



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066324R00008

ISSUANCE DATE: 7/25, 2024

CLOSING DATE/TIME: 8/24, 2024, 5pm (EAT)

SUBJECT: Solicitation for a **U.S. Personal Service Contractor (USPSC) – Water Security, Sanitation, and Hygiene (WASH) Team Lead**

Dear Prospective Candidates:

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 I** of this solicitation. Incomplete or unsigned offers will 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 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 I.

Sincerely,

Amy McQuade
Supervisory Contracting Officer

U.S. Agency for International Development
US Embassy
Entoto Road
P. O. Box 1014
Addis Ababa, Ethiopia

Tel : 251-11-306002
Fax : 251-11-242438
Website: www.usaidethiopia.org

USA Address:
2030 Addis Ababa Place
Washington, DC 20521-2030

I. GENERAL INFORMATION

- 1. **SOLICITATION NO.:** 72066324R00008
- 2. **ISSUANCE DATE:** 7/25, 2024
- 3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 8/24 2024, no later than 5:00 p.m (EAT) (close of business).
- 4. **POINT OF CONTACT:** John Marten, A/Supervisory EXO and Fekadu Tamirate, Supervisory HR Specialist, email at *addisusaidjobs@usaid.gov*.
- 5. **POSITION TITLE:** Water Security, Sanitation, and Hygiene (WASH) Team Lead
- 6. **MARKET VALUE:** \$ 104,604 to \$135,987, equivalent to GS-14. The final compensation will be negotiated within the listed market value based on the successful candidate’s salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.** USPSCs performing overseas are not entitled to Locality Pay.
- 7. **PLACE OF PERFORMANCE:** Addis Ababa, Ethiopia with possible travel as stated in the Statement of Work.

USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

- 8. **PERIOD OF PERFORMANCE:** For three base years with two option years to renew. No PSC contract may exceed a five-year period of performance. Estimated to start on 5/2/2024.

The base period will be 11/2/2024– 11/1/2026. Based on Agency need, the Contracting Officer may exercise additional one-year option period for a maximum of three years, as outlined below:

Base Period:	11/2/2024– 11/1/2026
Option Period 1:	11/2/2026– 11/1/2027
Option Period 2:	11/2/2027– 11/1/2028
Option Period 3:	11/2/2028– 11/1/2029

9. **ELIGIBLE OFFERORS:** U.S. Citizens, Resident Aliens Offerors

- Submit a complete application as outlined in the solicitation section titled SUBMITTING AN OFFER.
- Be able to obtain **Facility Access** security clearance.
- Be able to obtain a Department of State medical clearance.
- Be willing to travel to work sites and other offices or locations as/when requested.

10. **SECURITY LEVEL REQUIRED:** The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

11. **STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract:

The Water for the World Act of 2014 builds on the Water for the Poor Act of 2005, which made water security, sanitation, and hygiene (WASH) a U.S. foreign policy priority, instructing the U.S. Government to focus programming and resources in priority countries that have both the greatest sector needs and opportunities for impact. The USAID Water and Development Plan under the U.S. Government Global Water Strategy articulates the Agency's approach to increase the availability and sustainable management of safe water and sanitation for the underserved and most vulnerable. Congress has consistently appropriated funds under the water directive to increase sustainable access to safe drinking water and sanitation and improve hygiene. It is anticipated that increased funding for water, sanitation and hygiene activities will be sustained for the coming years in Ethiopia, as it has been re-designated as a high-priority country under the Global Water Strategy in FY 2022 and 2023. A dedicated WASH team manages water security and sanitation programming at USAID Ethiopia, situated within the Office of Economic Growth & Resilience (EGR).

The position will provide leadership, program management and technical support for USAID water security and sanitation-related programs. The WASH Team Lead is a senior professional and expert in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the full spectrum of WASH service delivery. The incumbent serves as the Mission's senior advisor on WASH and ensures that the Mission has the necessary strategic, technical, and management expertise to direct and successfully implement WASH programs. The incumbent supervises two other staff members that support the Mission's \$120 million WASH Project and mentors and cross-functionally supports one additional staff member sitting in USAID/Ethiopia's Health Office. The WASH Team Lead is expected to guide, coordinate, manage, and monitor the expanding and high profile WASH portfolio of the Ethiopia Mission, including effectively managing and motivating the staff members of the WASH team as well as ensuring that the Mission's WASH activities are being effectively implemented and achieving their intended results. Finally, the incumbent will serve, in conjunction with other staff of the EGR office, as the Mission's senior representative in various policy, strategic, and technical engagements related to

WASH with the interagency, host country government, international and bilateral organizations, and donor agencies to address technical issues and coordinate efforts.

2. **Statement of Duties to be Performed:**

1. **Sector Leadership and Strategy (30%):** Serve as the lead supervisory technical officer for the \$120 million WASH portfolio and provide expert direction in the design, implementation, monitoring, and evaluation of WASH activities and interventions across the Mission. Lead oversight and coordination across technical offices for 1) strategic WASH programming and investments, and 2) allocation of water directive funds. Lead efforts to identify, prioritize, and address key technical challenges, policy and institutional constraints, and opportunities in water and sanitation service provision and management in Ethiopia. Through literature review and regular communication with local and international stakeholders, keep abreast of emerging developments in the national and global WASH landscape and advise accordingly on how these policies, strategies, and technical guidelines can most effectively be incorporated into Mission programming, including through the use of innovative and experimental approaches to WASH service provision. Play a key role in identifying and coordinating among the various USG WASH-related activities and players to advance Ethiopia's High Priority Country Plan under the Water for the World Act of 2014.

2. **Supervision, Coaching/Mentoring, and Staff Support (30%):** Supervise and provide broad direction to the Mission's WASH team members, which includes developing annual work objectives, identifying appropriate training opportunities, and mentoring and coaching team members in support of their professional development. Conduct regular performance reviews and address any performance challenges that may arise. Ensure that WASH team members are effectively managing their assigned WASH activities as Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or Activity Manager, which includes their review and approval of work plans, budgets, quarterly and annual reports, performance monitoring plans, monitoring activities through field visits, and ensuring that financial reporting (accruals/vouchers) are submitted to the Office of Financial Management as required. Communicate with the team and upwards to the Deputy Director any shift in emphasis and/or new or anticipated workloads. Provide expert advice and guidance to direct reports on matters relating to WASH.

3. **Project Management (20%):** Lead the Mission's \$120 million WASH Project within Development Objective (DO) 4 of the Mission's current Country Development Cooperation Strategy (CDCS), including leading meetings, discussions, and engagement with other technical offices and DO teams. Contribute to formulation of Mission's new CDCS beginning in 2025, including theory of change and intermediate results for WASH. Lead routine meetings with implementing partners to discuss technical and programmatic direction of the WASH portfolio. Conduct field visits to USAID-supported WASH activities to meet with implementing partners and government officials as appropriate to provide technical, programmatic, and administrative guidance as necessary. Develop concept papers, scopes of work, USAID project and activity design documents, and bilateral and multilateral agreements related to the design of water, sanitation, and hygiene related programs, with the goal of

ensuring that program design and implementation will achieve planned results and USAID goals in alignment with the objectives of the Water for the World Act and its associated directive. Maintain a technical portfolio as COR/AOR and/or Activity Manager. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives (e.g. PPRs and OPs). Participate, engage, and contribute to USAID's institutional learning on WASH (e.g. learning workshops, webinars, commentary), drawing on lessons learned, issues, and recommended solutions.

4. Representation and Coordination (20%): Represent USAID at designated national, regional, and international meetings that relate to WASH, including regular participation in national level Water Sector Working Group and related committees. Develop, maintain, and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector firms, NGOs, and universities to identify and implement efforts to increase synergy among the key stakeholders. Organize site visits and prepare orientation materials for delegations from USAID Headquarters, State Department, other agencies, and Congress.

3. **Supervisory Relationship:**

The incumbent will report to the Deputy Director for Program Implementation in the Office of Economic Growth & Resilience. The incumbent is also expected to collaborate with the Program Office and relevant Development Objective Leads across the Mission.

4. **Supervisory Controls:**

The incumbent will supervise one Foreign Service National and one U.S. Personal Services Contractor, who serve as AOR/CORs for WASH activities in the Mission. The incumbent will also oversee the Mission's \$120 million WASH Project under USAID/Ethiopia's current CDCS.

PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened by the Mission Human Resources Office to determine whether they have met the minimum qualifications listed below. All candidates who meet the minimum qualifications requirements will be referred to the Technical Evaluation Committee (TEC) for further consideration and screening.

EDUCATION: A minimum of a master's degree in environmental management, public health, engineering, economics, or a related field is required.

WORK EXPERIENCE: At least 7 years of progressively responsible technical experience in water supply, sanitation, and hygiene improvement, including work in environments comparable to those of Ethiopia.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates 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 candidates 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 candidates 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>.

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international, (5) Overseas experience in a less developed/developing country for longer time periods in conjunction with development and/or economic assistance activities, and (6) The position requires a combination of managerial, technical, and analytical abilities. Expertise in the areas of sustainable water and sanitation services, hygiene promotion, private sector engagement, finance, sector policy reform, and program design. Experience in analyzing sector data and translating this into practice.

KNOWLEDGE, and SKILLS AND ABILITIES (40 points): Demonstrated experience in the management of bilateral or multilateral donor-funded projects. Demonstrated hands-on experience with improving water and sanitation services and hygiene promotion in urban, peri-urban, and/or rural areas, informal urban settlements, and/or displaced persons camps, preferably in similar geographies to Ethiopia. Demonstrated experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc. Strong interpersonal and liaison skills to lead WASH portfolio across the Mission. Demonstrated experience managing direct reports, including coaching, motivating, and mentoring and evaluation of their performance. Demonstrated knowledge of water and sanitation sector development, including understanding of emerging, evidence-based approaches in technology selection, policies/enabling environment, institutional structures, community governance, private sector engagement, financing, environmental sustainability, and social/cultural issues including gender.

Communication (10 points) Demonstrated proficiency in written communication through the drafting of clear emails, memos, reports, and presentations intended for both small and large internal and external stakeholders; demonstrated proficiency in verbal communication through

effective delegation of tasks and management of direct reports, clear communication with internal and external stakeholders, and presentations to both small and large audiences.

INTERVIEW PERFORMANCE (100 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, and written test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Satisfactory Professional Reference Checks – **Pass/Fail (no points assigned)**. Reference checks will be conducted only for the first-ranked candidate. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

For your application to be considered, the following documents must be submitted:

1. Offeror Information for Personal Services Contracts with Individuals, available at [AID-309-2 Form](#)
2. Letter of Application
3. Current curriculum vitae (CV).
4. Two writing samples (350 to 1,500) words

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via addisusaidjobs@usaid.gov and the email subject must say –:72066324R00008 – **Water Security, Sanitation, and Hygiene (WASH) Team Lead.**

Be sure to include your name and the solicitation number at the top of each page.

offeror submission must clearly reference the Solicitation number on all offeror submitted documents.

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors. USPSCs performing overseas must follow the Mission policies and/or directives from the Department of State regarding COVID-19 requirements.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful candidate about being selected for a contract award, the CO will provide the successful candidate instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Fingerprint Card (FD-258), and either
3. Questionnaire for Sensitive Positions for National Security (SF-86),or
4. Questionnaire for Non-Sensitive Positions (SF-85), whichever is applicable.

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & Life Insurance
 - (c) Pay Comparability Adjustment
 - (d) Annual Increase (pending a satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Leave and Holidays
2. ALLOWANCES (if applicable):

Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)

- (a) Temporary Quarter Subsistence Allowance (Section 120)

- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

VII. TAXES

USPSCs are required to pay federal income taxes, FICA, Medicare and applicable state income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation(AIDAR),Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID309-I** available at <https://www.usaid.gov/forms>.

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
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 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more	1	LOT	\$ _TBD__	\$ _TBD

	citation(s) from Phoenix/GLAAS]				
2001	Option 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]	I	LOT	\$ _TBD_	\$ _TBD
3001	Option 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]	I	LOT	\$ _TBD_	\$ _TBD

3. Acquisition and 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 **5CFR2635**. 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**

52.304-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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END OF SOLICITATION

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia 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. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.