SOLICITATION NUMBER: 72066722R00006

ISSUANCE DATE: 08/16/2022

CLOSING DATE/TIME: 08/30/2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service (CCNPSC - Local Compensation Plan) ALL INTERESTED APPLICANTS

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,

[Signature]

Susan Easley
Contracting Officer (CO)
I. GENERAL INFORMATION

I. SOLICITATION NO.: 72066722R00006

II. ISSUANCE DATE: 08/16/2022

III. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: 08/30/2022 at 4:00 pm
Khartoum time.

IV. POINT OF CONTACT: USAID Human Resources Office, e-mail at
khartoumusaidhr@usaid.gov

V. POSITION TITLE: Project Management Specialist (Food Aid Field Monitoring) – Bureau of
Humanitarian Assistance Office (BHA)

VI. MARKET VALUE: $34,465.00- $51,697.00 US Dollars, equivalent to FSN-10. In
accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy
Khartoum/USAID. Final compensation will be negotiated within the listed market value.

VII. PERIOD OF PERFORMANCE: One Year, renewable as appropriate estimated to
start on September 25, 2022.

VIII. PLACE OF PERFORMANCE: Khartoum, Sudan, with possible travel as stated in the
Statement of Duties.

IX. ELIGIBLE OFFERORS: Sudanese Citizens or non-Sudanese lawfully
admitted for permanent residence in Sudan.

X. SECURITY LEVEL REQUIRED: The successful candidate will be required to obtain a security
clearance “Sensitive but Unclassified” (SBU), as pre-condition for employment

XI. STATEMENT OF DUTIES

1. General statement of purpose of the contract

<table>
<thead>
<tr>
<th>BASIC FUNCTION OF POSITION</th>
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<tbody>
<tr>
<td>The Food Aid Field Monitoring Specialist will ensure effective management and targeting of Bureau for Humanitarian Assistance (BHA) resources in Sudan. His/her primary responsibilities are to monitor food security in Sudan, the need for international food assistance, and the effectiveness and quality of implementation of Title II and IDA funded food aid programs and to prepare reports to inform the USAID Mission, BHA/Washington and the regional BHA Office in Nairobi,</td>
</tr>
</tbody>
</table>

2. Statement of duties to be performed

<table>
<thead>
<tr>
<th>MAJOR DUTIES AND RESPONSIBILITIES</th>
<th>% OF TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordination with relevant partners:</td>
<td>15% of time</td>
</tr>
<tr>
<td>1. Meets with relevant USAID, UN, NGO partners, private sector actors and consultant experts to share, receive and discuss information related to household food security and the targeting and use of food aid.</td>
<td></td>
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</tbody>
</table>
• Represent USAID at monthly and extraordinary UN, NGO- or GOS- led inter-agency meetings coordinating relief and resiliency activities in: food aid, food security and livelihoods, nutrition, and agriculture
• Seek out experts in these relevant fields and engage with them for information exchange and in-depth discussion about needs for appropriate intervention
• Regularly meet with those involved in implementing food aid activities, including USAID’s direct partners as well as UN agencies (especially WFP) and their implementing partners

Conducts regular field monitoring visits: 50% of time

2. In regular field monitoring visits, collects primary and secondary data about:
• Food security and underlying factors, including the role of food aid commodities in Sudanese households.
• The quality of implementation of USG supported food aid activities, especially the effectiveness and accuracy of targeting, efficiency of distribution, and evidence of actual or potential for diversion of food aid
• Nature, prevalence, and outcome of prominent household livelihood pursuits and factors that enable or constrain their success.

This will be achieved by spending on average, 10-15 days per month in rural Sudan interviewing men and women who engage in various livelihood pursuits:
• These interviews are conducted in homes, in community meetings, at sites of income generating activities, and at sites of food aid or other relief or development activities.
• Care is taken to include interviews with both beneficiaries and non-beneficiaries of food assistance.
• Interviews cover points outlined by a general interview guide, but the Specialist engages interviewees using an informal, conversational style to gain the interviewees’ trust, and gather and cross-check accurate information in a non-threatening manner.
• Specialists often join multi-agency assessments led by the government or another agency, especially WFP and FAO.
• Specialists work closely with FEWS so that the monitoring activities are complementary, and not redundant.

Reports findings of field monitoring visits 25% of time

3. Reports findings of field monitoring visits and meetings with other experts to USAID/BHA and implementing partners, including recommendations to resolve issues that need to be addressed and other ways to improve programming.
• In the field, the specialist communicates both positive and negative observations about food aid activity implementation, including constructive advice about ways to overcome obstacles, to take greater advantage of enabling factors, and to assure adherence to USAID policies and regulations.
• The specialist reports following each trip and/or meeting to BHA/Sudan about observations and interpretations from that month’s visits, highlighting evidence showing improvement or deterioration in food security, changes in needs for or targeting of food aid, factors that constrain or enable the effectiveness of food aid programs, and evidence that programming other than food aid might be more appropriate.

Strategic planning and information sharing 10% of time

4. Meets with other BHA staff and access other professional sources to improve knowledge about the use of food aid to improve food security and conditions that boost or limit its effectiveness.
• Approximately 1-2 monthly, the full BHA team assembles to exchange, discuss and interpret information gathered from the various locations by the Specialists.
To expand his/her capacity, each Specialist independently accesses academic and journalistic sources regarding food security and the targeting and distribution of food aid, in general and in Sudan, including nutritional or food security reports prepared by government, UN, NGO or FEWS teams.

Participates in USAID planning and strategy sessions regarding food aid and food security and advise about food aid needs.

### POSITION ELEMENTS

a. **Supervision Received:** Direct supervision from the BHA Office Manager or his/her designee

b. **Supervision Exercised:** May be asked to plan and direct the work of other Food Aid Field Monitoring Specialists – if this role is specifically delegated

c. **Available Guidelines:**
   - Title II, Public Law 480 and AID Regulation 11
   - USAID ADS Handbooks
   - USAID Mission Orders

d. **Exercise of Judgment:**
   Expected to take initiative and act independently with little direction

e. **Authority to Make Commitments:**
   No authority to make financial commitments on behalf of the US Government, unless such authority is specifically delegated

f. **Nature, Level, and Purpose of Contacts:**
   Members of UN organizations, NGOs and government entities linked to humanitarian activities; USAID American and FSN personnel and Embassy FSNs.

g. **Time Expected to Reach Full Performance Level:** One year

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

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.**

### II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

All candidates must meet the Minimum Qualifications. Applications will be screened accordingly, and only those who meet the below, required criteria, will be moved forward in the recruitment process.

a. **Education:** Bachelor’s degree is required in a field relevant to food security and food aid program management, such as agriculture, nutrition, international development, or economics.

b. **Prior Work Experience:** At least five years of progressively responsible and related field work experience in the humanitarian assistance, including food aid.
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.

a. **Education:** Bachelor’s degree is required in a field relevant to food security and food aid program management, such as agriculture, nutrition, international development, or economics.

b. **Prior Work Experience:** At least five years of progressively responsible and related field work experience in the humanitarian assistance, including food aid.

c. **Language Proficiency:** Level IV fluency in both oral and written English and Arabic is required.

d. **Job Knowledge:**
   - Knowledge of principles and ethical implementation of international development and relief
   - Knowledge and experience with food aid programs (Specific experience with Title II programs highly desirable)
   - Technical expertise in a food aid/food security related field (e.g., agriculture, nutrition, international development, economics, veterinary science).
   - Knowledge of and experience in applying methods of collecting and analyzing information, including informal, participatory, qualitative and quantitative methods

e. **Skills and Abilities:**
   - Competency in computer basic skills, to include knowledge of Microsoft Word and Excel, e-mail, and internet required. Experience using data bases and analytic packages such as SPSS, Access, or GIS desirable.
   - Ability to review, evaluate and apply complex policies and regulations.
   - Ability to provide rapid, concise, accurate reporting, both verbally and in writing
   - Ability to work cooperatively in teams and multicultural environment
• Willingness to regularly undertake extensive field work assignments for weeks at a time, often in austere conditions, spending approximately 50% of the time away from his/her base of operations.
• Good interpersonal communication skills
• A solution-seeking attitude.

<table>
<thead>
<tr>
<th>Selection Factors</th>
<th>Scoring Percentage</th>
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<tbody>
<tr>
<td>Education/academic requirement</td>
<td>15%</td>
</tr>
<tr>
<td>Experience</td>
<td>30%</td>
</tr>
<tr>
<td>Language Proficiency</td>
<td>15%</td>
</tr>
<tr>
<td>Knowledge</td>
<td>20%</td>
</tr>
<tr>
<td>Skills &amp; Abilities</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

* As per details reflected under Qualifications above.

SELECTION PROCESS:
To be considered for candidacy, offerors must address each criterion in their application as to how they meet the minimum qualifications required for the position mentioned in Section II, Item a-b. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the offeror to provide all pertinent information.

Applications will be initially screened and scored in accordance with evaluation factors and points mentioned above. Offerors in a competitive range might be tested for English language competency and technical knowledge. Offerors with passing marks from the recruitment and language tests, will be invited for an interview. The recruitment tests and the interview will be structured around the evaluation factors mentioned above. The successful offeror will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test; an interview; and the results of reference checks. References may be obtained independently from other sources in addition to the ones provided by an offeror.

Only offerors within a competitive range will be contacted. No response will be sent to unsuccessful offerors.

Internal candidates employed under Chief of Mission Sudan are only eligible to apply upon completion of one year in their current position.

IV. SUBMITTING AN OFFER

Interested offerors must submit the following:

1. Eligible offerors are required to complete and submit the AID 309-2 (Offeror Information for Personal Services Contracts with Individuals) form. The AID 309-2 Application form can be found on the USAID website Offeror Information For Personal Services Contracts With Individuals (AID 309-2). Continuous Pages are required if your work experience description goes beyond Section C

- Continuous Pages of Section C of form AID 309-2 can be found in the following link https://drive.google.com/file/d/1RvrjVG8ga4E9FNx-OtCqYTQ4mN7FKcqy/view?usp=sharing
2. A resume or curriculum vitae (CV) without photo.
3. A copy of transcript.
4. A copy of Sudanese ID card or valid Sudanese Residency and Employment Permit. Please note that USAID is not able to sponsor offerors for the permit.
5. A cover letter (optional), a certified copy for name change (if any).
6. All required documents must be scanned and submitted via email only. Please ensure documents are in Microsoft Word or Adobe Acrobat PDF formats. Please do not submit documents in zip files or web links.
7. Application must be received by the closing date and time specified in Section I, item III, and submitted to the address in Section I, item IV.

To ensure consideration of application for the intended position, the offeror must prominently reference the Solicitation Number in the application submission. The email subject should read: First name Last name – USAID 72066722R00006

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.

2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES
As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
   Basic Rate: $34,465.00- $51,697.00

2. ALLOWANCES (as applicable):
   COLA**: $6,203.7 - $9,305.5
   Meal Allowance: $315.00
   Family Allowance: $557.00 annual per Employee’s dependent Spouse (only one spouse is authorized)
   $827.00 per annual for each unmarried, dependent child under the age of 21, up to six children

VII. TAXES
In accordance with Mission policy, LE staff is responsible for calculating and paying local income taxes. The U.S. Mission 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 and TCN PSC awards are available at these sources:


   Pricing by line item is to be determined upon contract award as described below:

   **LINE ITEMS**

<table>
<thead>
<tr>
<th>ITEM NO (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANT ITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
</table>
   | 0001        | Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
                - Award Type: Cost  
                - Product Service Code: [e.g. R497]  
                - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS] | 1 | LOT | $ _TBD | $_TBD at Award after negotiations with Contractor_. |
   | 1001        | Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
                - Award Type: Cost  
                - Product Service Code: [e.g. R497]  
                - Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | $ _TBD | $_TBD at Award |
   | 2001        | Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
                - Award Type: Cost  
                - Product Service Code: [e.g. R497]  
                - Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | $ _TBD | $_TBD at Award |
   | 3001        | Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
                - Award Type: Cost  
                - Product Service Code: [e.g. R497]  
                - Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | $ _TBD | $_TBD at Award |
   | 4001        | Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)  
                - Award Type: Cost  
                - Product Service Code: [e.g. R497]  
                - Accounting Info: [insert from Phoenix/GLAAS] | 1 | LOT | $ _TBD | $_TBD |

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](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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

He PSC Ombudsman may be contacted via: **PSCOmbudsman@usaid.gov**.