 3 pages providing email address and a daytime telephone number;
3. Offerors must submit three (3) references who are not friends or family members, along with their contract information.
4. 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.
5. Offeror submissions must clearly reference the Solicitation number on all submitted documents.
6. Incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Background investigation forms
- Medical clearance forms

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a) Annual Salary Increase (if applicable)
 - b) Annual Leave and Sick Leave
 - c) Health Insurance
 - d) Observe Local Public and American Federal Holidays
 - e) Foreign Service National Defined Contributions Plan (FSN DCP)
 - f) Employee Tuition Assistance Program (if applicable)
2. ALLOWANCES (as applicable):
 - a) Transportation Allowance
 - b) Miscellaneous Allowance

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

USAID regulations and policies governing CCNPSC 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/ads/policy/300/aidar>
2. **Contract Cover Page** form AID 309-2 available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

Line Item

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe, Benefits and Other Direct Costs (ODSc) - Award Type: Cost - Product Service Code: R497 - Accounting Info. TBD	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. The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer (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>.
7. **FAR Clauses**

52.204-27 Prohibition on a Bytedance covered application.

Equal Opportunity Employer

USAID is committed to a diverse and inclusive workplace. We are an equal opportunity employer and value diversity at our mission. We consider all applicants on the basis of merit without regard to race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

--END OF SOLICITATION--