



# USAID | LIBERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: VA-669-20-00009

ISSUANCE DATE: 05/13/2020  
CLOSING DATE/TIME: 06/12/2020 (17:30 local time)

SUBJECT: Solicitation for the Education Program Specialist, (M&E) Cooperating Country National Personal Service Contractor (CCNPSC)

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 III 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,

/s/

Robert W. Appiah  
Supervisory Executive Officer

## ATTACHMENT 1

### I. GENERAL INFORMATION

**SOLICITATION NO:** VA-669-20-00009

1. **ISSUANCE DATE:** 05/13/2020
2. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 06/12/2020 at 17:30 Monrovia time
3. **POSITION TITLE:** Education Program Specialist, (M&E)
4. **MARKET VALUE:** USD \$40,344.00 to USD \$64,550.00 equivalent to CCN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of the US Embassy in Monrovia, Liberia. Final compensation will be negotiated within the listed market value.
5. **PERIOD OF PERFORMANCE:** Initial contract will be for one year (with optional years included for extension, not to exceed five years), based on the programmatic needs, funding availability, and performance. This is considered a permanent position.

Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of series of sequential contract; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

6. **PLACE OF PERFORMANCE:** Monrovia, Liberia with possible travel within the country and overseas.
7. **SECURITY LEVEL REQUIRED:** Facility and computer access
8. **STATEMENT OF DUTIES:**

#### A. BASIC FUNCTION OF THE POSITION

The incumbent will be based in the USAID/Liberia Mission in Monrovia. S/he will serve as a member of the USAID Education Team, working to support overall internal operations and to streamline and standardize processes that support more effective portfolio management. The incumbent will also interact regularly with other offices within the USAID Mission, including the Financial Management, Acquisition, and Assistance, Program and Project Development Offices. S/he will accomplish work related to the conceptualization, design, documentation, and management of development assistance projects. S/he will play a key role in data and information management and analysis and in reporting on program budgets, work plans, performance management plans and overall activity performance.

#### B. MAJOR DUTIES AND RESPONSIBILITIES:

##### (1) **Program Design & Administration (50%)**

- a. Coordinating and supporting new activity design, program evaluations, procurements, and ongoing implementation actions in support of the Education Office.
- b. Drafting and reviewing scopes of work and independent government cost estimates for new activities, evaluations, special studies or personnel.
- c. Serving as the Education Team point of contact for unsolicited applications.
- d. Supporting the Education Office in carrying out Agency and USAID/Liberia priorities, strategies,

and directives.

- e. Providing input into USAID/Liberia's review of documentation submitted to USAID/Washington.
- f. Assisting the Education Office in identifying innovative and best practices for education activities.
- g. Providing monitoring and evaluation support to activity managers as needed, including field visits to education project sites.
- h. Serving as COR/AOR on the Education Office's monitoring and evaluation activity(ies) measuring Education Office performance through impact or other evaluations.

## **(2) Financial Management & Performance Reporting (30%)**

- a. Working closely with the Office of Financial Management and Program and Project Design Office providing overall coordination and internal monitoring and analysis of the Education program budget, assisting the Education Team with the use of the OPSMASTER system.
- b. Maintaining all Education Office budget documentation, including pipeline analysis, and providing regular briefings to the Education Team on this information.
- c. Serving as the Education Office's liaison with the Mission's outside third-party monitoring and evaluation support contractor (e.g., the Liberia Strategic Analysis (LSA), assisting the Education Team with the use of the performance and data management PIDS system.
- d. Leading the internal tracking of performance indicators and results and coordinating the annual Operational Plan and Performance Plan and Report (PPR) preparation processes for the Education Office.
- e. Contributing to the organization and writing of other official planning and performance reports.

## **(3) Program Information Management & Communications (20%)**

- a. Preparing program/project documents and guiding Education Office team members on document preparation.
- b. Contributing to the organization and writing of official planning and performance reports.
- c. Preparing and maintaining office briefing materials, sector profiles, fact sheets and other core communication materials in collaboration with the Mission's Development Outreach Coordinator (DOC).
- d. Supporting the preparation of events materials, including speeches, talking points, success stories and press releases for education projects.
- e. Supporting preparation of materials for portfolio reviews.
- f. Meeting with stakeholders to provide information on the education portfolio.

## **9. AREA OF CONSIDERATION: Open to All Interested CCNs (Cooperating Country Nationals).**

AIDAR, Appendix J. 1 (b) Definitions:

- (6) "Cooperating country" means the country in which the employing USAID Mission is located.
- (7) "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. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## 11. POINT OF CONTACT:

All application packages are to be submitted:

**Education Program Specialist, (M&E)**

by email to: [LiberiaHR@usaid.gov](mailto:LiberiaHR@usaid.gov)

## 12. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Master's degree in Education, International Development, Public Policy, Knowledge Management, Communications, the social sciences or other relevant field.
- b. **Prior Work Experience:** Minimum of five (5) years of experience in international development, administration, project management, development communications or applied research and evaluation is required, preferably in the field of education.
- c. **Post Entry Training:** Orientation and on-the-job training in all aspects of USAID program management, use of ADS, and Managing for results. Participation in local and international seminars and workshops. Completion of USAID Introduction to Program Cycle (IPC), formerly called Programming in Foreign Assistance) training, Program Development and Management (PDM) training, COR training (if required), Education-related training, M&E training, and other trainings, as necessary (e.g., PMP, area expertise).
- d. **Language Proficiency:** Level (II, III, IV) Fluent; Excellent English writing, editing and speaking skills, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents are required.
- e. **Job Knowledge:** Candidates should be able to demonstrate a broad knowledge of development theory and education or other directly relevant fields. A strong working knowledge of project, budget and information management, monitoring and evaluation, applied research, and communication is preferred. candidates should possess a thorough understanding of the economic, political, social, and cultural characteristics of Liberia, with knowledge of key priorities and resources in the education sector preferred.
- f. **Skills and Abilities:** Candidates must possess an ability and willingness to learn quickly, take initiative and work independently, as well as within a diverse team. The position requires the ability to obtain, organize and analyze a range of information and to create concise communications and reports, the ability to utilize data for project planning and management, and strong technical and interpersonal communication skills to develop and maintain collaborative working relationships. Candidates must be able to work effectively under pressure to carry out specific, results-oriented tasks. The incumbent should be highly proficient in the use of core computer programs (i.e., Google, Word, Excel, PowerPoint) for the review and development of internal and external communications and to track and present quality data.

## **I. POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent will work under the direction of the Supervisory Education Officer or his/her designee. S/he will develop a personal annual performance plan, in coordination with his/her supervisor, and will be evaluated annually based on the performance plan.
- b. **Supervision Exercised:** The Specialist is not expected to supervise other employees.
- c. **Available Guidelines:** USAID's Automated Directives System (ADS), especially Series 200 and 300, USAID Mandatory and Standard Provisions, the FAR and AIDAR, Agency Notices, Initiatives and Directives that emanate from regional or global USAID offices, USAID Mission Orders, Mission strategy, and other donor publications and sector analyses; sector-specific USAID strategies.
- d. **Exercise of Judgment:** Independent judgment required to coordinate with stakeholders and beneficiaries and to assess with sensitivity the needs and concerns of customers, service providers and managers in the sector. Must judge the soundness of the implementation of programs; and actively utilize monitoring, research and evaluation tools of USAID's education programs.
- e. **Authority to Make Commitments:** No authority to make funding commitments.
- f. **Nature, Level, and Purpose of Contacts:** Maintains contact with senior stakeholders at the political and technical levels, donors, private sector firms, civil society and civil administration institutions. The M&E Specialist works closely with Government of Liberia officials and plays a lead role in monitoring and evaluating implementation progress and the performance of USAID-financed education contractors and grantees.
- g. **Time Expected to Reach Full Performance Level:** 12 months

## **III. EVALUATION AND SELECTION FACTORS**

Applicants selected for interview will also be evaluated on their interview, as well as reference checks. Following is the evaluation criteria for this position:

- Education background (15 points)
- Program Design & Administration (30 points)
- Financial Management and Performance Reporting (30 points)
- Oral and Written Communication (25 points)

### **SELECTION PROCESS**

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application. After initial screening of applications, only short-listed applicants will be contacted and invited for an interview, as well as a written exercise.

## **HOW TO APPLY**

Applications shall be submitted no later than the closing date specified, and should include the following:

1. A clearly typed application cover letter that briefly summarizes why you believe you are qualified for this position.
2. Resume or CV.
3. The names and contact details of three references that can attest to your work experience.
4. Documentation (e.g. copies of certificates, coursework, on the job training or degrees) that address the minimum requirements of the position.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.